

Inspection, Copying and Copyright of Plans and Documents

Plans and other documents submitted to the Building Authority (BA) for the purposes of the Buildings Ordinance (BO) are public records. Provided that the copyright owners do not specifically deny access to the plans and documents and subject to paragraphs 2 to 9 below, the BA may, under section 36 of the BO, permit the public to inspect such records and issue to the public copies of such records upon request and payment of the prescribed fee.

Criteria for permitting inspection and/or issue of copy of building records

2. Under section 36(2A)(b), 36(2) and 36(2A)(a) respectively of the BO, the BA may, upon application, permit inspection, issue certified true copies and/or issue non-certified copies of approved plans, related documents and Buildings Department (BD) Forms. Applications for inspection and/or issue of copy of such building records should be made in accordance with para.6 to 10 below. In considering these applications, the BA has an obligation to take into account the provisions of the Personal Data (Privacy) Ordinance (Cap 486), the Copyright Ordinance (Cap 528), the Code on Access to Information and the obligation to confidence .
3. Under an obligation to confidence, the BA will not permit inspection or issue copies of any plans or documents of building projects, which are submitted to him for the purpose of the BO, until the subject works have been completed. The records that may be inspected by or issued with copies to the public are therefore confined to the latest approved plans and structural calculations of completed building projects.
4. A person applying for inspection or issue of copy of the plans and structural calculations of completed works should have a legitimate interest in the subject premises/works and for the following purposes:
 - (a) for reference in carrying out building works or street works other than those shown in the said records; or
 - (b) for ensuring compliance with the provisions of the Buildings Ordinance or any other enactment.

The applicant should make an undertaking confirming the aforesaid purpose(s).

5. Applications for inspection or issue of copy of building records for purposes other than those stipulated in paragraph 4 above may only be considered if justified with relevant special circumstances, or if it is accompanied by an authorization from the copyright owner of the plans or documents with a positive statement that he is the owner of the copyright.

Applications for inspection and/or issue of copy of building records

6. Applications for mere inspection of approved plans and other documents should be made in the standard form, Form BIC-1 (Appendix A). When the plans or documents are retrieved, inspection will be arranged in the Building Information Centre (BIC) of BD during office hours by appointment. Care should be exercised in handling these plans and documents so as to avoid damage or disturbance to their order in the file bundles. An applicant, who wishes to obtain copies of plans or documents, should immediately after he has inspected and identified the plans or documents to be copied, apply for the issue of copies using the standard form, Form BIC-2 (Appendix B) which is obtainable at BIC.

7. An applicant may also opt for the 'One-Stop Service' and use the standard form, Form BIC-3 (Appendix C), in which case the BD staff would identify the plans or documents in the subject files for copying on behalf of the applicant and prepare the necessary copies.

8. Applications for copies of occupation permits (OP) should be made in the standard form, Form BD 25 (Appendix D). In completing the form, an applicant should ensure that detailed particulars of the subject building such as the lot number and address are accurate for the exact identification of the OP being requested.


9. Fees as prescribed in Regulation 42 of the Building (Administration) Regulations will be charged for the inspection and/or copying services. Different fees will be charged for inspection and/or copying services depending on the type of services rendered as well as the form in which these plans or documents are recorded, i.e. paper, microfilm or electronic form.

10. The standard application forms, Form BIC-1, Form BIC-3 and Form BD 25 can be downloaded from BD's website (www.info.gov.hk/bd). Applicants may submit these standard forms either by mail, email, fax or in person. Enquiries on applications for inspection and/or copying services may be made to the BIC of the BD at telephone number 2626 1207 or through fax number 2625 4367.

/Copyright

Copyright of Plans

11. Plans of buildings are protected as copyright artistic works under the Copyright Ordinance (Cap 528). The concern about copyright may arise when there is a change of Authorized Person/Registered Structural Engineer (AP/RSE) during the course of works, and the new AP/RSE wishes to use the approved plans of the resigned AP/RSE to build and/or to make amendments. In such cases, the onus is on the new AP/RSE to ensure that he/she has properly obtained the consent of the copyright owner(s) to use the approved plans of the resigned AP/RSE; otherwise, the new AP/RSE may infringe the copyright.



