Signboard Validation Scheme

Implementation

The Buildings Ordinance (BO) and the Building (Minor Works) Regulation (B(MW)R) had been amended to introduce the Signboard Validation Scheme (Validation Scheme) under the Signboard Control System to control the existing unauthorised signboards. The Validation Scheme comes into operation on 2 September 2013. Under the scheme, existing unauthorised signboards that fall within the technical specifications of the signboards under the minor works items can be validated and the continual use of these signboards will be allowed upon such validation. The validation of an existing unauthorised signboard includes the safety inspection, strengthening (if necessary), and certification of the signboard by a prescribed building professional (PBP) and/or prescribed registered contractor (PRC). Unauthorised signboards that are ineligible for validation or have not been validated will be subject to enforcement action of the Buildings Department (BD).

Signboards Eligible for Validation

2. The Validation Scheme applies to unauthorised signboards erected before 2 September 2013. The types and dimensions of existing unauthorised signboards that are eligible for safety validation under the scheme follow those of the minor works listed in the B(MW)R, which include projecting signboards, wall signboards (including shopfront signboards), signboards on the roof of a building, outdoor signboards fixed on-grade, outdoor signboards with a spread footing and signboards on or hung beneath the soffit of a balcony or a canopy (other than a cantilevered slab). Only the PBPs and/or PRCs who are registered for the specific classes and types or items of minor works relating to the erection and alteration of signboards can certify the safety of the corresponding classes and types or items of unauthorised signboards. Details of the technical specification and positional requirements of existing unauthorised signboards eligible for safety validation are set out in Appendix A.

5-year Validity Period

3. The metal frames of signboards are exposed to weather and may deteriorate faster due to lack of maintenance if the business operations have closed down and the signboards remained unattended. The validated signboards are therefore subject to a 5-year safety inspection and certification cycle. Signboard owners who have had their unauthorised signboards validated should, at intervals of 5 years, either make a fresh validation for the signboards concerned or remove them.

Requirements for Validation

4. The requirements of signboard validation under the Validation Scheme are summarised below for reference:

Signboard falling within the description of minor works item Requirements	Class I	Class II	Class III
Person to be appointed for inspection	 Authorized person (AP); and Registered structural engineer (RSE) required if the signboard is not a specified construction⁽¹⁾ 	• PBP [AP, RSE, registered inspector (RI)] or PRC	• PBP [AP, RSE, RI] or PRC
Person to be appointed if repair / strengthening works is required	◆ PRC ⁽²⁾ under AP and RSE's supervision as necessary	• PRC ⁽²⁾	• PRC ⁽²⁾
Submission	 ◆ Submit Form SC01 together with record photos showing the physical condition, fixing details, plans and structural calculations of the unauthorised signboard to notify the Building Authority (BA) of the inspection and certification. ◆ Complete and submit the safety inspection checklist to provide information. ◆ If alteration/strengthening is involved, use Form SC01 to notify the BA of the commencement of the strengthening works and submit Form SC01C to notify the completion of the works. 	 ◆ Submit Form SC02 together with record photos showing the physical condition, fixing details and plans of the unauthorised signboard to notify the BA of the inspection and certification. ◆ Complete and submit the safety inspection checklist to provide information. ◆ If alteration/ strengthening is involved, use Form SC02 to notify the BA of the commencement of the strengthening works and submit Form SC02C to notify the completion of the works. 	 ◆ Submit Form SC03 together with record photos showing the physical condition and fixing details of the unauthorised signboard to notify the BA of the inspection and certification. ◆ Complete and submit the safety inspection checklist to provide information. ◆ Notify the BA in Form SC03 of the completion of any alteration/ strengthening works.

Note (1) : Specified construction means a construction that satisfies all the criteria specified under section 37(4) of the B(MW)R.

Note (2) : PRC: Registered general building contractor (RGBC) or registered minor works contractor (RMWC) that is registered for the class or item of the corresponding type C minor works.

5. The submission procedures for signboard validation and the documents required to be submitted are summarised in Appendix B. Safety inspection checklists for the Validation Scheme are provided in Appendix C.

