

Checklist for General Building Plan Submissions
(This checklist is **not** required to be submitted to the BD)

- I** : Information to be shown on General Building Plans (GBP) for Stage I approval
- II** : Information needs not be shown on the first GBP but should be shown on subsequent GBP amendment plans for Stage II approval before application for consent for the commencement of superstructure works
- III** : Information needs not be shown on the first GBP but should be shown on subsequent GBP amendment plans for Stage III approval before application for occupation permit/temporary occupation permit
- : Information to be accompanied with GBP submission

Authorized person choosing to defer the submission of information under “**II**” and “**III**” should include in the first GBP a statement confirming that the deferred information which is prescribed under regulation 8(1) of the Building (Administration) Regulations (B(A)R) will be submitted to and approved by the Building Authority (BA) prior to the application for consent to the commencement of superstructure works, or prior to the application for occupation permit (OP), as appropriate.

Part A – Administration

Typical Items		Requirements	Reference
1.	Specified Forms	<ul style="list-style-type: none"> ① Form BA4 (appointment of AP/RSE/RGE) ① Form BA5 (application for approval) ① Form BA6 (stability certificate for alteration and addition works) ① Form BA8A (application for concurrent approval and consent) ① Form BA16 (application for exemption/ modification) ① Form BA17 (temporary building permit) 	B(A)Rs 18A and 29(1) PNAP ADM-2
2.	Plans	<ul style="list-style-type: none"> ① 2 signed and coloured sets for BA ① 2 sets for D of FS (3 sets if subject to Fire Safety (Commercial Premises) Ordinance or Fire Safety (Buildings) Ordinance) ① 1 set for DLO in urban area (2 sets if lease conditions contain Design, Disposition and Height clause & 2 sets in N.T.) ① Additional plans for referral 	Appendix A of PNAP ADM-2
3.	Fee for plan processing	<ul style="list-style-type: none"> ① Form BD24 (payment of fee) ① Crossed cheque for payment of fee 	PNAP APP-55

Part B – Supporting Documents

Typical Items		Requirements	Reference
1.	Proof of ownership	① Proof of ownership or control of the land forming the site	Circular Letters to AP/RSE/RGE on 20.10.2010, 29.7.2013 and 27.9.2021
2.	Exemptions/ Modifications	① Table showing list of exemptions/ modifications attached to Form BA16 ① Documents in support of Form BA16	Appendix A3 of PNAP ADV-33
3.	Priority/Fast track processing	① Application for priority status ① Application for fast track processing of A&A proposal	PNAP ADM-4 PNAP ADM-19
4.	Geotechnical Assessment	① Two sets of geotechnical assessment report	PNAP APP-25

PART C – Information on Plans

Typical Items		Requirements	Reference
1.	Location		
1.1	Special Control Area	Ⓛ Within special control area – Scheduled Area, Tung Chung Cable Car Route Protection Area, HK Airport (Control of Obstruction) Ordinance, Country Park	HK Airport (Control of Obstruction) Ordinance Appendix I of PNAP ADM-2
1.2	Permitted use under Outline Zoning Plan (OZP)	Ⓛ Permitted use under OZP or compliance with planning approval	OZP
1.3	Building in, over, under or upon street/lane	Ⓛ Works outside lot boundary Ⓛ Plans indicating areas to be built under/ over Ⓛ Elevation and section showing extent and depth/height of projection under/above the ground level	BO s31(1)

Typical Items		Requirements	Reference
2.	Basic Information		
2.1	General notes	<ul style="list-style-type: none"> I Notes applicable to the project, such as compliance with applicable codes of practice/design manual/guidelines II Specific provisions, such as provision of CCTV and direct intercom for temporary refuge space III Compliance statements, such as compliance with the specific requirements under PNAP APP-151, APP-156. 	
2.2	Standard details	<ul style="list-style-type: none"> II Gas flue aperture II Utility platform, balcony, A/C platform II Curtain wall, non-structural prefabricated external wall, projecting window, cladding II Sunken slab¹ II Acoustic window, acoustic fin, vertical greening II Protective barrier, vertical barrier at atrium II Top hung window II Accessible toilet, tactile warning strips for escalators/passenger conveyor, warning guiderail for area with headroom less than 2m 	Appendix A4 of PNAP ADV-33 Third Schedule of B(P)R Design Manual – Barrier Free Access 2008 (DM:BFA)
2.3	Plans and details required under B(A)R 8(1)	<ul style="list-style-type: none"> I Floor and roof plans I Elevations, street information & well I Sections² (with site and street profile) I Block plan I Key plan I Diagrams for plot ratio (PR), site coverage (SC), open space, etc.³ I Projections over street III Plan indicating the locations/layout of the minor building works including fire damper in ventilation system, supporting frames for suspending air-conditioning plant or mechanical ventilation plant and large metal ventilation ducts or associated frame 	B(A)R 8(1) PNAP ADM-2 PNAP ADM-8 PNAP ADM-19

¹ Only typical section demonstrating compliance with the minimum storey height under B(P)R 24 is required.

