

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

- : information to be shown on plan
○ : information to be accompanied with the plan submission

Part A – Plans and Forms

Typical Items		Requirements	Reference
1.	Statutory Forms	<input type="radio"/> Form BA 4 (for appointment of AP/RSE/RGE)	B(A)R 18A and 29(1) PNAP ADM-2 PNAP APP-55
		<input type="radio"/> Form BA 5 (application for approval)	
		<input type="radio"/> Form BA6 (stability certificate for A&A works)	
		<input type="radio"/> Form BA8A (application for concurrent approval and consent)	
		<input type="radio"/> Form BA16 (application for exemption/modification)	
		<input type="radio"/> Form BA17 (temporary building permit)	
		<input type="radio"/> Form BD24 (payment of fee)	
2.	Plans	<input type="radio"/> Plans (2 signed and coloured sets for BA, 2 sets for D of FS ¹ , 1 set for DLO in urban area (2 sets if lease conditions contain Design, Disposition and Height clause & 2 sets in N.T.)	PNAP ADM-2
		<input type="radio"/> Additional plans for referral	App. A
3.	Fee for plan processing	<input type="radio"/> Crossed cheque for payment of fee	PNAP APP-55

¹ 3 sets if subject to Fire Safety (Commercial Premises) Ordinance or the Fire Safety (Building) Ordinance.

Part B – Supporting Documents

		Reference
1.	<input type="radio"/> Proof of ownership or control of the land forming the site	Circular Letter to AP/RSE/RGE on 20.10.2010 and 29.7.2013
2.	<input type="radio"/> Table showing list of exemptions/ modifications attached to Form BA16	Appendix A3 of PNAP ADV-33
3.	<input type="radio"/> Documents in support of Form BA16	
4.	<input type="radio"/> Application for priority status	PNAP ADM-19
5.	<input type="radio"/> Application for fast track processing of A&A proposal	PNAP ADM-19
6.	<input type="radio"/> Two sets of geotechnical assessment report	PNAP APP-25

PART C – Information on Plans

		Reference
1.	Location	
a.	<input type="checkbox"/> Within special control area – Scheduled Area, Tung Chung Cable Car Route Protection Area (Appendix I of PNAP ADM-2), HK Airport (Control of Obstruction) Ordinance, Country Park	HK Airport (Control of Obstruction) Ordinance Appendix 1 of PNAP ADM-2
b.	<input type="checkbox"/> Permitted use under the Outline Zoning Plan or compliance with planning approval	Outline Zoning Plan
c.	<input type="checkbox"/> Site abutting a specified street of not less than 4.5m wide	PNAP APP-124
d.	<input type="checkbox"/> Works outside site boundary	BO s31(1)

2.	Information ²	
a.	<input type="checkbox"/> General notes such as compliance with applicable codes of practice / design manual / guidelines (without specifying the clause nos.), compliance with B(P)Rs 30, 31 and 36, provision of CCTV and direct intercom link for temporary refuge space, and compliance statement under PNAP APP-156.	B(P)Rs 30, 31 and 36 PNAP APP-156
b.	<input type="checkbox"/> Standard details, if applicable, for gas flue aperture, utility platform, balcony, A/C platform, curtain wall, non-structural prefabricated external wall, sunken slab, protective barrier, accessible toilet, tactile warning strips for escalators / passenger conveyor, warning guiderail for area with headroom less than 2m, projecting windows, acoustic windows, acoustic fins, vertical greening, cladding, vertical barrier at atrium, and top hung window on separate drawings	Appendix A4 of PNAP ADV-33
c.	<input type="checkbox"/> Colour key and list of abbreviations and legends	B(A)R 14(3) PNAP ADM-9
d.	<input type="checkbox"/> Plans and details required under Building (Administration) Regulation 8(1)(a) floor and roof plans, (b) elevations, street information & well, (c) sections ³ , (f) block plan, (g) key plan, (h) diagrams for PR, SC, open space, etc., (j) projections over street, (k) usable floor space and sanitary fitments provisions and (m) provisions for persons with a disability	B(A)R 8(1)
e.	<input type="checkbox"/> Modifications / exemptions granted and being applied for	Appendix A3 of PNAP ADV-33
f.	<input type="checkbox"/> Designed imposed loads on corresponding floor plans	PNAP ADM-8
g.	<input type="checkbox"/> Building line of upper floors on floor plans	B(A)R 8(1)
h.	<input type="checkbox"/> Telecommunications and broadcasting rooms	B(P)R 28A PNAP APP-84
i.	<input type="checkbox"/> Area calculations for required and provided facilities for refuse storage and material recovery	PNAP APP-98
j.	<input type="checkbox"/> 150mm level difference between internal and external ground/ flat roof	s33(2) and s34(2) of the B(C)R PNAP APP-125
k.	<input type="checkbox"/> Details for adequate means of access to the roofs or projections from the roofs for their maintenance and repair	s34(3) of the B(C)R Code of Practice on

