

BUILDING PLAN APPLICATION FORM

To,

.....
.....

Building Plan Reg. No.
(For previous submission, if any)
(To be filled by Submitting Person)

I submit herewith Building Plan Application for the following, together with the relevant documents as per in the attached **CHECK LIST FOR SUBMISSION OF BUILDING PLAN APPLICATION** for consideration and approval:-

Proposed

.....
.....

(Project Title – new building)

Renovation/alteration/extension

.....

(Project Title – existing building)

on lot(s) no.

Parent/Original Lot No.....

Block No.....

Land District.....

Location.....

Name of Submitting Person:.....

Name of Consultant Firm (*if applicable*).....

Full Address:.....

Telephone no:

Name of Owner(s):.....

Full Address:.....

Telephone No.:.....

.....

.....

Signature and Chop of Submitting Person

Seal/Chop of Consultant Firm
(*if applicable*)

Date:

FOR OFFICIAL USE

Building Plan Reg. No.

Date of Receipt:

Registered by:
(Signature)

Name:

FORM A

CERTIFICATE OF BUILDINGS/STRUCTURAL PLANS

(For endorsement on plans to be submitted for approval)

(Issued under by-laws 1(10)(c) and 12(2))

Date:

To:Council,

.....

I hereby certify that the details in the plans viz:

on Lot/s

Section/Block.....

at

for

are in accordance with requirements of the Building By-laws contained in the Fourth Schedule to the Buildings Ordinance, 1994, and I accept responsibility for design of these work.

.....
Signature of submitting person

Name:

Address:

Registration No.:

Class:

FORM B

CERTIFICATE OF STRUCTURE

(For renovation of existing structure)

(Issued under by-laws 1(1)(c) and 12(2))

Date:

To:Council,

.....

I have carried out study and investigation of the existing structure affected by the proposed works as detailed in the plan viz:

.....

on lot/s

Section/Block

at

for

and found out that the existing structure is sound and able to be renovated as shown on drawings submitted above and I accept full responsibility accordingly.

.....

Engineer

Name:

Address:

Registration No.:

Class:

FORM C

**NOTICE OF COMMENCEMENT/RESUMPTION
OF BUILDING OPERATIONS**

(Issued under by-laws 18)

Date:

To:Council,
.....

I hereby give notice that after the expiration of 4 days from the date of receipt of this notice, I intend to commence/resume building operation viz:

on lot/s

Section/Block

at

for

are in accordance with the Approved Plan no.

.....
Signature of submitting person

Name:

Address:

Registration No.:

Class:

FORM D

NOTICE OF COMPLETION OF SETTING OUT

(Issued under by-laws 19(1))

Date:

To:Council,
.....

I hereby certify that the setting out of the building/s viz:

.....
on lot(s)
Section/Block.....
at
for.....

has/have been carried out in accordance with the:-

- (a) approved plans; or
- (b) approved plans with amendments for which I undertake to submit amended plans for endorsement/approval before the building is completed.

I further accept responsibility of ensuring that the setting of the building/s will be in accordance with all the town planning and building requirements of the Building By-Laws contained in Fourth Schedule of the Buildings Ordinance, 1994.

.....
Signature of submitting person

Name:

Address:

Registration No.:

Class:

FORM E

**NOTICE OF COMPLETION OF EXCAVATION
FOR FOUNDATIONS**

(Issued under by-laws 20)

Date:

To:Council,
.....

I give notice that the excavation works on the foundations of the building/s
namely:.....
on Lot(s)
Section/Block.....at
have been completed in reference of the approved
Building Plan No.: and in accordance with
Structural Plan No.dated

I certify that the soil conditions as exposed by the excavations are consistent with
the design criteria used and I accept responsibility for compliance with the
Building By-Laws contained in the Fourth Schedule to the Building Ordinance,
1994.

.....
Signature of submitting person

Name:

Address:

Registration No.:

Class:

FORM F

APPLICATION FOR THE ISSUE OF OCCUPATION PERMIT

(Issued under by-laws 21(1)(A))

Date:

To:Council,
.....

I/We hereby certify that the details in the plans viz:

.....
on LotSection/Block

at

for

has/have been completed in accordance with the Approval Building/Structural Plan No. dated

and I/We hereby apply for Occupation Permit.

I/We hereby certify that supervision of the erection and completion of the building/s had been carried out by me/us and supervisory staff under my/our control and that to the best of my/our knowledge and belief such work/s is/are in accordance with the approved Building and structural plans and generally in accordance with the specifications and sound engineering practice and that I/We accept responsibility accordingly for those portions with which I/We am/are respectively concerned.

.....
Signature of submitting person

Name:

Address:

Registration No.:

Class:

SUBMISSION OF BUILDING PLANS FLOWCHART