² Foundations shown on GBP are for indicative purpose only.

³ Diagrams of gross floor area, site coverage, usable floor area, usable floor space, compartmentation, etc. should be shown with the underlay of corresponding floor plans. The colour coding system in Table 1 of the Guideline for Using Building Information Modelling in General Building Plans Submission 2019 should be adopted.

Typical Items		Requirements	Reference
2.4	Sanitary fitments	<ul style="list-style-type: none"> I Schedule of sanitary fitments with usable floor area (UFA) figures II UFA diagrams³ for podium and non-typical floors to support the calculation of sanitary fitment provisions III UFA diagrams³ for typical floors of towers to support the calculation of sanitary fitment provisions 	B(A)R 8(1)(k)
2.5	Building facilities and elements	<ul style="list-style-type: none"> I Telecommunications and broadcasting (TBE) rooms I Facilities for refuse storage and material recovery I Usable floor space (UFS) figures for calculation of facilities for TBE and refuse storage and material recovery II UFS diagrams³ to support the calculation of facilities for TBE and refuse storage and material recovery II Details for adequate means of access to roofs or projections from roofs for maintenance and repair II Details for adequate means of access to outer surface of external walls, external claddings and curtain walls or projections from external walls, external claddings and curtain walls for maintenance and repair 	B(P)R 28A PNAP APP-84 PNAP APP-35 B(C)Rs 27(2), 28(5), 31(3) and 34(3) Code of Practice on Access for External Maintenance 2021
2.6	Others	<ul style="list-style-type: none"> I Colour key and list of abbreviations and legends II Designed imposed loads on corresponding floor plans I Building line of upper floors on floor plans II Modifications/exemptions granted 	B(A)Rs 8(1) and 14(3) PNAP ADM-8 PNAP ADM-9 Appendix A3 of PNAP ADV-33
3.	Essential Information and Associated Justifications		
3.1	Density		
3.1.1	Site Parameter		
(i)	Site area and dimensions	<ul style="list-style-type: none"> I Dimensions and area of service lanes/streets/surrender areas/dedicated areas/special areas under lease/non-building areas required under OZP I Site area calculations II Lease and lease plan I Assignment with plan I Right-of-way (ROW) agreement with plan 	B(P)R 23(2) (a) PNAP ADM-21

Typical Items		Requirements	Reference
		② Land Survey Plan showing lot area, boundaries and setting-out coordinates to substantiate the site area and site boundaries ⁴	
(ii)	Site classification	<ul style="list-style-type: none"> ① Site abutting a specified street of not less than 4.5m wide ① Percentage of site boundary abutting specified streets not less than 4.5m wide (for Class B or C site only) ① Width of the narrowest part of the specified streets ① Land status of specified streets abutting the site ① For B(P)R19(3) case, land status of access including ROW agreement and plan from a specified street to the site 	B(P)R 18A PNAP APP-124
3.1.2 Plot Ratio (PR) and Site Coverage (SC)			
(i)	Gross floor area (GFA) diagrams ³	<ul style="list-style-type: none"> ① Accountable areas, disregarded/exempted areas, areas subject to 10% GFA cap and areas subject to pre-requisites but not 10% cap demarcated ② Detailed breakdown and essential dimensions for calculating relevant areas 	B(P)R 23 PNAP APP-151
(ii)	SC diagrams ³	<ul style="list-style-type: none"> ① Disregarded/exempted areas and accountable areas demarcated ② Essential dimensions for calculating accountable areas 	B(P)R 23 PNAP APP-151
(iii)	PR and SC calculations	<ul style="list-style-type: none"> ① Overall PR & SC calculations ① Calculation of mean street level (lowest specified street) ① Mean height of roof over the highest UFS ① The max 15m level for full SC shown on elevation and section ① A summary of GFA concessions and relevant areas ① Details for compliance with PNAP APP-152 ① For carparking spaces, electric vehicle (EV) charging facilities with location and dimension of associated facilities ① Details of above-ground carpark that may be regarded as underground carpark 	B(P)Rs 20, 21, 23(1) and 28A PNAP ADM-2 PNAP APP-2 PNAP APP-42 PNAP APP-152 PNAP APP-19 PNAP ADV-14 PNAP APP-84 PNAP APP-35

⁴ Land Survey Plan should be prepared by an authorized land surveyor in accordance with the Code of Practice under the Land Survey Ordinance (Cap. 473) and submitted in duplicate.