(Marco M H WU)
Building Authority

Ref. : BD GR/OP/4

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Index under : BD Records - Access to and Copying of
Inspection of Plans and Plans and Documents
Copying of Plans and Documents

**APPLICATION TO BUILDING AUTHORITY
FOR INSPECTION OF APPROVED PLANS AND DOCUMENTS**
Under Section 36(2A)(b) of the Buildings Ordinance
(USE ONE FORM FOR EACH BUILDING)

Appendix A
(PNAP 110)

[Enquiry Hotline : 2626 1207]

[Fax No. : 2625 4367]

I. PARTICULARS OF THE BUILDING -- to be completed by the applicant in BLOCK letters

- (a) Name of Building : _____ * HK
- (b) Street No. and Name : _____ Area : * Kln.
- (c) Lot Number : _____ * NT

II. DETAILS OF SERVICES REQUESTED -- to be completed by the applicant unless otherwise specified

| Tick box | Services Requested | BD File Number (if known) (To be completed by BD staff if necessary) | For Official Use Only | | |
|----------|--|---|----------------------------------|------------------|-------------------|
| | | | Prescribed Fee [see note (c)] | | |
| | | | Paper Record | Microfilm Record | Electronic Record |
| | Inspection (per file basis) (see note (b)(i)) | | | | |
| | * Inspect approved building plans | 2/ | \$80.00 | \$58.00 | \$36.00 |
| | * Inspect approved structural plans, structural calculations and associated documents | 3/ | \$80.00 | \$58.00 | \$36.00 |
| | * Inspect approved drainage plans | 4/ | \$80.00 | \$58.00 | \$36.00 |
| | * Inspect approved site formation plans | 6/ | \$80.00 | \$58.00 | \$36.00 |
| | * Inspect approved alteration and addition plans (Please specify floor number) (see note (b)(ii)) | 2-3/ (/F to /F) | \$80.00 | \$58.00 | \$36.00 |
| | * Inspect plans other than above (please specify) | | \$80.00 | \$58.00 | \$36.00 |

III. DECLARATION OF THE APPLICANT

I/we hereby declare that the information in the above documents will be used :

- ☐ * for reference in carrying out building works or street works other than those shown in the said documents
- i.e. _____ (state the purpose).
- ☐ * for ensuring compliance with the provisions of the Buildings Ordinance or any other enactment
- i.e. ☐ * licensing application _____ (state the type of license).
☐ * others _____ (state the purpose).

AND I/we hereby undertake that I/we will not use the information so obtained for any other purposes.

Name** : _____ Tel. No. _____ Fax No. : _____

Address : _____

Our Ref. : _____ Signature** : _____ Date : _____

- NOTES : (a) The personal data provided in this application form will be used by the Buildings Department for the processing of this application. The provision of the personal data marked with asterisks** by means of this form is for the purpose of declaration and is therefore compulsory. If you do not provide the said data, the Buildings Department will not process your application. The provision of personal data other than those marked with asterisks** by means of this form is voluntary. If you do not provide sufficient information, the Buildings Department may not be able to process your application.
- (b) (i) Different files of a development are regarded as the same file if they bear the same file reference number e.g. the case of Pt.I, II etc. is considered as the same file.
(ii) A&A files are associated files to the building, drainage and structural files, and will not be charged separately under the same application.
- (c) The record may not be exhaustive in indicating all the building works approved under the Buildings Ordinance.
- (d) Within two working days after inspection of the approved plans/documents, you may apply for issue of their copies by selecting the required plans/documents, completing a form (BIC-2) and paying for the prescribed fee by cheque or by the Electronic Payment System (EPS).
- (e) Extra copies of this form may be obtained from the Building Information Centre at 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon, through fax by calling 2626 1207 or downloaded from the BD Web Site (<http://www.info.gov.hk/bd>).