² It is advisable that the gross floor area / site coverage / usable floor area / usable floor space / compartmentation diagrams, etc. are to be shown with the underlay of corresponding floor plan.

³ Foundations shown on GBP are for indicative purpose only.

		Access for External Maintenance
1.	<input type="checkbox"/> Details for adequate means of access to the outer surface of external walls, external claddings and curtain walls or projections from the external walls, external claddings and curtain walls for their maintenance and repair	s27(2), 28(5) and 31(3) of the B(C)R Code of Practice on Access for External Maintenance

3.	Essential Information and Associated Justifications	
a.	Density	
1.	Site Parameter	
	1.1 Site area and dimensions <input type="checkbox"/> Dimensions and area of service lanes / streets / surrender areas / dedicated areas / special areas under lease /non-building areas required under the Outline Zoning Plan <input type="checkbox"/> Site area calculations Lease and lease plan <input type="radio"/> Assignment with plan <input type="radio"/> Right-of-way (ROW) agreement with plan <input type="radio"/> Land Survey Plan or a lease plan with lot area, boundaries and setting-out coordinates to substantiate the site area and site boundaries ⁴	B(P)R 23(2) (a)
	1.2 Site classification <input type="checkbox"/> % of site boundary abutting specified streets not less than 4.5m wide (for Class B or C site only) <input type="checkbox"/> Width of the narrowest part of the specified streets for site classification <input type="radio"/> Land status of specified street abutting the site <input type="radio"/> For B(P)R19(3) case, land status of access including ROW agreement and plan from a specified street to the site	B(P)R18A
	1.3 Building under and over street / lane <input type="checkbox"/> G/F plan indicating portions to be built under / over	BO s31(1)
2.	Site coverage (SC) and plot ratio (PR)	
	2.1 Gross floor area (GFA) diagrams <input type="checkbox"/> Accountable areas, disregarded areas, areas subject to 10% GFA cap and areas subject to pre-requisites but not 10% cap demarcated <input type="checkbox"/> Annotations and essential dimensions for calculating relevant areas	B(P)R 23 PNAP APP-151

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.

	2.2	SC diagrams <ul style="list-style-type: none"> <input type="checkbox"/> Disregarded / exempted area and accountable areas demarcated <input type="checkbox"/> Annotations and essential dimensions for calculating accountable areas 	B(P)R 23 PNAP APP-151
	2.3	PR and SC calculations <ul style="list-style-type: none"> <input type="checkbox"/> Calculation of mean street level (lowest specified street) <input type="checkbox"/> Mean height of roof over the highest usable floor space <input type="checkbox"/> The max 15m level for full site coverage shown on elevation <input type="checkbox"/> A summary of GFA concessions and relevant areas <input type="checkbox"/> Details for compliance with PNAP APP-152 <input type="checkbox"/> For carparking spaces, electric vehicle (EV) charging facilities with location and dimension of associated facilities <input type="checkbox"/> Details of above-ground carpark that may be regarded as underground carpark <input type="checkbox"/> Layout of plants in unusually extensive AC plant/ AHU room <input type="checkbox"/> Details for AC plant room with access from a residential unit <input type="radio"/> Justification of electrical switch rooms, meter rooms, generator rooms, pump rooms, cable riser duct room, sewage treatment plant rooms and smoke extraction system or “any similar service” other than A/C plant rooms and AHU room <input type="radio"/> Design information and certification of EV charging facilities by a registered professional engineer <input type="radio"/> Justification on the design and layout based on site specific demand to the satisfaction of Transport Department <input type="radio"/> Justification of site constraints / special circumstances affecting the provision of underground carparks 	PNAP ADM-2 PNAP APP-2 PNAP APP-42 PNAP APP-152 PNAP APP-19 PNAP ADV-14
b. Fire Safety			
1. Means of Access for Firefighting and Rescue			
	1.1	Number and disposition of fireman’s lifts and firefighting and rescue stairway (FRS) <ul style="list-style-type: none"> <input type="checkbox"/> 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 the FRS <input type="checkbox"/> 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)
	1.2	Initial access to fireman’s lifts and FRS <ul style="list-style-type: none"> <input type="checkbox"/> 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 or FRS <input type="checkbox"/> Width and separation from remainder of G/F of the passage from the fire service access point to the fireman’s lift / FRS <input type="checkbox"/> Directional notice indicating the fire service access point 	B(P)Rs 41B and 41C Part D of FS Code