Typical Items		Requirements	Reference
		<ul style="list-style-type: none"> I UFS figures for calculation of exempted areas of green balconies (with size exceeding 2m²) II UFS diagrams³ to support the calculation of exempted areas of green balconies ⓐ Justification for plant rooms not accessed via common area, unusually sized or duplicated provisions of plant rooms e.g. requirements stipulated by or standard design drawings from utility companies/authorities or other relevant information submitted with GBP as supporting documents ⓑ Design information and certification of EV charging facilities for carparking spaces by a registered professional engineer ⓒ Justification on the design and layout of carparks based on site specific demand to the satisfaction of Transport Department ⓓ Justification of site constraints/special circumstances affecting the provision of underground carparks 	
3.2	Safety		
3.2.1	Means of Access for Firefighting and Rescue		
(i)	Number and disposition of fireman's lifts and firefighting and rescue stairway (FRS)	<ul style="list-style-type: none"> I Measurements of actual passage (or direct line for open plan layout) from fireman's lift/FRS at critical locations (i.e. more than 44m (for open plan layout) and 59m (for actual passage) from fireman's lift/FRS II Fireman's lift and FRS indicated 	B(P)Rs 41A, 41B and 41C Part D of Code of Practice for Fire Safety in Buildings 2011 (FS Code)
(ii)	Initial access to fireman's lifts and FRS	<ul style="list-style-type: none"> I Measurement of distance from G/F fire service access point to the fireman's lift/FRS at critical situation more than 17m from fireman's lift/FRS II Width and separation from remainder of G/F of the passage from the fire service access point to the fireman's lift/FRS III Fire service access point indicated 	B(P)Rs 41B and 41C Part D of FS Code
(iii)	Emergency vehicular access (EVA)	<ul style="list-style-type: none"> I EVA plan II Calculation of major façade length 	B(P)R 41D Part D of FS Code PNAP APP-136

Typical Items		Requirements	Reference
3.2.2	Means of Escape (MoE)		
(i)	Basic Information	<ul style="list-style-type: none"> II UFA diagrams³ for podium and non-typical floors to support the calculation of MoE provisions II UFA diagrams³ for typical floors of towers to support the calculation of MoE provisions I Table for occupant capacity of all rooms, fire compartments and storeys (including G/F) with UFA figures I Table for required and provided number and width of exit doors and exit routes from a room, fire compartment and storey (including G/F) (Table for MoE Provisions) I Discharge value calculations 	B(P)R 41D Part B of FS Code
(ii)	Single staircase building (if applicable)	<ul style="list-style-type: none"> I The level of highest floor above ground level on section I Not exceeding permitted UFA I Area on roof for refuge and calculation of such area against the minimum required area 	B(P)R 41 Part B of FS Code
(iii)	Discharge from G/F to place of ultimate place of safety	<ul style="list-style-type: none"> I Separation of required staircases from remainder of the building I Width of exit route from ground storey forming parts of the exit route from a required staircase 	B(P)R 41 Part B of FS Code
(iv)	Relationship between staircases	<ul style="list-style-type: none"> I Permanent features to define exit route leading to an open area at an upper floor I Access from a required staircase to another one without passing through other person's private premises I Automatic deactivation of security measures preventing required access from a required staircase to another one I 6m separation between staircases at critical locations for situation with staircases less than 7m apart I Approach to required staircases from different direction except permitted deadends I 48m horizontal distance between staircases at critical location for situations >47m 	B(P)R 41 Part B of FS Code

Typical Items		Requirements	Reference
(v)	Travel distance	<ul style="list-style-type: none"> I Measurement of travel distance at critical locations more than 47m horizontal distance I Vision panel in the door or wall of an inner room I 30° requirements for two or more exit doors for a room/storey at representative critical locations forming an angle less than 33° 	B(P)R 41 Part B of FS Code
(vi)	Basement/ kindergarten/ child care centre (if applicable)	<ul style="list-style-type: none"> I Independent staircases 	B(P)R 41 Part B of FS Code PNAP APP-43
(vii)	Refuge floors	<ul style="list-style-type: none"> I No. of storeys between refuge floors, refuge roof and lowest ground storey disregarding floors solely for mechanical plants I Net area for refuge with dimensions, diagrams and calculations against the minimum required area III Signage system 	B(P)R 41 Part B of FS Code
(viii)	Places of public entertainment (PPE) premises (if applicable)	<ul style="list-style-type: none"> I Thoroughfares abutting the site I At least one half of the perimeter of the building having PPE premises for exit routes from each tier direct to two or more thoroughfares I Table for MoE provisions taking into account PPE premises located at a storey 12m or above G/F level or shared protected exits with adjoining non-domestic accommodation I Two of the exit routes from each tier leading to different thoroughfares or ways III Gradient of tier not steeper than 35° III Headroom of tier (including ceiling) not less than 3m III Typical details of required staircases for dimensions of treads and risers I Gangways and seatways layout 	B(P)R 41 Part B of FS Code
(ix)	Temporary refuge space (TRS)	<ul style="list-style-type: none"> I Number, disposition and dimension of TRS 	B(P)R 41 Part B of FS Code

