

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

PART A - Administration

Typical Items		Requirements	Reference
1.	Statutory Forms	<input type="radio"/> Form BA 4 (for appointment of AP/RSE/RGE)	ADM-8 B(A)R 18A and 29(1) APP-143
		<input type="radio"/> Form BA 5 (for application for approval)	
		<input type="radio"/> Form BA6 (Stability Certificate as necessary)	
		<input type="radio"/> Form BA16 (Application for exemption/ modification as necessary)	
		<input type="radio"/> Statutory Forms for separate RSE appointed for precast concrete works, if any	
2.	Fees for plan processing	<input type="radio"/> Payment required when fees are charged according to total number of submitted plans	APP-55
3.	Plans and Documents	<input type="radio"/> 2 signed sets of plans and 1 signed set of all documents	ADM-8 APP-141

PART B - Documents

Typical Items		Requirements	Reference
1.	Design Document : Part I - Synopsis and Essential Information	<input type="checkbox"/> Synopsis of structural design: <ul style="list-style-type: none"> • Compatibility statement with approval or submission date of corresponding general building plans • Checklist for checking fundamental issues of superstructural plans • A general description of foundation and structural system and basic anatomy of stability by which applied loads are transferred to ground • Design codes/standards with year of version • Material specifications to recognised standards with limitation of stresses • Fire resistance requirement and durability requirement • Design assumptions to be realistic 	ADM-6 ADM-8 ADM-19

Typical Items	Requirements	Reference
	<p>in modeling and analysing of structures</p> <ul style="list-style-type: none"> • Lateral deflection/acceleration of building due to wind within design limit and other types of deformation <p><input type="checkbox"/> Essential information on computerised calculation:</p> <ul style="list-style-type: none"> • Pre-accepted structural or geotechnical computer program statement endorsed by RSE/RGE • Assumptions made and justifications on parameters used in computer model • Input data with computer-generated graphics or hand sketch showing framing and layout of system, etc. • Summary of salient output results in text and graphical format • Interpretation of salient output results in compliance with design standards and requirements <p><input type="checkbox"/> Essential information on design to resist wind load:</p> <ul style="list-style-type: none"> • A general description of wind-resisting system and mathematical modeling • Diagrams illustrating location and identification of all structural frames and members in wind-resisting system • A summary of sectional properties of wind-resisting elements • Description of wind tunnel test including methodology of testing, dynamic properties, name of wind tunnel testing laboratory, testing results and wind loading adopted in superstructure design • A summary of wind loads applied to building and distribution of wind forces at each floor level • A summary of equilibrium check on applied lateral forces and calculated reactions of vertical structural members at foundation and other critical levels where there is a major change in structural configuration 	

Typical Items		Requirements	Reference
		<input type="checkbox"/> Essential information on design to resist dead and imposed loads: <ul style="list-style-type: none"> • Design data on dead and imposed loads (including allowance for partitions, screeds, service loads, dynamic loads, temperature loads and the like) with floor usage • A summary of principal reactions (moments, shear forces and axial forces) in vertical structural members at foundation and all floor levels • Design data on loads imposed from adjoining buildings/structures, e.g. earth loads, surcharge loads, etc. • Compatibility check with load from superstructure with those loading approved in foundation plans <input type="checkbox"/> Design of unconventional structural elements: <ul style="list-style-type: none"> • Detailed design of special structures, e.g. shell, long span girder, space truss, etc. • Detailed design of major transfer members where failure of which would induce cumulative instability, e.g. transfer plate • Detailed design of prestressed concrete members • Detailed design of cantilevered canopies, balconies and major structural appendages 	
2.	Design Document : Part II - Detailed analysis and design	<input type="checkbox"/> Detailed analysis and design of all structural elements including beam, slab, wall, column, staircase, water tank, etc.	ADM-8 ADM-19

