

**Submissions
to the Buildings Department**

Many submissions received by the Buildings Department (BD) are subject to statutory time limits. Receipt points for various types of submissions are outlined below:

| Submissions | Receipt Points |
|--|--|
| (i) Submissions relating to new building developments and alteration and addition works (except for works in response to a statutory order, notice, direction or an advisory letter related to building or slope safety) | Receipt and Dispatch Counter at the office of New Buildings Divisions on 7/F, Cityplaza 3, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong |
| (ii) Minor Works Submissions | Receipt Counter at the office of the Minor Works and Signboard Control Section at Room 1102-6, 11/F, AIA Kowloon Tower, 100 How Ming Street, Kwun Tong, Kowloon |
| (iii) Mandatory Building Inspection Scheme Submissions and Mandatory Window Inspection Scheme (MWIS) Submissions (including minor works submissions related to MWIS notices) | Receipt Counter at the office of the Mandatory Building Inspection Sections at Unit 4108, 41/F, Level 41, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, N.T. |
| (iv) Other Submissions | Receipt and Dispatch Counter at the office of the BD's Headquarters on 12/F, Pioneer Centre, 750 Nathan Road, Kowloon |

2. The operating hours of the above counters are:

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

3. 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.

(HUI Siu-wai)
Building Authority

Ref. : BD GR/1-135/1

This PNAP is previously known as PNAP-58

First issue April 1979

Last revision June 2012

This revision April 2016 (AD/CS) (General revision)

Folding of Plans

Preferred way - fold plans along dotted line

