



Building Information Services

Part A General

1 Building Information Centre

The Building Information Centre (BIC) of the Buildings Department (BD) provides inspection and copying services of the latest approved plans and related documents (hereafter called “building records”) of existing completed private buildings¹ in Hong Kong. Members of the public may apply for inspection or issue of copies of these building records by submitting the application forms and paying the prescribed fees.

2 The services

The services provided by BIC of BD include the following:

- a)** Inspection of approved plans and related documents.
- b)** Issue of copies of approved plans and related documents after inspection of same.
- c)** Issue of copies of approved plans and specified forms without inspection of same first (This service is only available to applicants attending the BIC).
- d)** Issue of copies of occupation permits (OP).

Note 1 :

Excluding exempted houses in the New Territories and previous Housing Authority buildings sold or disposed of to the private sector such as home ownership scheme buildings, tenants purchase scheme buildings and Link properties.



3 Applications

You may apply for the above services either by:

- a) Attending the BIC in person either by prior appointment or direct walk-in (please see Part B for more details).
- b) Gaining access to BD's "Building Records Access and Viewing On-line" (BRAVO) system over the Internet (please see Part C for more details).

4 Collection of Copies

Please refer to Attachment I for details of the methods and time of collection of the copies of plans / documents / OP.

5 Prescribed Fees to be paid

The fees to be paid for the inspection and issue of copy of building records are set out in the Table of Fees in Building (Administration) Regulation 42. Please refer to Attachment II for the details of the fees and payment methods.

Part B Services at BIC

1 Inspection of Approved Plans and Related Documents

This inspection service is a self-help service. You have to search the building records by yourself at the viewing stations. After inspection, you may select and apply for issue of copies of the records you require.

a) Application for inspection

It is advisable to submit an application (Form BIC-1) in advance to make an appointment for the inspection service at the BIC. Alternatively, you may choose the walk-in service at the BIC in which case you will be served on a first-come first-served basis depending on the availability of viewing stations at the time.



Viewing paper records in BIC

By Appointment	Walk-In
How to apply?	
<p>You may apply for inspection of the records with prior appointment by submitting a duly completed Form BIC-1 via one of the following means:</p> <ul style="list-style-type: none"> (i) by fax at no. 2625 4367; (ii) by post to BIC; or (iii) in person at BIC. <p>Payment of the prescribed fee may be made at the BIC on the date of appointment.</p>	<p>You may apply for instant inspection service for records kept in electronic form* by submitting a duly completed Form BIC-1 to the designated counter at the BIC.</p> <p><small>*Note: Some building records may not be available in electronic form such as the building records of newly completed building works which may be undergoing image conversion at the time, or those records the originals of which have been lost.</small></p>

By Appointment	Walk-In
Processing your applications	
BD has pledged to make the electronic building records available for inspection within 3 working days upon receipt of an application. If the building records are available, we will inform you in writing of the date and duration of the appointment for your inspection.	<p>Walk-in application is processed on a first-come first-served basis. Depending on the availability of viewing stations at the time, applicants may expect a longer waiting time than those with prior appointment.</p> <p>The closing time for processing walk-in applications on a working day is normally 4:00 pm.</p>

b) Inspecting the building records

Under each application, you may inspect the building records for 3 consecutive working days. After the 3-day period, any request for further inspection will be regarded as a fresh application and you will be required to submit a new application form and make payment of the prescribed fee again before inspection. To reduce the waiting time of walk-in visitors, each viewing session for the building records in electronic form will be limited to one hour only, which is the average time taken for viewing such records. If you need more time for inspection in a single time slot, depending on the availability of the viewing stations at the time, you may be required to queue up for another viewing session.



Viewing e-Records in BIC

2 Issue of copies of Approved Plans and Related Documents after Inspection

Within 2 working days after inspection of the approved plans and related documents, you may apply for issue of their copies by submitting Form BIC-2 and paying the prescribed fee at the BIC. Copies of the plans and documents will be issued in paper form, in the same size as the original paper records.