IV. For Official Use Only

Application No. :

- ☐ * Viewed on _____
- ☐ * Cancelled on _____
- ☐ * Absent on _____

[Name & Post :

**APPLICATION TO BUILDING AUTHORITY FOR ONE STOP SERVICE
FOR ISSUE OF COPY OF APPROVED PLANS AND DOCUMENTS
WITHOUT INSPECTING THE PLANS/DOCUMENTS BEFORE ISSUE
(USE ONE FORM FOR EACH BUILDING)**

Appendix C
(PNAP 110)

[Enquiry Hotline : 2626 1207]
[Fax No. : 2625 4367]

I. PARTICULARS OF THE BUILDING -- to be completed by the applicant in BLOCK letters

- (a) Name of Building : _____ * HK
- (b) Street No. and Name : _____ Area : * Kln.
- (c) Lot Number : _____ * NT

II. DETAILS OF SERVICES REQUESTED

| Tick box | One-stop service [see note (b)] | For Official Use Only | | | | | |
|----------|---|---|---------------------|----------------------|---------------------------------|---------------------|----------------------|
| | | Prescribed Fee (per sheet) [see note (c)] | | | | | |
| | | Certified (BOs36(2)) | | | Non-certified (BOs36(2A)(a)) | | |
| | | Paper Record | Microfilm Record | Electronic Record | Paper Record | Microfilm Record | Electronic Record |
| | * Copy of approved plans Building / Drainage / Site formation / Alterations and additions / Structural Plans / Others | \$155.00 | \$125.00 | \$93.00 | \$135.00 | \$110.00 | \$74.00 |
| | * Copy of documents (i.e. BD forms) | \$45.00 | | | \$38.00 | | |

**III. LIST OF APPROVED PLANS/DOCUMENTS (to be completed by applicant if known) or
(to be completed by BD staff if necessary)**

| BD File Number (if known) | Drawing Number (include revision number) or Description of the Plans/Documents (e.g. Block No. or Floor No., etc.) | Number of Copies Required | |
|------------------------------|---|---------------------------|---------------------------------|
| | | Certified (BOs36(2)) | Non-certified (BOs36(2A)(a)) |
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IV. DECLARATION OF THE APPLICANT

I/we hereby declare that the information in the above documents will be used :

- ☐ * for reference in carrying out building works or street works other than those shown in the said documents
- i.e. _____ (state the purpose).
- ☐ * for ensuring compliance with the provisions of the Buildings Ordinance or any other enactment
- i.e. ☐ * licensing application _____ (state the type of license).
- ☐ * others _____ (state the purpose).

AND I/we hereby undertake that I/we will not use the information so obtained for any other purposes.

Name** : _____ Tel. No. _____ Fax No. : _____

Address : _____

Our Ref. : _____ Signature** : _____ Date : _____

- NOTES : (a) The personal data provided in this application form will be used by the Buildings Department for the processing of this application. The provision of the personal data marked with asterisks** by means of this form is for the purpose of declaration and is therefore compulsory. If you do not provide the said data, the Buildings Department will not process your application. The provision of personal data other than those marked with asterisks** by means of this form is voluntary. If you do not provide sufficient information, the Buildings Department may not be able to process your application.
- (b) Staff of BD will carry out simple searching of the plans/documents. For complicated cases, applicant should consult building professionals for details.
- (c) The record may not be exhaustive in indicating all the building works approved under the Buildings Ordinance.
- (d) Extra copies of this form may be obtained from the Building Information Centre at 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon, through fax by calling 2626 1207 or downloaded from the BD Web Site (<http://www.info.gov.hk/bd>).

