

**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)**

[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))				
<input type="checkbox"/>	* Inspect approved building plans	2/	\$80.00	\$58.00	\$36.00
<input type="checkbox"/>	* Inspect approved structural plans, structural calculations and associated documents	3/	\$80.00	\$58.00	\$36.00
<input type="checkbox"/>	* Inspect approved drainage plans	4/	\$80.00	\$58.00	\$36.00
<input type="checkbox"/>	* Inspect approved site formation plans	6/	\$80.00	\$58.00	\$36.00
<input type="checkbox"/>	* 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
<input type="checkbox"/>	* 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. : _____

Address : _____ Fax No. : _____

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.bd.gov.hk>).

IV. For Official Use Only

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

Application No. : _____

[Name & Post : _____