BIC-1

BIC-3

3 Issue of Copies of Approved Plans and Specified Forms without Inspection of same first (One-Stop Copy Service)

a) Building records available for this one-stop copy service

This one-stop copy service is available for building records which could be readily identified e.g. ground floor plan, full set of latest approved building plans, Form BA 14, etc. For building records which could not be readily identified e.g. structural calculations, structural details, drainage details, various calculations etc., you should either choose to inspect the building records yourself first by submitting a duly completed Form BIC-1 or to seek the expert advice of building professionals.

b) Application for one-stop copy service

You may apply for this service by sending a duly completed Form BIC-3 and paying the prescribed fees upon collection of the copies at BIC. We will inform you of the result of your application and fees payable in writing within 10 days upon our receipt of your application.

4 Issue of Copies of Occupation Permits

You may apply for issue of copies of occupation permits (OP) without inspection of same first by submitting Form BD-25 and paying the prescribed fees upon collection of the copies at BIC. Besides, you may apply for issue of copies of OP at the self-serviced viewing stations where you have to search and verify the required OP before placing an order for copying.

Part C Access to the Building Records via the Internet

1 The BRAVO system

BD's BRAVO system enables user to inspect and place order for copy of building records over the Internet (<http://bravo.bd.gov.hk>). It also facilitates simultaneous access of same building record by multiple users.

Buildings Department

Please Log in

<http://bravo.bd.gov.hk>

User ID:

Password:

Remember: ☐ 1024 x 768 ☐ 1024 x 1280

Login Close

1. You are required to register as a user before accessing the BRAVO system over the Internet. To register, please click the following button:-

Online Registration

2. If you have registered online before and forgot your login password, please click [Forgot Password](#).

3. You may also apply for the user registration by completing the application form (can be downloaded [here](#)) and submitting to Building Information Centre by post, fax, email or in person.

4. If you have any question, please contact Building Information Centre at tel 2625 1287 during office hour.

The BRAVO system is using the state-of-art web and GIS technologies. Due to copyright concerns, unauthorized copying, saving or printing of the building records viewed on the system is not permitted. In this connection, 'web content protection' has been applied to the system. When using the BRAVO system, the cut, copy and paste operations of other editing software(s)/application(s), e.g. Microsoft Word, will be disabled. The cut, copy and paste functions will be resumed when the BRAVO system is closed.

2 The system requirements for using the BRAVO system

a) Workstation Hardware Minimum Requirement

- (i) Intel PC PIII 1GHz or above.
- (ii) 256MB RAM

b) Software Requirement

- (i) Window 2000 Professional or above.
- (ii) Internet Explorer 6.0
- (iii) Microsoft VM or Sun JVM should be select at Internet Explorer Advanced Options.

3 The services provided in the BRAVO system

The services provided in the BRAVO system include:

- a) Inspection of approved plans and related documents.
- b) Placing of order for copies of approved plans and related documents after inspection.
- c) Placing of order for copies of occupation permits without inspection first.



Viewing e-Records via the BRAVO system over internet

4 Registration as a user of the BRAVO system

You have to register as a User of the BRAVO system before you can inspect and / or place orders for hardcopies of the building records over the Internet. Application for registration as a User shall be made by:

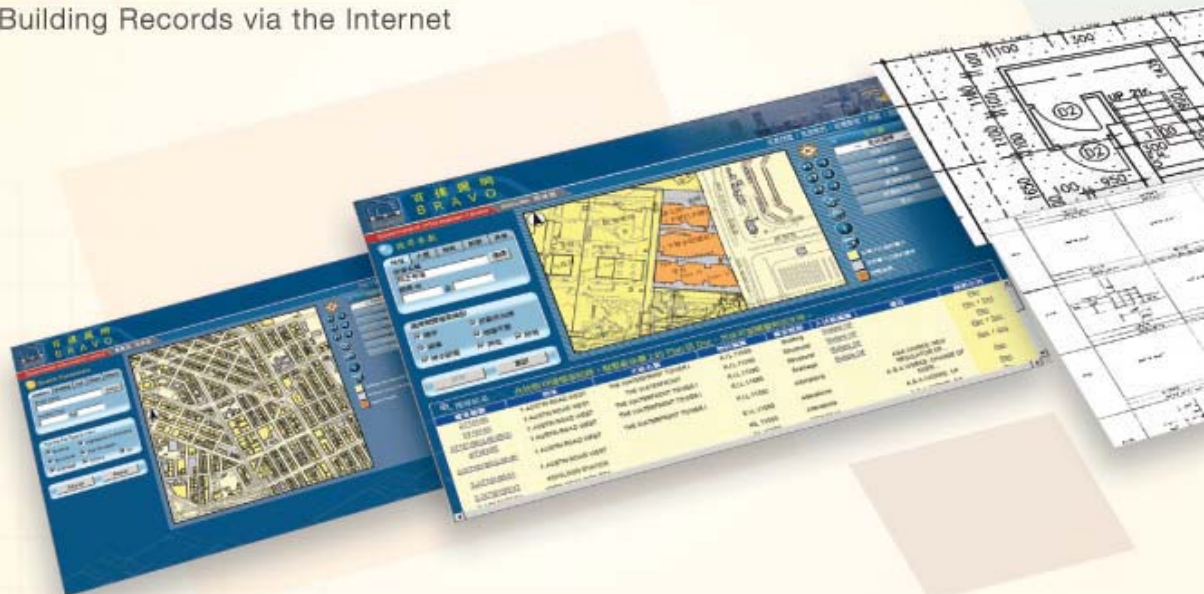
a) Application in person, by post, fax or email

You may submit an application form (BIC-BRAVO 1) with a copy of your Hong Kong Identity (HKID) Card to BIC of BD by post, fax, email (enquiry@bd.gov.hk) or in person. The application form can be downloaded from BD's website <http://www.bd.gov.hk>. Upon approval, the user account Login Name and the assigned password will be sent to your local address by registered mail.

b) Online application

You may apply for registration online by completing the e-application form in the BRAVO system (<http://bravo.bd.gov.hk>). After completing the form, you may submit the application form along with the copy of your HKID card and proof of address via the system. Upon the receipt of the completed e-application form and the required documents, the system will display the Login Name on your computer screen. The password will be sent to your email address separately.





5 Inspecting the building records

With the assigned Login Name and password, you can access to the BRAVO system. After login successfully, you may now search for the building records which you wish to inspect. The search can be carried out by building name, building address, lot no. or file reference (if known). You may also use the map to search the building to be inspected.

After identifying the building records to be inspected, you may proceed to view the records upon payment of the prescribed fee. In this connection, you can choose to view the records immediately after the payment, 3 hours after the payment or 24 hours later after payment. You may be permitted to inspect the selected file for each and every application within 24 hours of the allotted time slot.

6 Placing order for copies of building records

After the viewing of the building records, you may place order for the hardcopies of the plans and/or documents you require in the BRAVO system over the Internet. You are required to select whether the request is for a certified copy or non-certified copy. Upon the payment of the prescribed fee, the BIC will print out the copy according to your order.

7 Placing order for copies of Occupation Permit

8 Collection of copy of building records or OP

9 User Manual

For more details of using the BRAVO system over the Internet, you may refer to the User Manual of BRAVO issued by BD. The User Manual can be downloaded from the BRAVO system (by clicking the 'Help' button in the main page and select the 'Download' button under the 'User Manual').

Part D FAQ and Useful Tips



1 FAQ

Q1. What kinds of building records are available for inspection and issue of copies?

