

Version 1.0 - 1999

**GUIDELINES FOR
ISSUING PROJECT REFERENCE NUMBER**

**Building and Construction Authority
Building Plan Department**

Contents

Introduction

1.

These Guidelines are issued by the Commissioner of Building Control (CBC) and shall come into effect on 1st April 1999.

2.

The purpose of these Guidelines is to assist the co-ordinating qualified person in the issuance of a project reference number for his project to enable him to lodge his building plans with the Building Plan Department (BPD).

3.

The co-ordinating QP is normally an architect if there are architectural plans for the project. For projects which involve mainly structural components and where the architectural components are minimal (eg factory or warehouse building), the professional engineer (PE) may be the co-ordinating QP. Once the project reference number has been generated by the co-ordinating QP, all other qualified persons for the same project must follow the project reference number when making subsequent submissions to BPD and other technical departments.

4.

The following procedure is to be adopted when issuing the project reference number:

Procedure for issuing project reference number

1.0 Project reference number

1.1

The project reference number shall be issued in this format:

A	1	2	3	4
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0	0	1
---	---	---

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1	9	9	9
---	---	---	---

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B	P	0	1
---	---	---	---

1.2

The project reference number must have the following fields as shown in the sample in clause 1.1:

- (a) QP's registration number:

A	1	2	3	4
---	---	---	---	---
- (b) QP's project number

0	0	1
---	---	---
- (c) Year

1	9	9	9
---	---	---	---
- (d) Plan Type

BP	ST
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- (e) Serial Number

0	1
---	---

1.3

Each co-ordinating QP should maintain his own set of project reference numbers for a particular year. For any particular type of plans, the project reference number should be unique to that project.

2.0 QP's registration number

2.1

The first letter in the field, A or E, identifies the Board in which the qualified person is registered with. If the co-ordinating QP is an architect, the letter **A** should be used as the prefix followed by his registration number (eg **A**1234 if he is an architect and his registration number with the Board of Architects is 1234, or **E**1357 if the qualified person is a professional engineer and his registration number with the Professional Engineers Board is 1357).

A	1	2	3	4
E	1	3	5	7

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3.0 Project number and year

3.1

The next field contains the serial number which is assigned by the co-ordinating QP for his project for that year. For example, the QP should assign "001" to the first project of the year, "002" to the next project and so on.

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0	0	1
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3.2

It is important to note that the qualified person should not assign the same number to more than one project.

3.3

Next, the qualified person should fill in the year in which the project is to be submitted. For example, if he is submitting the first plan in 1999, he should complete this field with the year "1999". The subsequent plans, such as amendment plans or structural plans may be submitted in 2000 but the year for the project reference number remains as 1999.

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4.0 Plan type and serial number

4.1

The next step is for the co-ordinating QP to identify the **Plan Type**. The following abbreviations should be used:

- (a) **BP**: for building plans; and
- (b) **ST**: for structural plans.

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4.2

The last field identifies the order in which any type of plans is submitted. As an example, the first set of building plans submitted will be numbered "**BP01**". The next will be numbered "**BP02**", and so on. The same applies to ST plans. It should be noted that subsidiary plan types, '**AM**' and '**AA**' (for Amendment plans and plans of Additions and Alterations respectively) are **NOT** used in this numbering system.

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5.0 Different QPs for the same project

5.1

Once a project reference number is generated for a particular project by the co-ordinating QP, that project reference number will remain with the project no matter how many different qualified persons are involved in the project. The same number would be retained even if the co-ordinating QP is changed.

5.2

The example in clause 5.3 illustrates how the project reference number is retained when there is a change of co-ordinating QP half-way through the project.

5.3

The original co-ordinating QP (registration no. A1234) terminates his services after submitting the first set of building plans using reference "A1234-001-1997-BP01". The new co-ordinating QP (registration no. A2345) who takes over the project should continue to use the same project reference number until the building plans are approved. Subsequently, when he submits amendment plans, his amendment plans should be given the project reference number "A1234-001-1997-BP02". It is important to note that the original co-ordinating QP cannot re-assign the project reference number "A1234-001-1997" to any other projects.

6.0 On-going projects with plans already registered with BPD

6.1

For amendment plans or subsidiary plans to any projects which have already been registered with BPD, the same concept of allowing the qualified person to issue his own project reference number will be adopted. The only difference is that instead of generating the full project reference number, the qualified person would retain the original BP reference number issued by BPD for the project but issue the plan type serial number based on the last plan submitted to BPD.

6.2

For example, if the last building plan submission made by the QP was registered by BPD as "1-00111-1997 AAAM002" the **Project Reference Number** for the next submission (amendment plans or subsidiary plans) should be "1-00111-1997 AAAM003".