PART C - Plans

Typical Items		Requirements	Reference
1.	Plans properly indexed and space reserved at the lower right corner for official stamps of approval	<input type="checkbox"/> Plans to be properly indexed and each drawing to bear a title and number <input type="checkbox"/> Vertical space (90mm wide x 200mm high) or horizontal space (245mm wide x 80mm high) for accommodating official stamps of approval, curtailed check and true copy certification by the BA on every plan at lower right corner	ADM-8 ADM-10
2.	Location plan/key plan	<input type="checkbox"/> Proposed structure to be clearly shown and easily identified from location plan/key plan <input type="checkbox"/> Location of site together with adjoining buildings, structures, lands, streets, access road over which right-of-way, if any, granted, etc.	APP-18
3.	Plans and sections in appropriate scales for readability	<input type="checkbox"/> Plans and sections/elevations to be in a scale not less than 1:100; except that a scale of not less than 1:200 may be accepted for cases of very extensive works	B(A)R Section 13
4.	Compatibility with building plans	<input type="checkbox"/> A compatibility statement to be given on one of drawings with approval or submission date of corresponding general building plans	ADM-19
5.	General Notes on Design Codes and Standards	<input type="checkbox"/> Building (Construction) Regulation <input type="checkbox"/> Updated editions of relevant design codes of practice and standards	ADM-8 ADM-19
6.	General Notes on Material Specifications with limiting stresses	<input type="checkbox"/> Grade of materials complying to updated editions of relevant codes of practice and standards	ADM-8 ADM-19
7.	Design load	<input type="checkbox"/> Dead and imposed load (including allowance for partitions, screeds, service loads, dynamic loads, temperature loads and the like) with floor usages <input type="checkbox"/> A summary of principle wind forces in all wind directions at each floor level if wind loads is determined based on wind tunnel test results <input type="checkbox"/> Uplift loads due to ground water for basement structures <input type="checkbox"/> Earth loads, surcharge loads, protective barrier loads, etc.	ADM-8 ADM-19

Typical Items		Requirements	Reference
8.	General Notes on fire resistance requirement and protection against corrosion to recognized standards	<input type="checkbox"/> Concrete cover to Code of Practice for Fire Safety in Buildings and Code of Practice for Structural Use of Concrete <input type="checkbox"/> Fire resistance material on structural steel <input type="checkbox"/> Corrosion protection for structural steelworks to Code of Practice for Structural Use of Steel <input type="checkbox"/> Method of preventing bi-metallic reaction <input type="checkbox"/> Galvanisation to BS EN ISO 1461:2009, etc. <input type="checkbox"/> Painting system to BS 4652:1995, etc.	ADM-8 ADM-19
9.	General Notes on quality control standards and testing on workmanship	<input type="checkbox"/> Control of material, production, construction and workmanship to Code of Practice for Structural Use of Concrete, Code of Practice for Structural Use of Steel, etc. <input type="checkbox"/> Allowance for precast concrete construction inaccuracies to Code of Practice for Precast Concrete Construction	ADM-8 APP-53 APP-143
10.	Notes on construction sequence of unconventional structures	<input type="checkbox"/> Prestressed concrete construction <input type="checkbox"/> Precast concrete construction <input type="checkbox"/> Top-down basement construction	ADM-8 APP-53
11.	Typical reinforced concrete details	<input type="checkbox"/> Typical reinforcement lapping/anchorage details <input type="checkbox"/> Typical extra reinforcement at slab opening <300 mm with larger opening indicated on framing plans and details <input type="checkbox"/> Typical location and arrangement of coupler/mechanical splice <input type="checkbox"/> Typical details of construction joint between beam/slab and column/ wall <input type="checkbox"/> Typical details for changing of different concrete grade <input type="checkbox"/> Typical details showing arrangement of reinforcement in cantilevered slabs/beams projected from different types of support <input type="checkbox"/> Typical details of minor structural elements with design loads, allowable soil bearing capacities adopted, e.g. protective barrier, fence wall, etc.	ADM-8 ADM-19