General Reminders

- 6. If the existing unauthorised signboard is erected in the common parts of a building, the signboard owner and the appointed person should pay attention to the civil liabilities and the relevant provisions under the deed of mutual covenant of the building and the Building Management Ordinance (Cap. 344). They are advised to seek consent from the management office, the Owners' Corporation or the building owners concerned for the signboard to be validated and liaise with them regarding third party liability insurance. They may have to bear the civil liability for failure to do so. The appointed person should also observe the requirements for signboards under Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-126. Signboards that cannot be demonstrated to maintain the required lateral spacing from other approved or validated signboards will not be eligible for validation.
- 7. In order to facilitate the distinction of the validated signboards, it is recommended that the validation submission numbers be displayed on the validated signboards. Standards and guidelines on display of these numbers are provided in Appendix D.

No Referral of Plans

8. Unlike the centralised processing of building plans, the documents submitted to the BD for signboard validation will **NOT** be referred to other government departments for comment/vetting. If the strengthening works of the signboard involves the jurisdictions of other government departments, the appointed person should consult and obtain the necessary approval or consent from the relevant government departments separately.

No Submission Fee Required

9. All validation submissions under the Validation Scheme are free of charge.

Technical Guidelines on Signboard Validation Scheme

- 10. Technical guidelines on compliance with the Validation Scheme have been provided in Section 7.2 of the "Technical Guidelines on Minor Works Control System" for the registered contractors and practitioners of the building industry. The guidelines are available at BD website www.bd.gov.hk under the "Guidelines" category in the "Codes, design manuals and guidelines" page of the "Resources" section.
- 11. A similar practice note is issued to all registered contractors.

(YU Tak-cheung) Building Authority Ref.: BD GP/BORD/122 BD GP/BORD/113(II)

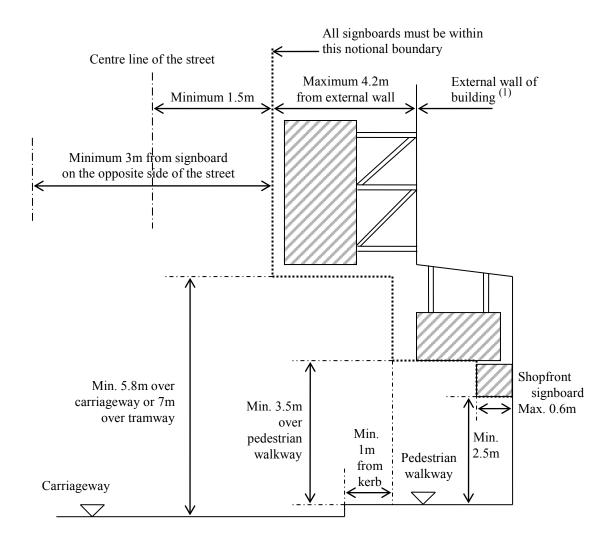
First issue September 2013
This revision December 2020 (AD/CS) (Paragraphs 1 & 10 and Appendix A amended)

Prescribed Building or Building Works Relating to Section 39C(1A) of the Building Ordinance Listed in Part 3 of Schedule 3 of the B(MW)R

1. Unauthorised projecting signboard	Corresponding Minor Works items listed in Part 3 of Schedule 1:				
	1.20	2.18	3.16		
(Item 1 in Part 3 of Schedule 3 of B(MW)R)	Not consist of stone No additional load to cantilevered slab Not involve alteration of structural elements				
	Display area $ > 10 \text{ m}^2 \& \le 20 \text{m}^2 $	Display area ≤ 10m ²	Display area ≤ 1m ²		
	Projection ≤ 4.2m		Projection ≤ 1m		
	Thickness ≤ 600mm	1	Thickness ≤ 300mm		
			Any part of signboard ≤ 6m from ground		
2. Unauthorised wall signboard (including	Corresponding Mi Schedule 1:	nor Works items li	sted in Part 3 of		
unauthorised	1.22	2.19	3.17		
shopfront signboard)					
(Itom 2 in Paut 2 of	Not involve alteration	on of structural elen	nents		
(Item 2 in Part 3 of Schedule 3 of B(MW)R)	Display area with L system:				
	$> 5 \text{m}^2 \& \le 20 \text{m}^2$	$\leq 5 \text{m}^2$			
	Display area withou	T	em: ≤ 5m²		
		$> 10 \text{m}^2 \& \le 40 \text{m}^2$ $\le 10 \text{m}^2$			
	Not consist of sto signboard > 6m from	any part of signboard ≤ 6m from ground			