V. For Official Use Only

Application No. :

* Tick where appropriate
Form BIC-3 (12/2004)



Application for Copy of Occupation Permit (OP)

(USE ONE FORM FOR EACH BUILDING)

Appendix D
(PNAP 110)

[Enquiry Hotline : 2626 1207]

[Fax : 2625 4367]

I. PARTICULARS OF THE BUILDING AND NO. OF OP COPIES REQUIRED – (Please complete in BLOCK letters)

- (a) Name of Building: _____ ☐ HK
- (b) Street No. and Name: _____ Area : ☐ Kln
- (c) Lot Number: _____ ☐ NT
- (d) Occupation Permit No. (if known): _____
- (e) Date of Occupation Permit (if known): _____

| Copy of the occupation permit in respect of the above building | Prescribed Fee | Cost Code | No. of Copies Required | Sub-total of Fee (HK\$) |
|--|----------------|-----------|------------------------|-------------------------|
| Certified (under BO s36(2)) | \$45 per sheet | 030 | | |
| Non-Certified (under BO s36(2A)(a)) | \$38 per sheet | 031 | | |
| Total amount of Fee (HK\$) | | | | |

II. DECLARATION OF THE APPLICANT – (Please complete in BLOCK letters)

* I / we fully understand and accept that no liability will be admitted, nor claim allowed by the Building Authority in respect of any errors or omissions in the occupation permit.

| | |
|---|--|
| Name** : _____ Address : _____ _____ _____ *My/our Ref.: _____ Tel.: _____ Fax.: _____ Signature** : _____ Date : _____ | For Buildings Department's Use Only – <input type="checkbox"/> Application received BY HAND/MAIL on _____ Receipt No. _____ <input type="checkbox"/> OP No. _____ Copy CERTIFIED on _____ <input type="checkbox"/> Copy COLLECTED BY/SENT TO applicant on _____ <input type="checkbox"/> Payment by EPS / Cheque No. _____ <input type="checkbox"/> OP does not exist <input type="checkbox"/> Fee refunded BY HAND/MAIL on _____ Issue copy of occupation permit by: Name & Post: _____ Signature: _____ |
|---|--|

NOTES FOR APPLICANTS

- (a) The personal data provided in this application form will be used by the Buildings Department for the processing of this application. The provision of the personal data marked with asterisks** by means of this form is for the purpose of declaration and is therefore compulsory. If you do not provide the said data, the Buildings Department will not process your application. The provision of personal data other than those marked with asterisks** by means of this form is voluntary. If you do not provide sufficient information, the Buildings Department may not be able to process your application.
- (b) Completed application form should be submitted either by fax at 2625 4367, by mail or in person to the Building Information Centre of the Buildings Department at 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon. The opening hours of the Counter is from 9:00am to 4:30pm Monday to Friday, and from 9:15am to 11:30am on Saturdays.
- (c) The copy will generally be ready for collection at our Centre following the schedule below without further notice:

| Submission Time | Collection Time |
|---|--|
| Monday to Friday before 12:30pm | After 11:00am on the next working day |
| Monday to Thursday afternoon (12:30pm - 4:30pm) | After 3:30pm on the next working day |
| Friday afternoon (12:30pm - 4:30pm) | After 11:00am on the next working day after Saturday (if Saturday is a working day) or after 3:30pm on the next working day (if Saturday is not a working day) |
| Saturday before 11:30am | After 3:30pm on the next working day |

- (d) Applicant will be informed separately if there is no such OP record or in other circumstances.
- (e) Payment must be made at the time of collecting, by a crossed cheque (payable to the "Government of the Hong Kong Special Administrative Region") or by the Electronic Payment System (EPS).
- (d) If you submit **bulk applications** (either in person, by mail or by fax), a longer processing time may be needed. You are advised to call our Enquiry Hotline provided above on the arrangement.
- (f) Extra copies of this form may be obtained from the Building Information Centre at 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon, through fax by calling our Enquiry Hotline provided above or downloaded from the BD Web Site (<http://www.info.gov.hk/bd>).

☐ Please tick the appropriate box

* Delete the inapplicable

BD 25 (Rev. 12/2004)