	1.3	Emergency vehicular access (EVA) provided <input type="checkbox"/> EVA plan <input type="checkbox"/> Calculation of Major Façade Length	B(P)R 41D Part D of FS Code PNAP APP-136
2. Means of Escape (MoE)			
	2.1	Basic Information <input type="checkbox"/> Usable floor area (UFA) diagrams with basic information disregarded and accountable areas demarcated <input type="checkbox"/> UFA calculations <input type="checkbox"/> Table for occupant capacity of all rooms, fire compartments and storeys (including G/F) <input type="checkbox"/> Table for required and provided no. and width of exit doors and exit routes from a room, fire compartment and storey (including G/F) (Table for MoE Provisions) <input type="checkbox"/> Discharge value calculations	B(P)R 41 Part B of FS Code
	2.2	Single staircase building <input type="checkbox"/> The level of highest floor above ground level on the section <input type="checkbox"/> Not exceeding permitted UFA <input type="checkbox"/> Area on roof for refuge and calculation of such area against the minimum required area	B(P)R 41 Part B of FS Code
	2.3	Discharge from G/F to place of ultimate place of safety <input type="checkbox"/> Separation of required staircases from remainder of the building <input type="checkbox"/> 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
	2.4	Relationship between staircases <input type="checkbox"/> Permanent features to define exit route leading to an open area at an upper floor <input type="checkbox"/> Fire resisting construction for the defined exit route <input type="checkbox"/> Access from a required staircase to another one without passing through other person's private premises <input type="checkbox"/> Automatic deactivation of security measures preventing required access from a required staircase to another one <input type="checkbox"/> 6m separation between staircases at critical locations for situation with staircases less than 7m apart <input type="checkbox"/> Approach to required staircases from different direction except permitted deadends <input type="checkbox"/> 48m horizontal distance between staircases at critical location for situations >47m	B(P)R 41 Part B of FS Code
	2.5	Travel distance <input type="checkbox"/> Measurement of travel distance at critical locations more than 47m horizontal distance <input type="checkbox"/> Vision panel in the door or wall of an inner room	B(P)R 41 Part B of FS Code

		<input type="checkbox"/> 30° requirements for two or more exit doors for a room / storey at representative critical locations forming an angle less than 33°	
	2.6	Basement / kindergarten / child care centre <input type="checkbox"/> Independent staircases	B(P)R 41 Part B of FS Code PNAP APP-43
	2.7	Refuge floors <input type="checkbox"/> No. of storeys between refuge floors, refuge roof and lowest ground storey disregarding floors solely for mechanical plants <input type="checkbox"/> Net area for refuge with dimensions <input type="checkbox"/> Diagrams and calculations of net area of refuge against the minimum required area <input type="checkbox"/> Signage system	B(P)R 41 Part B of FS Code
	2.8	Places of public entertainment (PPE) premises <input type="checkbox"/> Thoroughfares abutting the site <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> Two of the exit routes from each tier leading to different thoroughfares or ways <input type="checkbox"/> Gradient of tier not steeper than 35° <input type="checkbox"/> Headroom of tier (including ceiling) not less than 3m <input type="checkbox"/> Typical details of required staircases for dimensions of treads and risers <input type="checkbox"/> Gangways and seatways layout	B(P)R 41 Part B of FS Code
	2.9	Temporary refuge space (TRS) <input type="checkbox"/> No. and dimensions of TRS	B(P)R 41 Part B of FS Code
3.	Fire Resisting Constructions (FRC)		
	3.1	Basic Information <input type="checkbox"/> Fire compartment diagram with essential dimensions <input type="checkbox"/> Fire compartment area / volume calculations <input type="checkbox"/> Table for fire resistance rating (FRR) of elements of construction within each fire compartment <input type="checkbox"/> FRR of fire barriers separating the areas of special hazard from the rest of the building <input type="checkbox"/> Table of construction and materials for walls, floors, columns, beams and stairs	s35 of the B(C)R Part C of FS Code