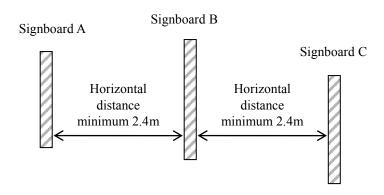
3. Unauthorised signboard on roof of a	Corresponding Minor Wo				
building	Not consist of stone				
	No additional load to cantilevered slab				
(Item 3 in Part 3 of	Not involve alteration of structural elements				
Schedule 3 of	Display area ≤ 20m ²				
B(MW)R)	No part projects beyond external wall of the building				
	Thickness ≤ 600mm				
	Any part of signboard ≤ 6m	from roof level			
4. Unauthorised outdoor	Corresponding Minor Wo	orks items listed in Part 3 of			
signboard fixed	Schedule 1:				
on-grade (other than	1.23	2.21			
construction of spread footing)	Display area ≤ 20m ²	Display area ≤ 10m ²			
ioung)	Thickness ≤ 600mm				
(Item 4 in Part 3 of	Any part of signboard ≤	Any part of signboard $\leq 2m$			
Schedule 3 of	6m from ground	from ground			
B(MW)R)					
5. Unauthorised outdoor	Corresponding Minor Wo	orks item 2.22 listed in Part			
signboard with a	3 of Schedule 1				
spread footing	Display area $\leq 1 \text{m}^2$				
(I)	Thickness ≤ 300mm				
(Item 5 in Part 3 of Schedule 3 of	Any part of signboard $\leq 3m$				
B(MW)R)	Depth of excavation for foc	oting construction ≤ 500 mm			
6. Unauthorised		orks item 2.20 listed in Part			
signboard on or hung underneath the soffit	3 of Schedule 1				
of a balcony or canopy	Not consist of stone				
(other than a	Display area ≤ 2m ²	laany ar aanany			
cantilevered slab)	No part projects beyond ball Height < 600mm	сопу от сапору			
	Height ≤ 600mm Thickness ≤ 100mm				
(Item 6 in Part 3 of	THICKHOSS _ TOURIN				
Schedule 3 of					
B(MW)R)					

Positional Requirements of Unauthorised Signboards Eligible for Signboard Validation Scheme



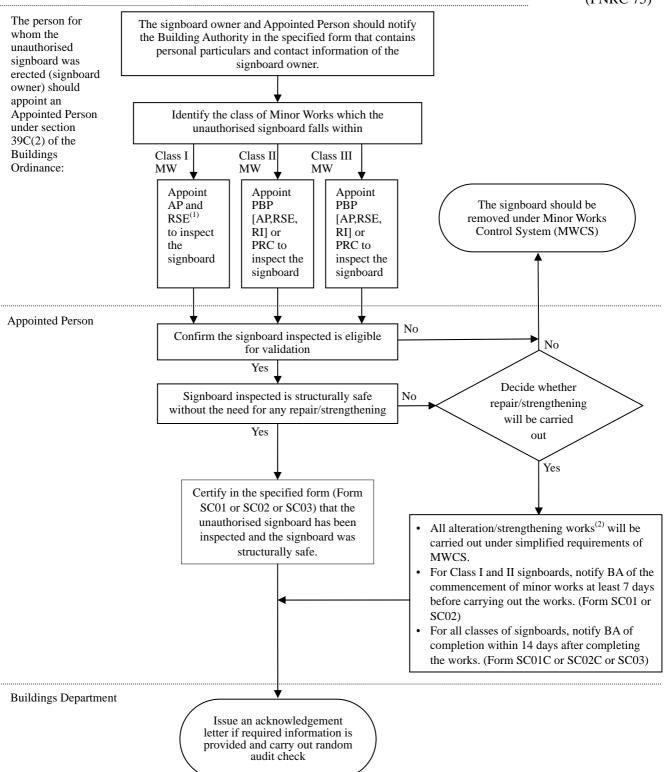
Note (1) : Please refer to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-126 for interpretation of external wall for the purpose of signboards.

Lateral Spacing between Projecting Signboards above Ground Floor



(Rev. 12/2020)

(PNRC 75)



Submission procedures for Signboard Validation

Notes:

- (1) An AP and a RSE are required to be appointed if the signboard is not a specified construction, otherwise only an AP is required.
- (2) All alteration/strengthening works must be carried out by an RGBC or RMWC registered for that class and type or item of minor works.