The building records available are the latest approved plans and related documents (such as structural calculations) of the building works submitted to the Building Authority by the Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers as required under the provisions of the Buildings Ordinance (BO) for completed private buildings in Hong Kong, excluding exempted houses in the New Territories and previous Housing Authority buildings sold or disposed of to the private sector such as home ownership scheme buildings, tenants purchase scheme buildings and Link properties.

The building records are provided “as it is” without any expressed or implied warranty and may not be exhaustive in indicating all the building works approved under the BO. In case of doubt, you should seek the expert advice of building professionals.

Q2. May I apply for inspection and issue of copies of building records for buildings under construction?

No. Due to confidentiality considerations, the building records of private buildings that may be inspected by or issued with copies to the public are confined to the latest approved plans, structural calculations and other documents of completed private building projects provided that access to them is not specifically denied by the copyright owners.

Q3. May I apply for inspection of Occupation Permit (OP)

No. Inspection service for occupation permits is not available. You may apply for a copy through the one-stop copy service only.

Q4. Who may apply?

Under the BO, the Building Authority has the discretion to permit members of the public, upon payment of the prescribed fee, to inspect and be issued with such copy of plans and documents submitted or made for the purposes of the BO. In exercising this discretionary power, the Building Authority would consider, among other factors, whether the applicant has any legitimate interest in the subject premises. For details about the criteria for permitting inspection and/or issue of copies of building records, please refer to Practice Note for Authorized Persons and Registered Structural Engineers 110 which can be downloaded from the BD website at <http://www.bd.gov.hk>.



Q5. Why I need to declare when applying for inspection / issue copies of building records and registering as a user of the BRAVO system?

As mentioned in Q4, when exercising the discretionary power to permit members of the public to inspect and be issued with such copy of building records, the Building Authority would consider, among other factors, whether the applicant has any legitimate interest in the subject premises. Therefore, you are required to declare the purpose of inspecting / ordering copy of building records for Building Authority's consideration. All information obtained from the building records shall not be used for any purpose other than the purpose as declared.

For services provided by the BRAVO system over Internet, you shall also undertake that you are or will be accessing the system from a location within Hong Kong.

2 Useful Tips – Visiting BIC at BD in person

- a) To facilitate the processing of your application, please use one application form for each building and read carefully the notes provided before completing the form.
- b) On average, it will take 1.5 hours for the applicant to complete the application procedure and inspecting the building records, and another 1.5 hours for issue of the required copies. You may wish to make reference to the above timeframe when planning your visit to BIC.



**For enquiries relating to the inspection
and copying services of building records :**

BIC Hotline 2626 1207

For other enquiries :

BD Hotline 2626 1616

(Handled by “1823 Call Centre”)

BIC office hour:

9:00am – 5:00pm,

Monday to Friday except public holidays

(The cut-off time for processing walk-in applications is normally
at 4:00pm)

Enquiry service on the availability of building records is
not available.

For inspection of building records – use Form BIC-1

For one-stop copy – use Form BIC-3

Application forms can be obtained from BIC at Room
1319, 13/F, Pioneer Centre, 750 Nathan Road, Mong
Kok, Kowloon; or through fax by calling the BD
hotline at 2626 1616;

or by downloading from the BD website at
<http://www.bd.gov.hk>.







Collection Methods

You may collect copies of the plans and documents in person at the BIC or by the delivery services provided by the BIC.

1 Collect copies in person at BIC

You may collect copies of the plans and documents in person at the BIC by producing a copy of the submitted application form, the letter of notification of collection and / or the original receipt(s) for verification.

Copies of plans and documents will be kept at the BIC for 7 days after they are ready for collection. Copies not collected within 7 days will be destroyed without notification and refund. The applicant will then be required to make payment again for issue of the same copies.

2 Collection by post (for copy of OP only)

For copy of OP, you may opt to obtain the copy by postal delivery by indicating your request in the application form accompanied by a cheque with the correct payment (Post-dated cheques are not acceptable). The BIC is not liable for any loss or damage arising from non-delivery by post.