Typical Items		Requirements	Reference
3.2.3	Fire Resisting Constructions (FRC)		
(i)	Basic Information	<ul style="list-style-type: none"> □ Fire compartment diagram with essential dimensions³ □ Fire compartment area/volume calculations □ Table for fire resistance rating (FRR) of elements of construction within each fire compartment and construction and materials for walls, floors, columns, beams and stairs □ FRR of fire barriers separating the areas of special hazard from the rest of the building □ A list of legend for fire resisting doors, windows, shutters, lift doors, fire dampers, etc. of different FRR □ FRR of fire resisting doors, windows, shutters, lift doors, fire dampers, etc. on floor plan □ Thickness of fire resisting wall including type of material on floor plan □ Fire resisting construction for the defined exit route 	B(C)R 35 Part C of FS Code
(ii)	Protection of adjoining building	<ul style="list-style-type: none"> □ Distance of unprotected openings between buildings □ Angle between façades of two adjoining buildings if the angle is more than 135° 	B(C)R 35 Part C of FS Code
(iii)	External wall of required staircase/lobby	<ul style="list-style-type: none"> □ 6m separation distance required for unprotected external wall and opening of a required staircase and its protected lobby □ Calculation of the percentage of area of external wall of a required staircase and its protected lobby occupied by fire resisting fixed light provided under Clause C9.7 of FS Code for critical situations i.e. for situations with more than 24% □ Extension of fire resisting wall separating a required staircase or protected lobby from the rest of the building under Clause C9.8 of FS Code 	B(C)R 35 Part C of FS Code
(iv)	Smoke outlets	<ul style="list-style-type: none"> □ Distance between individual smoke outlets at critical locations more than 29m □ Calculation of the total area of the smoke outlets and required area □ Smoke outlets for every compartment with dimensions shown on basement and ground floor plans and building elevations 	B(C)R 35 Part C of FS Code

Typical Items		Requirements	Reference
(v)	Bridge and tunnel	<input type="checkbox"/> By-pass lobbies <input type="checkbox"/> Height of the protective barriers and construction materials of unenclosed bridge	B(C)R 35 Part C of FS Code
3.3	Health and Environment		
3.3.1	Lighting and Ventilation – prescribed windows	<input type="checkbox"/> Area calculations for prescribed windows for critical situations i.e. surplus window area is less than 10% of the required provision <input type="checkbox"/> Critical rectangular horizontal plane for each tower <input type="checkbox"/> Tilted rectangular horizontal plane provided under PNAP APP-130 <input type="checkbox"/> Critical unobstructed vision area provided for each tower under PNAP APP-130 <input type="checkbox"/> Openable windows either shown on floor plans or elevations	B(P)Rs 30 and 31 PNAP APP-130 Appendix A4 of PNAP ADV-33
3.3.2	Open space	<input type="checkbox"/> Open space area, disposition, diagram and calculations	B(P)R 25 Second Schedule of B(P)R
3.4	Major Issues Under Allied Legislation		
3.4.1	Access and Facilities for Persons with a Disability (PwD)		
(i)	Access route	<input type="checkbox"/> Access route to an accessible entrance <input type="checkbox"/> Ramps and landing with handrails <input type="checkbox"/> Dropped kerb <input type="checkbox"/> Steps and staircase with handrails <input type="checkbox"/> Manoeuvring space in corridor, lobby, path and similar areas including deadend situation <input type="checkbox"/> Door on accessible route including frameless glass door and automatic main entrance door <input type="checkbox"/> Sign providing direction, information and instructions for PwD	Third Schedule of B(P)R DM:BFA
(ii)	Facilities for PwD	<input type="checkbox"/> Wheelchair space in auditorium <input type="checkbox"/> Guestroom in hotel, hostel and guesthouse <input type="checkbox"/> Car parking space <input type="checkbox"/> Watercloset cubicle and urinal <input type="checkbox"/> Bathroom and shower compartment <input type="checkbox"/> Lift	Third Schedule of B(P)R DM:BFA

Typical Items		Requirements	Reference
(iii)	Assistive provisions	<ul style="list-style-type: none"> ▣ Braille & tactile floor plan (graphic indication only to show extent of such provisions) ▣ Tactile guide path ▣ Visual display board ▣ Public information/service counter ▣ Assistive listening system 	Third Schedule of B(P)R DM:BFA
3.4.2 Others			
(i)	OZP - Compliance of approval conditions	▣ Information required under Town Planning Board Guidelines on compliance of approval conditions	Town Planning Board Guidelines TPB PG-No. 20
(ii)	Vehicular Run-in/out	▣ Vehicular access point - XYZ and associated ROW	PNAP ADM-2

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