Safety Inspection Check List for Validation Scheme (for Signboards falling within Descriptions of Class I or II Minor Works)

Part 1 – General Information

(1) Type	☐ Projecting signboard (see Sketch 1 and 2 below):			
and	Height of display (H2) =m (maximum) ≤ 20m (refer to PNAP APP-126 Appendix G Annex 2);			
Dimensions	Vertical clearance (H1) =m (the lowest point) ≥ 3.5m (pedestrian walkway) or 5.8m (carriageway);			
	Estimated total weight (W) =kg (see Remark 1 below);			
	Horizontal clearance from LHS of adjacent signboard (if any)(S1) =m (the closest) ≥ 2.4m;			
	Horizontal clearance from RHS of adjacent signboard (if any)(S2) =m (the closest) ≥ 2.4m;			
	Horizontal clearance from signboard on the opposite side of street (if any) =m (the closest) ≥ 3m;			
	Projection (P) = $\underline{\qquad}$ m ≤ 4.2 m;			
	Thickness (t) = $\underline{\qquad}$ m \leq 0.6m;			
	Display area (A) = $\underline{\qquad}$ m ² (H2 x P)			
	This signboard belongs to the Class:			
	\square A \leq 10m ² and contains LED display system. This is a Class I signboard			
	t k			
	H2 Horizontal clearance Horizontal clearance from LHS of adjacent from RHS of adjacent			
	from LHS of adjacent signboard S1 signboard S2			
	H1 Display area Pedestrian Pedestrian Pedestrian Pedestrian			
	Pedestrian $(A) = P \times H2$ walkway walkway			
	Sketch 1-Signboard front Sketch 2-Signboard			

Wall signboard (see Sketch 3 and 4 below):
Height of display (H2) =m;
Length of signboard $(L) = \underline{\qquad} m;$
Estimated total weight (W) =kg (see Remark 1 below);
Thickness (t) = $\underline{\qquad}$ m (maximum) \leq 0.6m;
Vertical clearance from pedestrian walkway (H1) = $_$ (the lowest point) ≥ 2.5 m;
Display area (A) = $\underline{\qquad}$ m ² (H2 x L)
This signboard belongs to the Class:
H2 Display area A $=$ L x H2 H1 Shop floor Pedestrian Pedestrian
Shop floor Pedestrian Pedestrian walkway walkway
Sketch 1 Signboard front view Sketch 2 Signboard side view

Sketch 2-Signboard side view

☐ Signboard erected on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) (see Sketch 5 below) (This is a Class II Signboard):

Height of display (H2) = $\underline{\hspace{1cm}}$ m (maximum) \leq 0.6m;

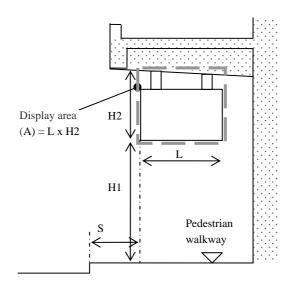
Length of signboard (L) = ____m;

Estimated total weight (W) = ____kg (see Remark 1 below);

Thickness (t) = $\underline{\hspace{1cm}}$ m (maximum) ≤ 0.1 m;

Vertical clearance from pedestrian walkway (H1) = $\underline{\hspace{1cm}}$ m (the lowest point) ≥ 3.5 m;

Horizontal clearance from kerb of pedestrian walkway (S) = $\underline{\hspace{1cm}}$ m ≥ 1 m;



Sketch 5-Signboard front view

☐ Signboard erected on roof (please provide sketch) (This is a Class I Signboard):
Height of display (H) =m;
Length of signboard $(L) = \underline{\hspace{1cm}} m;$
Estimated total weight (W) =kg (see Remark 1 below);
Thickness (t) = $\underline{\qquad}$ m (maximum) ≤ 0.6 m;
Level difference from roof =m (maximum) ≤ 6m;
Display area (A) = m^2 (H x L) $\leq 20m^2$
Outdoor signboard fixed on-grade (please provide sketch):
Height of display (H2) =m;
Length of signboard (L) =m;
Estimated total weight (W) =kg (see Remark 1 below);
Thickness (t) = $\underline{}$ m (maximum) ≤ 0.6 m (without spread footing) or 0.3m (with spread footing);
Distance from ground (H1) = $\underline{\hspace{1cm}}$ m (maximum) $\leq 2m$ (without spread footing) or 3m (with spread
footing);
Display area (A) = $\underline{\qquad}$ m ² (H2 x L)
This signboard belongs to the Class:
(i) Without spread footing:
$\square 10\text{m}^2 < A \le 20\text{m}^2$. This is a Class I signboard
\square A \leq 10m ² . This is a Class II signboard
(ii) With spread footing:
$\square 2m^2 < A \le 20m^2$. This is a Class I signboard
\square A \leq 2m ² . This is a Class II signboard