		<input type="checkbox"/> A list of legend for fire resisting doors, windows, shutters, lift doors, fire dampers, etc. of different FRR <input type="checkbox"/> FRR of fire resisting doors, windows, shutters, lift doors, fire dampers, etc. on floor plan <input type="checkbox"/> Thickness of fire resisting wall including type of material on floor plan	
	3.2	Protection of adjoining building <input type="checkbox"/> Distance of unprotected openings between buildings <input type="checkbox"/> Angle between façades of two adjoining buildings if the angle is more than 135°	s35 of the B(C)R Part C of FS Code
	3.3	External wall of required staircase/lobby <input type="checkbox"/> 6m separation distance required for unprotected external wall and opening of a required staircase and its protected lobby <input type="checkbox"/> Calculation of % of the area of external wall of a required staircase and its protected lobby occupied by fire resisting fixed light provided under Clause C9.7 for critical situations i.e. for situations with more than 24% <input type="checkbox"/> 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	s35 of the B(C)R Part C of FS Code
	3.4	Smoke outlets <input type="checkbox"/> Distance between individual smoke outlets at critical locations more than 29m <input type="checkbox"/> Calculation of the total area of the smoke outlets and required area <input type="checkbox"/> Smoke outlets for every compartment with dimensions shown on basement and ground floor plans and building elevations	s35 of the B(C)R Part C of FS Code
	3.5	Bridge and tunnel <input type="checkbox"/> By-pass lobbies <input type="checkbox"/> Height of the protective barriers and construction materials of unenclosed bridge	s35 of the B(C)R Part C of FS Code
c.	Health and Environment		
1.	Light and Ventilation		
	1.1	Prescribed window <input type="checkbox"/> Calculations of the area of all rooms requiring provision of prescribed windows ⁵ <input type="checkbox"/> Area calculations for proposed prescribed windows for critical situations i.e. surplus is less than 5% <input type="checkbox"/> Most critical rectangular horizontal plane for each tower	B(P)Rs 30 & 31 PNAP APP-130

⁵ Reference should be made to UFA Calculations in Item 2.2.1 of Part 4 and the room areas for this purpose should be separately tabulated.

		<input type="checkbox"/> Tilted rectangular horizontal plane provided under PNAP APP-130 <input type="checkbox"/> Unobstructed vision area provided under PNAP APP-130 <input type="checkbox"/> Openable windows either shown on floor plans or elevations [A report to demonstrate compliance with the area requirements for all prescribed windows to be submitted before OP]	
	1.2	Open space: required/provided area and its disposition acceptable <input type="checkbox"/> Open space diagram <input type="checkbox"/> Calculations of the area of open space	B(P)R 25 Second Schedule of B(P)R
d. Major Issues Under Allied Legislation			
1. Access and Facilities for Persons with a Disability (PwD)			
	1.1	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 users of the building ⁶	Third Schedule of B(P)R Design Manual – Barrier Free Access 2008 (DM:BFA)
	1.2	Facilities for PwD <input type="checkbox"/> Wheelcar 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
	1.3	Assistive provisions <input type="checkbox"/> Braille & tactile floor plan (graphic indication only to show extent of such provisions) <input type="checkbox"/> Tactile guide path <input type="checkbox"/> Visual display board <input type="checkbox"/> Public information / service counter <input type="checkbox"/> Assistive listening system	Third Schedule of B(P)R DM:BFA

⁶ These facilities should be shown on last amendment plans for approval before submission of a certificate under regulation 25 of the Building (Administration) Regulations on completion of building works.

2.	Outline Zoning Plan <input type="checkbox"/> Information required under Town Planning Board Guidelines TPB GN-No. 20 for compliance of approval conditions	Town Planning Board Guidelines TPB GN-No. 20
3.	<input type="checkbox"/> Vehicular Run-in/out - Vehicular access point - XYZ and associated right of ways	PNAP ADM-2
4.	Building in, upon, over or under street / lane <input type="checkbox"/> G/F plan indicating areas to be built under / over <input type="checkbox"/> Section and elevation showing extent of projection and height of projection above the ground level	B(A)R 8(1)

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