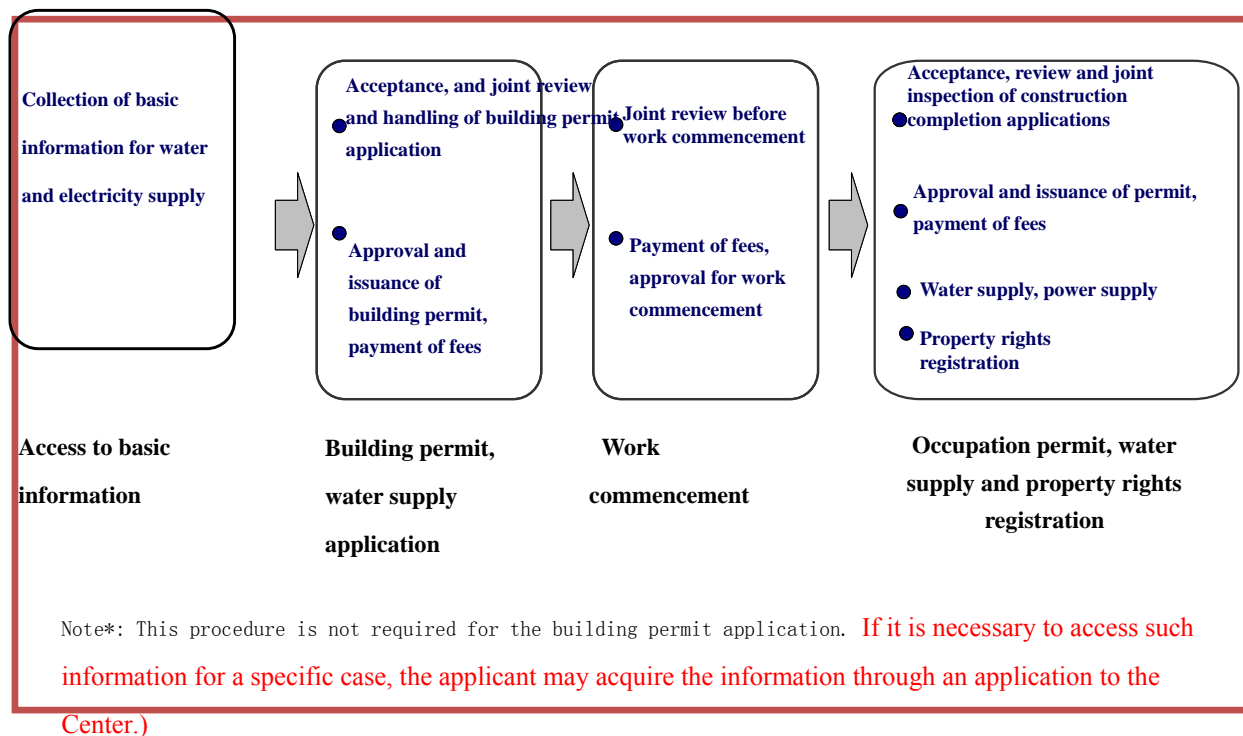


Operational Procedure for One-Stop Center for Building Permits (For Factories, Warehouses, Office Building of Five Stories or Lower)

The "One-Stop Center for Building Permits (For Factories, Warehouses, or Office Buildings of Five Stories or Lower)" (hereinafter referred to as the Center) defines the Operational Procedure as the standard procedure to process applications for building permits and joint completion inspections for **buildings of five stories or lower for factories, warehouses, or office buildings**).

I. Workflow:



Work Flow Chart

II. Workflow description: Construction projects shall be completed through submission of applications to the Center in 4 phases, namely "Access to Basic Information", "Building Permit, Water Supply Application", "Work Commencement" and "Occupation permit, Water Supply and Property Rights Registration".

(I) Access to Basic Information: The applicant may complete the application form (via the link "Access to Basic Information Application Form"), select the scope of application and conduct the review in accordance with the "Self-Review for Access to Basic Information Application (OSC1)" to apply to the Center for

access to **basic information for water supply and electrical equipment**. Note that such information is only provided as a design reference (as **the water and power infrastructure in this city is well-established**). In fact, this procedure is not required for the application of building permits. Applicants may decide to handle the procedure at their own discretion.