Remark 1: Reference weight of display surface for various types of signboard (weight of supporting frame of signboard to be estimated separately):

- i) 30kg/m² for signboard with fixed inscription or replaceable display surface
- ii) 60kg/m² for signboard with neon light
- iii) 90kg/m² for signboard with LED display system

(2)	(a) Display surface:	
Material,	(i) Material:	
Structural	☐ Plastics/vinyl sheet; ☐ Steel/metal plate; ☐ Wood, plywood or fiberboard; ☐ With stone (for wall	
System	signboard with no part higher than 6m from ground or outdoor signboard fixed on-grade);	
and	(ii) Lighting and electrical device:	
Location	☐ Without electricity or without lighting; ☐ Neon light; ☐ LED display system; ☐ Others	
	(iii) Type of display surface:	
	☐ With business name/fixed inscription; ☐ Replaceable advertisement; ☐ Others	
	(b) Supporting frame:	
	☐ Mild steel, galvanized and painted; ☐ Others	
	(c) Fixings between display surface and supporting frame:	
	☐ Welds; ☐ Mechanical grip; ☐ Nylon straps; ☐ Others	
	(d) Connection between supporting frame members:	
	☐ Welds; ☐ Bolts and nuts; ☐ Others	
	(e) Lateral supports:	
	☐ No lateral support; ☐ Steel guy wires; ☐ Steel struts; ☐ Others	
	(f) Fixings to parent structure:	
☐ Anchor bolts; ☐ Through bolts; ☐ Others		
No. of supporting frames with fixing to parent structure =nos;		
Maximum distance between supporting frames =m;		
	No. of anchor bolts for each supporting frame =nos;	
	Diameter of anchor bolts =mm;	
	Type of anchor bolts used (if known) =;	
	(g) Check that the structural system of the parent structure at the fixings are (confirm the following):	
	☐ Not support on cantilevered slab	
	☐ Support on edge beam or cantilevered beam	
	(h) Location of signboard (can tick more than one box):	
	☐ At the shop front;	
	On the external wall	
	Overhang above pedestrian walkway	
	Other common parts of the building, specify	
	☐ Privately owned portion of the building	

☐ Put a tick against the box where appropriate

Part 2 – Condition Check (not limited to the following items)

		Satisf	ying the
		requi	rements
Item	Description	Yes	No
			(to be
			rectified)
1	The display surface is in sound condition. There is no loose parts.		
2	The supporting frames, lateral supports, connections and fixings are in sound condition.		
	There is no damage, deformation or corrosion.		
3	All guy wires are in position without slackening.		
4	The bolts of fixing points at the building are in sound condition. There is no dislocation,		
	detachment or corrosion.		
5	The building structure at the fixing points are in sound condition. There is no spalling or		
	cracking around the areas.		
6	The signboard and its supporting frames are not supporting other structures or equipment		
	such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural		
	supports)		
For Cla	nss I signboards erected on the roof only :		
7	All parts of the signboard do not obstruct or reduce the width of the Means of Escape of the building.		
8	The water proofing of the roof erected with signboard is in sound condition. There is no damage.		

☐ Put a tick against the box where appropriate

Part 3 – Signboard Photos (4-R size)

Address of signboard		

(01) Front view (showing boundary of the signboard clearly):	
(02) Side view (showing boundary of signboard clearly):	
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Part 3 – Signboard Photos (4-R size) (cont'd)

(03) View of fixing points to the parent structure (all points should be recorded):					
	guy wires for project	ing signboard (please	e indicate the number of		
cleats and guys):					

 (not larger than A-3 size and drawn to a ratio of not less than 1:100)					

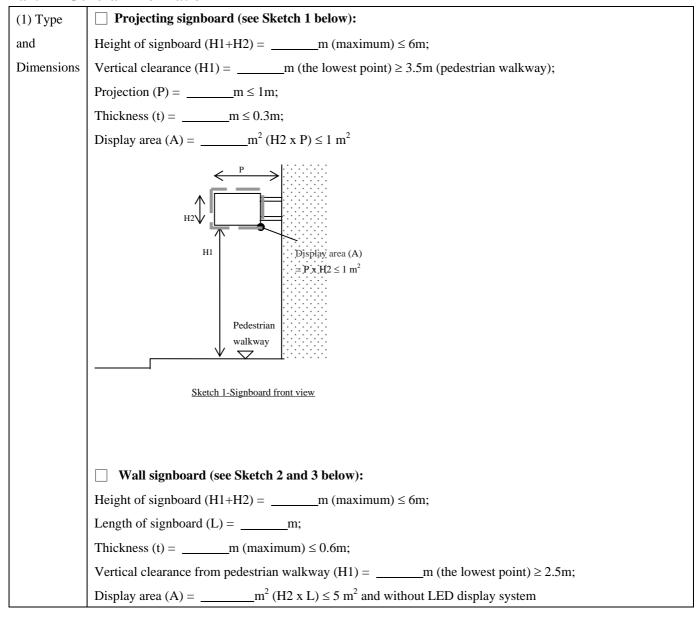
Part 4 – Structural Framing Plan and Fixing Details of Signboard

