

**Submissions  
to the Buildings Department**

Many submissions received by the Buildings Department (BD) are subject to statutory time limits. Receipt points for various types of submissions are outlined below:

<b>Submissions</b>	<b>Receipt Points</b>
(i) Submissions relating to new building developments and alteration and addition works (except for works in response to a statutory order, notice, direction or an advisory letter related to building or slope safety)	Receipt and Dispatch Counter at the office of New Buildings Divisions on 7/F, Cityplaza 3, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
(ii) Minor Works Submissions	Receipt Counter at the office of the Minor Works and Signboard Control Section at Room 1102-6, 11/F, AIA Kowloon Tower, 100 How Ming Street, Kwun Tong, Kowloon
(iii) Mandatory Building Inspection Scheme Submissions and Mandatory Window Inspection Scheme (MWIS) Submissions (including minor works submissions related to MWIS notices)	Receipt Counter at the office of the Mandatory Building Inspection Sections at Unit 4108, 41/F, Level 41, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, N.T.
(iv) Other Submissions	Receipt and Dispatch Counter at the office of the BD's Headquarters on 12/F, Pioneer Centre, 750 Nathan Road, Kowloon

2. The operating hours of the above counters are:

**Mondays to Fridays 8:30 am to 5:30 pm**

3. To facilitate efficient working of the time-stamp machine, we would also appreciate your co-operation in folding your plans in the manner indicated in Appendix A.

(HUI Siu-wai)  
Building Authority

Ref. : BD GR/1-135/1

First issue June 2012

This revision April 2016 (AD/CS) (General revision)

**Folding of Plans**

Preferred way - fold plans along dotted line

