

How to erect a Legal Signboard?



For erection of large signboards, signboard owners should:

- Appoint a Prescribed Building Professional (Authorized Person and Registered Structural Engineer)
- Submit plans to the Buildings Department for approval and obtain consent for the commencement of works
- Submit a certificate on completion of works to the Buildings Department



Signboard owners may erect relatively small signboards under the Minor Works Control System with the following procedures:

- Appoint a Prescribed Registered Contractor and, if required, a Prescribed Building Professional (Appointed Person)
- The appointed person prepares and submits the required documents to the Buildings Department in compliance with the simplified requirements

小型工程
表格
Minor Works
Forms

Please refer to the Buildings Department's webpage for details of the minor works items and procedures (www.bd.gov.hk/en/building-works/minor-works/minor-works-items/index_mwcs_items_c6b.html).



- The procedures listed above are not applicable to signboard works with complexity and safety risk lower than that of the minor works as those works are Designated Exempted Works.
- Signboards containing concealed structural elements are advised to have access panel(s) not less than 200mm in dimension or diameter for inspection of the concealed structure.
- All signboards erected under the Minor Works Control System should not comprise wooden structural elements.

