

Minor Amendments to Plans

To facilitate processing of plans, Buildings Department (BD) allows authorized persons (AP) and registered structural engineers (RSE) to make minor amendments to plans with BD's prior agreement. This announces refinements to these procedures.

Procedures

2. With immediate effect, the procedures for making minor amendments to plans already submitted to BD are as follows :

(a) **Amending plans in BD**

AP/RSE may amend the plans in BD and authenticate the amendments by his signature.

(b) **Substituting sheets**

AP/RSE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days.

(c) **Taking away part of submission**

AP/RSE may request in writing the removal of part of a submission of plans. Such request should specify the reference or drawing number of the plans to be taken away and must contain an undertaking to return the amended plans on a date to be agreed with the case officer, in any case not more than two working days. The amended plans should be clearly annotated and individually authenticated.

3. In the case of (b) and (c), the return must always be before the due date for processing of the submission. **If the plans for amendment are not returned to the case officer on the agreed date, the submission will be disapproved under the Buildings Ordinance section 16(1)(i) on the grounds that not all the plans prescribed have been submitted.**

/4. These

4. These procedures aim to facilitate and will be reviewed from time to time. Buildings Department expects co-operation from all AP and RSE using the facility. In the event of abuse or operational difficulties, this will be modified or cancelled.

A handwritten signature in black ink, appearing to read 'Helen C P Lai YU', is written over a horizontal line. There are three dots below the line.

(Helen C P Lai YU)
Building Authority

Ref. : BD GR/BOP/29

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