

**Submissions
to the Buildings Department**

Many submissions received by the Buildings Department are subject to statutory time limits. With the implementation of the five-day week in the government starting 1 July 2006, our Receipt and Despatch Counter will not open on Saturdays. We have, however, extended the opening hours of the counter on Mondays to Fridays and would appreciate your cooperation in putting in submissions by chit book or messenger during the hours below :

Mondays to Fridays 8:30 am to 5:15 pm

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

(CHEUNG Hau-wai)
Building Authority

Ref. : BD GR/1-135/1

First issue April 1979

Last revision April 1999

This revision June 2006 (AD/Sup) – para. 1 revised

Index under : Receiving and Despatching
Submissions by Messenger/Chit Book to BD
Folding of Plans

Folding of Plans

Preferred way - fold plans along dotted line

