

**Submission of Certificate of Completion of Building Works
Application for Occupation Permit
and Submission of Record Plans and Information**

Submission of Certificate of Completion of Building Works

Upon the completion of building works, a certificate of completion of building works not resulting in a new building (Form BA14/14A and/or Form MW02/04) or resulting in a new building (Form BA12/13) should be submitted in accordance with regulation 25 of the Building (Administration) Regulations (B(A)R). While there is no statutory time limit under the Buildings Ordinance (BO) for processing such certificates, the Buildings Department (BD) will generally provide a reply to Form BA14/14A within 28 days advising the acceptance of the completed works or the outstanding issues to be rectified. As a certificate of completion of new buildings and application for an occupation permit (OP) are usually submitted together in Form BA12/13, they will be processed together within 14 days in accordance with section 21 of the BO.

2. If the same contractor is employed for both the foundation works and the superstructure works for a new building or in the alteration and addition (A&A) works to an existing building, where spread footing foundation with excavation depth not exceeding 4.5m is adopted, the certification of completion of both the spread footing and superstructure works in such cases may be made in the Form BA12/13 or a single Form BA14, as the case may be, and a separate Form BA14 for completion of the spread footing works is not required.

Simultaneous Submission of Amended Building Plans and Application for OP

3. A Form BA12/13 is sometimes submitted at or about the same time as the submission of amended plans for approval. This would complicate the processing of an application for OP. In line with the declaration in the Form BA12/13 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 engineers (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 BO and its subsidiary regulations may be acceptable.

Submission of Record Plans

4. Where several alterations have been made to the original design, the BA may require, under regulation 46 of the B(A)R, the submission of “new plans” showing the building as completed.

5. For those projects (including A&A works) with amendments to the original approved building plans have subsequently been approved, the AP should submit a set of general building plans when applying for OP and submitting Form BA14 for A&A works, amalgamating all the plans approved by the BA and thereby representing the building/A&A works 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.

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

7. In addition, the Rating and Valuation Department (RVD) has requested that for all newly completed buildings and completed A&A works, one set of record plans be supplied to them for rating purposes. As record plans are now mostly produced from computer software such as AutoCAD or Microstation which could effectively shorten the processing time and assure the accuracy of the valuation work of RVD, AP are encouraged to submit a CD-ROM containing the softcopy of the record plans in AutoCAD or Microstation format and marked "CD-ROM containing plans for RVD" at the front in addition to the required paper copy for onward transmission to RVD. RVD has committed that the record plans will only be used for relevant rating purposes and will not be released to other Departments or parties.

Submission of Schedule of Building Materials and Products

8. Under the BO, 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 BO upon completion of works. To expedite the processing of an application for OP, the BA requires the submission of a schedule under regulation 44 of the B(A)R, confirming the use of accepted building materials and products in construction.

9. The schedule should be submitted with an application for OP. The AP should confirm and certify in the schedule that the application and performance of building materials and products are in compliance with the relevant provisions of the BO and its subsidiary regulations and 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, Registered Structural Engineers and Registered Geotechnical Engineers APP-133. Where appropriate, a schedule should be submitted on completion of A&A works not resulting in a new building or minor works. Sample schedules for building works and minor works are provided at Appendices A and B respectively.

10. Where the building works involve the installation of fire dampers, the fire dampers may be installed by the registered general building contractor (RGBC) of the project or by a registered specialist contractor in the ventilation works category (RSC(V)) appointed for such purpose. For fire dampers installed by RGBC, a RSC(V) should be engaged to inspect and certify that the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings 2011. For fire dampers installed by RSC(V), the same RSC(V) could inspect and certify the fire dampers. The AP in submitting the certification on fire dampers should include an inspection certificate on fire dampers by RSC(V).

(YU Tak-cheung)
Building Authority

Ref. : BD GP/BORD/10 (VI)
BD GR/BORD/93 (II)
BD GR/OP/4/M
BD GR/OA/177

This PNAP is previously known as PNAP 53

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Certificate of Accepted Building Materials and Products

BD Ref. : _____ Date : _____

Re : _____
(*Address of development site/Location of alteration and addition works)

To the Building Authority,

Part A (to be certified by authorized person)

I, (name in full) _____, authorized person, confirm that accepted building materials and products have been specified in the above building construction. Pursuant to regulation 44 of the Building (Administration) Regulations, I duly endorse the attached Schedule of Building Materials and Products (Annexes A.1 & A.2).

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

Certificate of Registration No. [#]: _____
Date of expiry of registration[#]: _____

Part B (to be certified by registered contractor)

3. *I/We, (name in full) _____,
*registered general building contractor/registered specialist contractor in the
** _____ category, 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.

Name of authorized signatory[#]

Signature[#] of
registered contractor

Certificate of Registration No. [#]: _____
Date of expiry of registration[#]: _____

/Part C ...