Typical Items		Requirements	Reference
12.	Plans showing the layout arrangement of the structural system	<input type="checkbox"/> Floor plans and sections/elevations showing layout, dimensions, levels and identification of all structural frames and members of proposed structures <input type="checkbox"/> Locations of movement joint <input type="checkbox"/> Layout, setting out, details, sizes and loadings allowed for corbels, e.g. bridge, escalator, etc. <input type="checkbox"/> Basement structures with details of adjoining underground structures shown for information	ADM-8 ADM-19
13.	Corresponding floor plans showing fire resistance requirements and designed loads	<input type="checkbox"/> Fire resistance rating of each floor (shown for different areas if applicable) to Code of Practice for Fire Safety in Buildings <input type="checkbox"/> Diagrammatic illustration of different types of superimposed dead loads including allowance for partitions (refer to GBP for partition layout), screeds and the like to building regulations and Code of Practice for Dead and Imposed Loads <input type="checkbox"/> Diagrammatic illustration of different types of imposed loads together with intended use of floor to building regulations and Code of Practice for Dead and Imposed Loads <input type="checkbox"/> Dynamic loads with provision of operating weight of machinery <input type="checkbox"/> Reserved loads, e.g. for curtain wall	ADM-8 ADM-19
14.	Structural details of conventional reinforced concrete elements	<input type="checkbox"/> Plans, schedules and sectional details showing quantity and arrangement of steel reinforcement of each structural member <input type="checkbox"/> Enlarged details showing interconnection of structural elements <input type="checkbox"/> Reinforcement details of corbel	ADM-8 ADM-19
15.	Structural details of conventional structural steel elements	<input type="checkbox"/> Plans and sectional details showing structural elements and their connections with other structural elements at supports <input type="checkbox"/> A schedule showing sizes and grades of all steel members <input type="checkbox"/> Cover details for steel support plates for fire resistance requirements	ADM-8 ADM-19

Typical Items		Requirements	Reference
16.	Structural details of transfer plates/transfer beams	<input type="checkbox"/> Plans, schedule and sectional details showing quantity and arrangement of steel reinforcement of each structural member <input type="checkbox"/> Details showing connection details with other structural members, including those supported by the transfer structure and those supporting the transfer structure	ADM-8 ADM-19
17.	Steel reinforcement details of external cantilevered slabs or beams	<input type="checkbox"/> Concrete cover to the steel reinforcement <input type="checkbox"/> Connection details of the steel reinforcement at the supporting beams, columns or structural walls <input type="checkbox"/> Layout and details of steel reinforcement bars spacers <input type="checkbox"/> A schedule of members showing the number and size of all external cantilevered R C slabs with a span exceeding 750 mm exposed to weathering	ADM-8 ADM-19 APP-68
18.	Precast concrete details	<input type="checkbox"/> Details of lifting inserts/anchors and method statement for lifting and handling the precast units during construction <input type="checkbox"/> Bracing/tie at temporary stages submitted for information <input type="checkbox"/> Typical column/wall/slab/beam joint details <input type="checkbox"/> Locations of cast-in embeds <input type="checkbox"/> Location of movement joints	ADM-8 ADM-19 APP-53
19.	Prestressed concrete details	<input type="checkbox"/> Minimum concrete cube strength at transfer <input type="checkbox"/> Material specification of strands/tendons <input type="checkbox"/> Plans and sections showing tendon profile <input type="checkbox"/> Details of anchorage at end blocks <input type="checkbox"/> Material specification of ducts and cement grout <input type="checkbox"/> Maximum prestress forces and prestress losses <input type="checkbox"/> Stressing sequence	ADM-8 ADM-19 APP-53
20.	Movement joint details	<input type="checkbox"/> Layout and setting out details of bearings to be shown on framing plans <input type="checkbox"/> Bearing schedule with details on manufacturers, material specification, loading, etc.	ADM-8 ADM-19

Typical Items		Requirements	Reference
21.	Miscellaneous details of minor structural elements	<input type="checkbox"/> Typical details with member schedule showing the structural arrangement of minor structural elements, e.g. supporting frames for air-conditioning plants, mechanical ventilation plants and metal ventilation ducts inside a building, etc. <input type="checkbox"/> Material specifications and design loads allowed.	ADM-19 Appendix B11 of ADV-33

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