Signature of *Registered Minor Works Contractor/	
or Prescribed Building Professional	
Name:	
Certificate of Registration No.:	

* Delete where inappropriate

Safety Inspection Check List for Validation Scheme (for Signboards falling within Descriptions of Class III Minor Works)

Part 1 – General Information



	H2 Display area A = L x H2 H1 Shop floor Pedestrian walkway Sketch 1-Signboard front view Sketch 2-Signboard side view	
(2)	(a) Display surface:	
Material	(i) Material:	
and	☐ Plastics/vinyl sheet; ☐ Steel/metal plate; ☐ Wood, plywood or fiberboard; ☐ With stone	
Structural	(ii) Lighting and electrical device:	
System	☐ Without electricity or without lighting; ☐ Neon light; ☐ LED display system; ☐ Others	
	(b) Fixings to parent structure:	
	☐ Anchor bolts; ☐ Through bolts; ☐ Others	
	No. of supporting frames with fixing to parent structure =nos;	
	Maximum distance between supporting frames =m;	
	No. of anchor bolts for each supporting frame =nos;	
	Diameter of anchor bolts =mm;	
	Type of anchor bolts used (if known) =	

☐ Put a tick against the box where appropriate

Part 2 – Condition Check (not limited to the following items)

	Description	Satisfying the requirements	
Item		Yes	No (to be rectified)
1	The display surface is in sound condition. There is no loose part.		
2	The supporting frames, lateral supports, connections and fixings are in sound condition. There is no damage, deformation or corrosion.		

3	The bolts of fixing points at the building are in sound condition. There is no dislocation, detachment or corrosion.	
4	The building structure at the fixing points is in sound condition. There is no spalling or cracking around the areas.	
5	The signboard and its supporting frames are not supporting other structures or equipment such as air-conditioner, roller shutter or storage rack. (Remark: If roller shutter is housed inside the signboard, the roller shutter system should have its own independent structural supports)	
Addre	3 – Signboard Photos (4-R size) ess of signboard (01) Front view (showing boundary of signboard clearly):	
	(01) Front view (showing boundary of signboard clearly):	
1		

(02) Side view (showing boundary of signboard clearly):			

$Part\ 3-Signboard\ Photos\ (4-R\ size)\ (cont'd)$

(03) View of fixing poi	nts to the parent structure (all points should be recorded):
	Signature of *Registered Minor Works Contractor/
	or Prescribed Building Professional
	Name:
	Certificate of Registration No.:
Delete automatic	Date of expiry of registration:
Delete where inappropriate	

(9/2013)

Standards and Guidelines on Display of Reference Number on Validated Signboards

For unauthorised signboard validated through the Validation Scheme, the signboard owner is strongly recommended to display the BD reference number on the signboard. The standards and guidelines for displaying such numbers are as follows:

- 1. The letters and digits should be in black colour with a white background in the following cases:
 - (i) the reference number for the validation submission should be displayed, e.g. SC13122345, after the signboard is validated through the Validation Scheme; and
 - (ii) the new reference number for subsequent validation submission due to physical changes of the signboard should be displayed. Any previous reference number should be removed to avoid confusion.
- 2. All letters should be in block capitals. All letters and digits should be minimum 35mm high and in the font style of "Arial" as shown below.

Min. 35mm **♦ SC13122345**

- 3. The number should be displayed on durable material securely affixed at a conspicuous position on the signboard, in order to be seen at the following suggested locations:
 - (i) the nearest pavement or pedestrian way, in case of a projecting signboard, a signboard erected on/hung underneath the soffit of a balcony/canopy or a signboard fixed on-grade;
 - (ii) the nearest or the opposite pavement or pedestrian way, in case of a wall signboard; and
 - (iii) the main roof of the building, in case the signboard is erected on the roof of a building.