

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

I. Application Scope:

For factories, warehouses, or office buildings of five stories or lower which meet the following requirements:

1. The building is not located in areas referred to in the "Taipei City Government Urban Planning and Land Control Review," "Slope Land Conservation and Utilization Act," "Soil and Water Conservation Act," or "Taipei City Slope Land Development and Building Regulations."
2. No application has been made for comprehensive design specified in the "Taipei City Land Use and Zoning Control Bylaw."
3. The scope of the application site is not subject to the "Taipei City Tree Protection Bylaw" nor involved in the disused marginal land or existing lanes or diversions.
4. The scope of the application site does not cover geologically sensitive areas and the building does not need to undergo a special structural review due to its scale.
5. The application site is not located near slope land.
6. Pursuant to "Restriction Measures for Rewarding Private Participation in the Banning of Construction in Areas Adjacent to Transportation Construction," the application site is not in the vicinity of the high speed rail.

II. Application Procedure:

1. Procedure 1 "Access to Basic Information" ^{Note*}: Collection of basic information for water and power supply of the construction site planned for application shall be completed within 3 working days from the date of submission.
(Note*: This procedure is not necessary for the building permit application. If it is necessary to access such information for a specific case, the applicant may acquire the information through an application to the Center.)
2. Procedure 2 "Building Permit, Water Supply Application": To obtain the building permit within 11.5 working days (9 working days for network submissions) from the date of submission.
3. Procedure 3 "Work Commencement": To review and report the work commencement within 6 working days from the date of submission.
4. Procedure 4 "Occupation permit, water supply and property rights registration": To obtain the building occupation permit, completion of property rights registration and turn on public utilities within 31.5 working days from the date of submission. There are a total of four procedures and 52 working days (49.5 working days for application through network submission).

For details, please refer to the "Operational Guidelines for One-Stop Center for Building Permits (For Factories, Warehouses, or Office Buildings of Five Stories or Lower)," Procedures 1 and 2 are processed via a paperless application system.

III.Application Form: (This item will undergo another revision after input from all units)

1. The application form shall be completed by filling in the following self-review forms for "Access to Basic Information" ^{Note*}, "Building Permit, Water Supply Application," "Work Commencement," and "Occupation Permit, Water Supply and Property Rights Registration."

2. Related application forms

"Self-Review for Access to Basic Information Application (OSC1)" ^{Note*}

(Note*: This procedure is not necessary for the building permit application. If it is necessary to access such information for a specific case, the applicant may acquire the information through an application to the Center.)

- Form OSC1: for the collection of basic information for water and power supply

"Self-Review for Building Permit and Water Supply Application (OSC2)"

- Form 2-1: Construction Management Office (Building permit network application, <http://10.39.0.95:8080/tccmoapply/login.jsp>)
- Form 2-2: HSR building permit bans/restriction scope, Bureau of High Speed Rail (not required if not in the vicinity)
- Form 2-3: RTS building permit bans scope, Department of Rapid Transit System (not required if not in the vicinity)
- Form 2-4: Traffic Engineering Office (entrance/exit design for cars and motorcycles/not required if application requirements are not met)
- Form 2-5: Traffic impact assessment, Parking Management and Development Office (Traffic Impact Assessment Guidelines/not required if application requirements are not met)
- Form 2-6: In the vicinity of historical monuments, Department of Cultural Affairs (not required if not in the vicinity)
- Form 2-7: New Construction Office, Public Works Department (Road excavation application)
- Form 2-8: Water Department, Public Works Department (Rainwater drainage and water drainage facility review)
- Form 2-9: Sewerage Systems Office, Public Works Department (Sewage and drainage equipment user review)
- Form 2-10: Parks and Street Lights Office, Public Works Department (Roadside tree and street lamp relocation application)
- Form 2-11: Taipei Water Department Water Supply Design Review (Water

supply review)

"Self-Review for Work Commencement Application (OSC3)" ^{notes*}

- Form 3-1: Construction Management Office (Work commencement application, including construction Plan)
- Form 3-2: Fire Department (Fire protection drawing review)
- Form 3-3: Environmental Protection Agency (First-phase air pollution fee payment and waste disposal plan review)
- Form 3-4: Labor Bureau Review (Labor health & safety and labor review)

"Self-Review for Occupation Permit, Water Supply and Property Rights Registration Application (OSC4)"

- Form 4-1: Construction Management Office (Completion application)
- Form 4-2: New Construction Office, Public Works Department (Road excavation case closing application)
- Form 4-3: Sewerage Systems Office, Public Works Department (Sewage drainage user drainage facility examination)
- Form 4-3: Fire Department (Fire protection completion review)
- Form 4-4: Household Registration Office (Application for new house number)
- Form 4-5: Environmental Protection Agency (Final-phase air pollution fee payment and waste disposal plan release control form)
- Form 4-6: Taipei Water Department (Water supply completion review)
- Form 4-7: Household Registration Office (Property rights registration)

IV. Responsible Units:

(1) Access to Basic Information:

- Access to water supply information from Taipei Water Department.
- Access to power supply information from Taiwan Power Co., Ltd.

(2) Building permit, water supply application:

- Building permit review, Construction Management Office, Taipei City Government
- Water supply application, Taipei Water Department.

The following units should handle the application if involved.

- Bureau of High Speed Rail, Ministry of Transportation: not required if not in the vicinity of **the high speed rail**.
- Review of the RTS building permit bans/restrictions scope by the Department of

Rapid Transit Systems, Taipei City Government.

- Review of sanitary sewer pipelines, drainage ditch locations, street lamps and roadside tree relocation, Public Works Department, Taipei City Government

- Review of water supply design, Taipei Water Department.

(3) Work Commencement:

- Review of work commencement by the Construction Management Office, Taipei City Government

Review of fire protection by the Fire Department, Taipei City Government.

- Payment of first-phase air pollution fees and waste disposal plan review by the Environmental Protection Agency, Taipei City Government

- Review of labor health & safety conditions and by the Labor Bureau, Taipei City Government

(4) Occupation permit, water supply and property rights registration:

- Application review of construction completion, Construction Management Office, Taipei City Government

- Application review of construction completion, Sewerage Systems Office, Public Works Department, Taipei City Government

- Application review of construction completion, New Construction Office, Public Works Department, Taipei City Government

- Application review of construction completion, Fire Department, Taipei City Government

- Application for house number plate, Household Registration Office

- Payment of final-phase air pollution fees and waste disposal plan review, Environmental Protection Agency, Taipei City Government

- Application for joint completion inspection

- Registration of property rights, Household Registration Office

- Construction completion review, Taipei Water Department