

**Submissions
to the Buildings Department**

Many submissions received by the Buildings Department are subject to statutory time limits. To allow sufficient time for such submissions to be cleared through the receiving office each day, we would appreciate your cooperation in putting in submissions by chit book or messenger during the hours below :

Weekdays 8:30 am to 4:30 pm

Saturdays 8:30 am to 11:30 am

2. To facilitate efficient working with the time-stamp machine, we would also appreciate your co-operation in folding your plans in the manner indicated in Appendix A.



(CHOI Yu-leuk)
Building Authority

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 Submissions by Messenger/Chit Book to BD
 Folding of Plans

Folding of Plans

Preferred way - fold plans along dotted line

