

**Application for Occupation Permit (OP)  
and Submission of Record Plans and Information**

**Simultaneous Submission of Amended Building Plans and Application for OP**

As a new building nears completion, amended building plans are sometimes submitted for approval and an application is made for the issue of OP at or about the same time. This is not acceptable. It complicates processing : two different submissions being examined at the same time, each subject to a statutory period. Moreover it implies false declaration on Form BA 12 or BA 13 that the new building has been erected in accordance with the plans approved.

2. The Building Authority takes a serious view of these practices. AP/RSEs must submit amendment plans in advance of an application for OP. Minor positional deviations from the approved plans which do not contravene the Buildings Ordinance, Cap 123 and Regulations may be accepted.

**Submission of Record Plans**

3. Where several alterations have been made to the original design, the Building Authority may require, under Building (Administration) Regulation 46, the submission of "new plans" showing the building as completed.

4. However, for those projects where amendments to the original building plans have subsequently been approved, APs should submit a set of general building plans with the application for occupation permit, amalgamating all the plans approved by the Building Authority and thereby representing the building as completed. Each of those plans should bear either the signed and dated approval chop applied by the Building Authority or a chop giving the AP's personal certification of the plans being identical to those approved by the Building Authority on the date specified. To limit the volume of paper, the Building Authority would accept plans photographically reduced to not less than a ratio of 1:200.

5. Record plans should not contain any amendments which have not been approved.

6. In addition, the Commissioner of Rating and Valuation has requested that, for all newly completed buildings, one set of record plans be supplied for rating purposes. This additional set of plans may be included in the submission to the Buildings Department for transmission to the Commissioner.

/Submission ....

## **Submission of Schedule of Building Materials and Products**

7. Under the Buildings Ordinance, the AP, RSE and registered contractor (RC) have responsibilities to supervise building works including the selection and application of building materials and to certify compliance with relevant provisions of the Buildings Ordinance upon completion of works. To expedite the processing of an application for occupation permit, the Building Authority requires the submission of a schedule under Building (Administration) Regulation 44, confirming the use of accepted building materials and products in construction.

8. The schedule should be submitted with an application for occupation permit. The AP should confirm and certify in the schedule the application and performance of building materials and products in compliance with the relevant provisions of the Buildings Ordinance and Regulations; the RC should confirm the use of those building materials and products in construction. Except for regularly used building materials, the schedule should cover all materials and products not specified on the approved plans, the application of which would involve the structural integrity and fire safety of the building. A sample schedule is provided at Appendix A.

9. Where appropriate, a schedule should also be submitted on completion of alteration and addition works.



( H W CHEUNG )  
Building Authority

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BD GR/OP/4/M  
BD GR/OA/177

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Schedule of Building Materials and Products

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Occupation Permit Simultaneous

Submission of Record Plans

Submission of Schedule of Building Materials and Products

**Certificate of Accepted Building Materials and Products**

BD Ref. : \_\_\_\_\_

Date : \_\_\_\_\_

Re : \_\_\_\_\_  
(Address of development site)

To Building Authority,

I confirm that accepted building materials and products have been specified in the above building construction. Pursuant to Building (Administration) Regulation 44, I duly endorse the attached Schedule of Building Materials and Products (Annex A. 1 & A. 2).

I hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am satisfied with the application and performance of these products.

\_\_\_\_\_  
Signature of Authorized Person

I hereby confirm that the accepted building materials and products listed in the attached Schedule have been used and properly applied in the above building construction.

\_\_\_\_\_  
Signature of Registered Contractor



Schedule of Building Materials and Products

Re : \_\_\_\_\_  
(Address of development site)

(A) Fire Resisting Products

Building Product	Proprietary Name	Fire Resisting Performance <sup>#</sup>		Compliance with relevant Building Regulations & Codes of Practice	Relevant test reports or assessment reports with name of laboratory, report no., validity date & name of laboratory accreditation body	Remarks/ Comments
		Integrity	Insulation			
a) Fire resisting doorset						
b) Fire resisting glazing						
c) Fire-stop in curtain wall						
d) Others (ie proprietary products, fire shutter, sealing system etc)						

# The performance on stability has to be demonstrated where applicable.

\_\_\_\_\_  
Signature of Authorized Person

## Schedule of Building Materials and Products (cont'd)

## (B) Other Building Materials and Products

Building Product	Proprietary Name	Compliance with relevant Building Regulations & Codes of Practice	Relevant test reports, assessment reports or supporting documents with name of laboratory, report no., validity date & name of laboratory accreditation body	Remarks/Comments
a) Glazing barrier				
b) Others				

I confirm that the above mentioned building products have been tested or assessed as stated and hereby certify that the application and performance of these products comply with the relevant Building Regulations.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date