3 Delivery services provided by BIC

If the total weight of the ordered copies of plans and/or documents does not exceed 2kg in one single order (for reference, 2kg will have 20 nos. of A0 plans or 360 nos. of A4 documents approximately), you may choose to collect the copies of the plans and documents by the delivery services provided by the BIC. For ordered copies of plans and/or documents over 2kg in weight, no delivery service will be provided and the applicant has to collect them at the BIC.

Time for Collection / Time of Delivery

I Collect in person

Number of copies	Date of Application	Time for Collection*
Walk-in application in BIC		
1- 20 (plan / OP) or 1-150 (document)	Before 4:00 pm Monday to Friday (except Public Holiday(s))	1 hour after placing order
	After 4:00 pm Monday to Friday (except Public Holiday(s))	After 10:00 am on the next working day after the date of application.
Over 20 (plan / OP) or 150 (document)	Monday to Friday (except Public Holiday(s))	To be notified by BIC via phone/fax.
Application via BRAVO system over internet		
1- 20 (plan / OP) or 1-150 (document)	Monday to Friday (except Public Holiday(s))	After 10:00 am on the 2nd working day after the date of application.
	Saturday/Sunday/Public Holiday(s)	After 10:00 am on the 3rd working day after the date of application.
Over 20 (plan / OP) or 150 (document)	All days	To be notified by BIC via phone /fax.

II Delivery by courier

Type of Application	Date of Application	Time for Delivery**
For any number of copies of plan, OP or document but total weight is not more than 2kg		
Walk-in application in BIC	Monday to Friday (except Public Holiday(s))	2nd working day after the date of application.
Application via BRAVO over internet	Monday to Friday (except Public Holiday(s))	3rd working day after the date of application.
	Saturday, Sunday and Public Holiday(s)	4th working day after the date of application.

* The above 'Time for Collection' and 'Time for Delivery' are no longer applicable when a typhoon signal no. 8 or above is hoisted or a black rainstorm warning signal is issued by the Hong Kong Observatory.

The delivery will be made by a service provider appointed by the Buildings Department. The time for delivery is indicative only.



Fees chargeable Under the Building (Administration) Regulations 42

Service	Fee
1. Inspection (per file basis)	
(a) Paper Record	\$80.0
(b) Microfilm Record	\$58.0
(c) Electronic Record	\$36.0
2. Copying - Issue of a hardcopy of plan/document immediately after inspection of the file by Applicant (per sheet basis)	
(a) Paper Record	
Plans (certified)	\$58.0
Plans (non-certified)	\$40.0
Document (certified)	\$8.5
Document (non-certified)	\$1.6
(b) Microfilm Record	
Plans (certified)	\$52.0
Plans (non-certified)	\$34.0
Document (certified)	\$8.5
Document (non-certified)	\$1.6
(c) Electronic Record	
Plans (certified)	\$42.0
Plans (non-certified)	\$24.0
Document (certified)	\$8.0
Document (non-certified)	\$1.4

2.	One Stop Service - Issue of a hardcopy without inspection of plan/document by Applicant (per sheet basis)	
(a)	Paper Record	
	Plans (certified)	\$155.0
	Plans (non-certified)	\$135.0
(b)	Microfilm Record	
	Plans (certified)	\$125.0
	Plans (non-certified)	\$110.0
(c)	Electronic Record	
	Plans (certified)	\$93.0
	Plans (non-certified)	\$74.0
(d)	Occupation Permit / BD Form (certified)	\$45.0
(e)	Occupation Permit / BD Form (non-certified)	\$38.0

Payment Methods

Services provided	Payment Methods
By attending the BIC	
(i) Viewing and copying services	Pay at counters by EPS or cheque
(ii) Self-help viewing and copying services	Pay online by PPS or credit card
By the BRAVO system	
(i) Viewing and Copying services	Pay online by PPS or credit card