

**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)**

[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))

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. : _____

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) 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.bd.gov.hk>)

V. For Official Use Only

Application No. :

* Tick where appropriate
Form BIC-3 (7/2006)