

Submission of Certificate of Completion of Building Works and Schedule of Building Materials and Products

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 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 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.

Submission of Schedule of Building Materials and Products

3. Under the BO, the authorized person (AP), registered structural engineer, registered geotechnical engineer 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 Building Authority (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.

4. The schedule should be submitted with an application for OP. 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 BO 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, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-133. Where appropriate, a schedule should be submitted on completion of alteration and addition works not resulting in a new building or minor works. Reference should be made to the sample schedules for building works and minor works provided at Appendices A and B to PNAP APP-13 respectively.

5. 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 and a registered specialist contractor in the ventilation works category (RSC(V)) appointed for such purpose. Furthermore, under the Minor Works Control System, erection or alteration of a fire damper in a ventilation system of an existing building is designated as minor works, which may be carried out under the simplified requirements as an alternative to obtaining approval and consent under the BO. Reference can be made to Schedule 1 of the Building (Minor Works) Regulation and Practice Note for RC 71 respectively.

6. For fire dampers installed by RGBC/registered minor works contractor (RMWC), 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. For fire dampers installed by RSC(V), the same RSC(V) could inspect and certify the fire dampers. The AP/RMWC in submitting the certification on fire dampers should include an inspection certificate on fire dampers by RSC(V).

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Ref. : BD GP/BORD/10 (VI)
BD GP/BORD/93 (II)

First issue December 1994

Last revision September 2013

This revision October 2020 (AD/NB1) (Paragraphs 5 and 6 amended, and
Appendices A & B deleted)