

**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, amendment plans are sometimes submitted for approval and an application is made for the issue of OP at or about the same time. The submission of amended plans for approval and application for the issue of OP at or about the same time would complicate the processing of the submissions as such submissions are governed by different statutory periods.

2. In line with the declaration on Form BA 12 or 13 that the new building has been erected in accordance with the plans approved, the Building Authority (BA) takes the view that authorized persons (AP)/registered structural engineers (RSE)/registered geotechnical engineer (RGE) should submit and secure approval of amendment plans in advance of an application for OP. The exception is that minor positional deviations from the approved plans which do not contravene the Buildings Ordinance, Cap. 123 and Regulations may be acceptable.

**Submission of Record Plans**

3. Where several alterations have been made to the original design, the BA 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 BA and thereby representing the building as completed. Each of those plans should bear either the signed and dated approval chop applied by the BA or a chop giving the AP's personal certification of the plans being identical to those approved by the BA on the date specified. To limit the volume of paper, the BA 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 (CRV) has requested that, for all newly completed buildings, one set of record plans be supplied to him for rating purposes. As record plans are now mostly produced from computer softwares such as AutoCAD or Microstation, the CRV would welcome if AP could also submit,

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on a voluntary basis, a CD-ROM containing the softcopy of the record plans in AutoCAD or Microstation format. The CRV has committed that the CD-ROM and the softcopy of the record plans will only be used for relevant rating purposes and will not be released to other Departments or parties. If AP is willing to facilitate CRV in discharging his duty, the additional set of plans, together with the CD-ROM (the frontage is marked with "CD-ROM containing plans for the CRV") if any, may be included in the submission to the Buildings Department for transmission to the CRV.

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

7. Under the Buildings Ordinance, the AP, RSE, RGE 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 BA 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, and the cast iron pipes and fittings as stipulated in Practice Note for Authorized Persons and Registered Structural Engineers 282. A sample schedule is provided at Appendix A.

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

  
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Building Authority

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