

Essential Information in Plan Submissions

Introduction

The Buildings Department (BD) reviews the plan approval process regularly with a view to improving the efficiency of plan processing and enhancing the quality of plan submissions. To achieve this objective, BD has implemented various measures, such as curtailed check system, pre-submission enquiry and conference services, streamlined procedures, fast track processing, etc. The general principles and details of such measures are given in Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADM-19. This Practice Note sets out general guidance to facilitate the authorized persons (AP), registered structural engineers (RSE) and registered geotechnical engineers (RGE) in the preparation of plan submissions for various types of building works.

Essential Information in Plan Submissions

2. The administrative and technical requirements for plan submissions are generally stipulated in the Buildings Ordinance and its subsidiary regulations, relevant codes of practice and PNAPs. To ensure that the fundamental issues can be fully considered and the essential information is contained in the plan submissions, the following documents are provided for AP/RSE/RGE's reference:

- (a) General Building Plans (GBP)
 - (i) Checklist for GBP Submissions (Appendix A1);
 - (ii) Checklist for Applications for Typical Modifications/Exemptions (Appendix A2);
 - (iii) Sample tables for Modifications/Exemptions Granted/Being Applied For (Appendix A3); and
 - (iv) Sample drawings showing acceptable standards for GBP (Appendix A4).
- (b) Structural Plans
 - (i) Checklist for Foundation Plan Submissions (Appendix B1);
 - (ii) Checklist for Excavation and Lateral Support Plan Submissions (Appendix B2);
 - (iii) ...

- (iii) Checklist for Superstructure Plan Submissions (Appendix B3);
 - (iv) Checklist for Curtain Wall Details Submissions (Appendix B4);
 - (v) Checklist for Glass Balustrade Plan Submissions (Appendix B5);
 - (vi) Checklist for Metal Cladding Plan Submissions (Appendix B6);
 - (vii) Checklist for Metal Ceiling/Grille/Louvre Plan Submissions (Appendix B7);
 - (viii) Sample drawings showing acceptable standards for glass balustrade plan (Appendix B8);
 - (ix) Sample drawings showing acceptable standards for metal cladding plan (Appendix B9);
 - (x) Sample drawings showing acceptable standards for metal ceiling/grille/louvre plan (Appendix B10); and
 - (xi) Sample drawings showing acceptable standards for supporting frames for suspended horizontal air duct, axial fan, cabinet fan and air handling unit inside a building (Appendix B11).
 - (xii) Sample drawings showing acceptable standards for structural details of embed for curtain wall (Appendix B12).
- (c) Drainage Plans
- (i) Checklist for Drainage Plan Submissions (Appendix C1);
 - (ii) Checklist for Applications for Typical Modifications/Exemptions (Appendix C2); and
 - (iii) Sample drawings showing acceptable standards for drainage plan (Appendix C3).

3. The documents listed in paragraph 2 above are for general guidance and the items contained therein are not meant to be exhaustive. The checklists are not required to be submitted to BD. AP/RSE/RGE should include other items that they consider essential for individual projects. The checklists or tables should be referred to and completed for assuring that essential information is included in the submission to facilitate processing by BD.

4. Reference may be made to relevant appendices to PNAP ADM-19 on the items to be checked for GBP, superstructure plans, drainage plans and other types of plans by BD under the curtailed check system.

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Ref. : BD GR/1-125/5/0

First issue February 2016

Last revision September 2023

This revision May 2024 (AD/NB2) (Paragraph 2(b), Appendices B3 & B11 amended and Appendix B12 added)