(II) **Building Permit, Water Supply Application:** The applicant can apply for the building permit at the Center at this phase. Related departments are responsible for review of documents and drawings (**via the link "Building Permit Application Form"**)

- (1) Before submitting the documents, the applicant should check item by item according to the **"Self-Review for Building Permit Application (OSC2)"**, and put the application form, drawings and other relevant and necessary documents into the envelope. The envelope should be marked "Building Permit Application Form" and sent by mail or delivered personally to the Center.
- (2) If assistance by other units is needed for a specific case, the **"Building Permit (Design Change) Assistance Review List of Taipei City Government"** must be completed by checking the assisting unit(s) and review item(s).
- (3) The Center will not accept applications that are beyond the service scope of the Center or that meet the requirements for special cases. The Center will assist the applicant to apply for the permit through normal procedures.
- (4) The relevant personnel shall check the documents and assign a number to the application upon receipt of any application that falls within the service scope of the Center. When the application is officially accepted, a receiving stamp will be affixed or an acknowledgement receipt will be sent by fax.
- (5) When any nonconformity is identified during the review, the Center will give the applicant notice for a one-time opportunity for correction.
- (6) The building permit will be issued and the government fee shall be paid

upon completion of the review before construction. The building permit can be received by mail or picked up in person from the Center.

(III) Work Commencement: The applicant can submit the application for work commencement to the Center along with the original copy of the building permit. Related departments are responsible for review of documents. **(Link to "Work Commencement Application Form")**

- (1) Before submitting the documents, the applicant should check item by item according to the **"Self-Review for Work Commencement Application (OSC3),"** and put the application form, drawings and other relevant and necessary documents into the envelope. The envelope should be marked "Work Commencement Application Form" and sent by mail or delivered personally to the Center.
- (2) When any nonconformity is identified during the joint review before work commencement, the Center will give the applicant notice for a one-time opportunity for correction.
- (3) The application for work commencement will be approved only upon payment of various government fees (including the first-phase air pollution fee and other administrative fees).

(IV) Occupation permit, Water Supply and Property Rights Registration: The applicant must hold an original building permit in order to submit the application for an occupation permit to the Center. Related departments are responsible for the review of documents and drawings **(via link "Occupation Permit, Water Supply and Property Rights Registration Form")**

- (1) Upon project completion and if no construction damage to neighboring properties has occurred, the applicant can submit the application to the Center along with the original copy of the building permit and the post-construction application form. The Center will forward the documents to the relevant units and the Public Utility Division for processing. The Center only accepts applications for which a pre-construction application was submitted in the first phase.

- (2) When submitting the application, the applicant should put all required application letters, forms, drawings, and other documents/drawings required by law or other relevant units into one envelope. The type of application and the unit being applied to should be marked on the envelope (e.g. "Application to Fire Department for Completion Inspection of Fire Protection Equipment.")
- (3) The applicant should provide the building permit number (○○○Permit No.○○○○) assigned by the Center and fill in the **Self-Review for Occupation Permit, Water Supply and Property Rights Registration Application (OSC4)**. The applicant should conduct the self-review according to the form. The envelope should be marked "Use license, water supply and property rights registration application form" and sent by mail or delivered personally the Center.
- (4) The applicant can apply to the Center for coordinating all relevant units to carry out the joint inspection according to the schedule that the applicant specifies in the self-review form (**OSC4**).
- (5) The occupation permit will be issued only after the application has been approved, the application fee, final-phase air pollution fee and other administrative fees have been paid, and a copy of the occupation permit has been made.
- (6) The occupation permit can be received by mail or picked up in person from the Center. Meanwhile, the Center will inform relevant units to make the property rights registration.
- (7) The building is complete and is ready for occupation.

III. Network submission procedure description:

Network registration: <http://10.39.0.95:8080/tccmoapply/login.jsp>