Certificate of Accepted Building Materials and Products (cont'd)

BD Ref. : _____ Date : _____

Re : _____
(*Address of development site/Location of alteration and addition works)

Part C (to be certified by registered specialist contractor in the ventilation works category)

☐ *I/We, (name in full) _____, registered specialist contractor in the ventilation works category, have inspected every fire damper installed in the above building construction on _____ (completion date of inspection) and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

☐ *I/We, (name in full) _____, registered specialist contractor in the ventilation works category, hereby confirm that the fire dampers listed in the attached Schedule have been properly installed in the above building construction. *I/We have inspected every fire dampers installed in the above premises on _____ (completion date of inspection) and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

Name of authorized signatory[#]

Signature[#] of registered
specialist contractor
in the ventilation works category

Certificate of Registration No. [#]: _____
Date of expiry of registration[#]: _____

[#] In accordance with the registration record

☐ Enter "✓" in the appropriate box

* Delete whichever is inapplicable

** Enter the name of the sub-register for the category of specialized work

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Schedule of Building Materials and Products

BD Ref. : _____

Re : _____
(*Address of development site/Location of alteration and addition works)

(A) Fire Resisting Products

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Fire Resisting Performance [@] (minutes)		Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/Comments
			Integrity	Insulation		Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Fire resisting doorset	^										
b) Lift landing door	^										
c) Fire resisting glazing	^										
d) Fire-stop or sealing system in wall/floor/curtain wall, etc.											
e) Fire dampers ^Φ											
f) Others (e.g. proprietary products, fire shutter, etc)											

[@] The performance on stability has to be demonstrated where applicable.

[^] Corresponding legend in approved plan should be specified where applicable.

^Φ Part C of the Certificate of Accepted Building Materials and Products in Appendix A of PNAP APP-13 should be completed by RSC(V).

In accordance with the registration record

* Delete whichever is inapplicable

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Date

Signature[#] of authorized person

Schedule of Building Materials and Products (cont'd)

BD Ref. : _____

Re : _____
(*Address of development site/Location of alteration and addition works)

(B) Other Building Materials and Products

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
				Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Glazing barrier									
b) Cast iron pipes and fittings									
c) 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.

Date

Signature[#] of authorized person

In accordance with the registration record

* Delete whichever is inapplicable

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Certificate of Accepted Building Materials and Products for Minor Works

Minor works submission no. (if available): MW

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Location or address of the minor works (if minor works submission no. is not available):

To the Building Authority,

☐ **Part A : to be certified by the Authorized Person appointed**

(for minor works with prescribed building professionals appointed)

1. I, (name in full) _____, authorized person, confirm that accepted building materials and products have been specified in the carrying out of minor works in the above-mentioned submission no. Pursuant to section 56 of the Building (Minor Works) Regulation, I duly endorse the attached Schedule of Building Materials and Products for Minor Works (*Annexes B.1 & B.2*).

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.

Certificate of Registration No. #

Date of expiry of
registration #

Date

Signature # of authorized person

Part B : to be certified by the Prescribed Registered Contractor appointed

☐ *I/We, (name in full) _____, prescribed registered contractor, confirm that the accepted building materials and products listed in the attached Schedule of Building Materials and Products for Minor Works (*Annexes B.1 & B.2*) have been used and properly applied in the carrying out of minor works in the above-mentioned submission no.

☐ (*For minor works without prescribed building professional appointed*) Pursuant to section 56 of the Building (Minor Works) Regulation, *I/we (name in full) _____, prescribed registered contractor, duly endorse the attached Schedule and hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am/we are satisfied with the application and performance of these products.

Certificate of Registration No. #

Signature # of prescribed
registered contractor

Date of expiry of
registration #

Date

Name of authorized signatory #

* Delete whichever is inapplicable

In accordance with the registration record

☐ Enter "✓" in the appropriate box

Schedule of Building Materials and Products for Minor Works

Minor works submission no. (if available) : MW

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Location or address of the minor works (if minor works submission no. is not available): _____

(A) Fire Resisting Products

Building Product	Product Name	Name of Manufacturer & Place of Manufacture (City & Country)	Fire Resisting Performance [@] (Minutes)		Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
			Integrity	Insulation		Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Service lift landing door	^										
b) Fire resisting glazing	^										
c) Fire-stop or sealing system in wall, floor, etc.											
d) Others											

[@] The performance on stability has to be demonstrated where applicable.

[^] Corresponding legend in prescribed plans or plans should be specified where applicable.

Date

Signature[#] of
appointed

- ☐ authorized person (for minor works with prescribed building professionals appointed)
- ☐ prescribed registered contractor (for minor works without prescribed building professionals appointed)

[#] In accordance with the registration record
☐ Enter “✓” in the appropriate box

Schedule of Building Materials and Products for Minor Works (cont'd)

Minor works submission no. (if available) : MW

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Location or address of the minor works (if minor works submission no. is not available): _____

(B) Other Building Materials and Products

Building Product	Product Name	Name of Manufacturer & Place of Manufacture (City & Country)	Compliance with Relevant Building Regulations & Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
				Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Glazing barrier									
b) Cast iron pipes & fittings									
c) Others									

*I/We 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.

Date

Signature[#] of appointed ☐ authorized person (for minor works with prescribed building professionals appointed)
☐ prescribed registered contractor (for minor works without prescribed building professionals appointed)

- * Delete whichever is inapplicable
In accordance with the registration record
☐ Enter "✓" in the appropriate box

(Rev. 11/2019)