

## **II. BUILDING CONSTRUCTION AND FIRE SAFETY**

**Version 1**

**(5<sup>th</sup> October 2015)**

## ***II. Building Construction and Fire Safety***

As for the Construction of building(s)/ factory (ies), an Investor of Thilawa Special Economic Zone (TSEZ) is required to obtain necessary permit/ approval/ registration of building construction and fire safety through the Construction Section of OSSC, MJTD and other relevant Sections of OSSC.

### **Step 1: Preparatory stage for starting construction**

1. An Investor which obtained the Investment Permit issued by Thilawa Special Economic Zone Management Committee (TSMC) and the Company Registration Certificate issued by the DICA Section of OSSC may apply for Building Permit and Fire Safety Certificate to start the construction work of building(s)/ factory (ies).
2. At first, the Investor shall obtain a **Design Approval by MJTD** for the construction before applying for Building Permit and Fire Safety Certificate.
3. After obtaining the Design Approval issued by the MJTD, the Investor may apply for Building Permit and Fire Safety Certificate to the Construction Section of OSSC through the Front Office of OSSC.
4. The Construction Section of OSSC reviews and examines all the submitted documents and drawings basing on **the Myanmar National Building Code (Provisional 2012)** or codes of other countries permitted by the Construction Section of OSSC.
5. The Construction Section of OSSC checks to the Environment Section of OSSC whether the Investor obtained an Approval of Environmental Conservation and Prevention Plan (ECP) issued by the TSMC.
6. The Construction Section of OSSC issues a **Building Permit** and a **Fire Safety Certificate**.
7. After receiving the Building Permit and the Fire Safety Certificate, the Investor shall apply for Start of Construction to the MJTD.
8. After obtaining the **Approval for Start of Construction** issued by the MJTD, the Investor may **commence their construction work**.

### **Step 2: Construction stage**

1. When a contractor for the factory construction permitted under the Building Permit and Fire Safety Certificate is appointed, the Investor shall submit **Request for Contractor Registration** with required information for the appointed contractor to the Construction Section of OSSC.
2. Within seven (7) days after the commencement of construction, the Investor shall submit **Project Information Sheet** to report the information of a supervisor and a project manager for the construction to the Construction Section of OSSC.

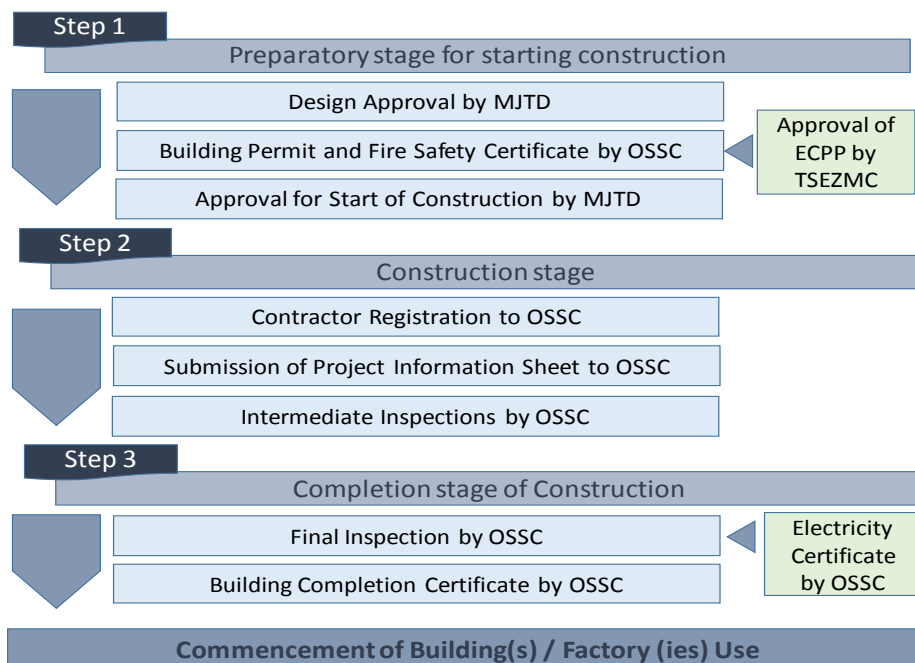
3. During the construction period, the Construction Section of OSSC implements following **Intermediate Inspections** according to the progress of Construction.
  - 1) First Intermediate Inspection at the stage of Foundation Work
  - 2) Second intermediate Inspection at the stage of Structure Framing Work
  - 3) Third Intermediate Inspection at the stage of Roofing Work
4. It should be noted that the Intermediate Inspections are implemented aiming to confirm that whether the construction work is done in line with the plan of the Building Permit and Fire Safety Certificate or not, not aiming to guarantee the safety of the building (s)/ factory (ies).

**Step 3: Completion stage of construction**

1. After completion of the construction including receiving an **Electricity Certificate** from the Industry Section of OSSC, the Investor shall request the implementation of **Final Inspection** for building work and fire safety to the Construction Section of OSSC.
 

Building work: Inspection for the conformity of the actual building work with the documents and drawings attached with Building Permit

Fire safety: Inspection for the conformity of the actual fire protection system with the documents and drawings attached with Fire Safety Certificate
2. When the Investor passes the Final Inspection, the Construction Section of OSSC issues a **Building Completion Certificate**.
3. After obtaining the Building Completion Certificate, the Investor may **use the building(s) / factory (ies)**.



*Figure II-1: Overall Procedures for Building Construction and Fire Safety*

## 1. Issuance of the Building Permit and Fire Safety Certificate

### 1-1) Design Approval by MJTD

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Letter of Confirmation of Appointment (If any)</li> <li>3. Design Overview Documents</li> <li>4. Master Plan (Layout Plan)</li> <li>5. General Drawings</li> <li>6. Drawing of Rainwater Drainage</li> <li>7. Drawing of Wastewater Discharge Pipeline</li> <li>8. Drawing of Water Supply</li> <li>9. Drawing of Power Supply including Exterior Lighting</li> <li>10. Detail drawings (Protection detail for existing infrastructure on and under access road, Connection detail for all of infrastructure, Fencing, Pavement)</li> <li>11. Construction Schedule</li> <li>12. Future demand forecast of Water and Power supply</li> <li>13. Any document that MJTD may require</li> </ol> <p style="text-align: center;">Hard copies: 3 sets (3 originals) CD-ROM (PDF File) : 3 sets</p>
Code and Regulation	TSEZ Zone A, Internal Regulations
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the required documents and drawings with CD-ROM (PDF file) to the MJTD.</li> <li>2. MJTD reviews such documents and drawings that need to be checked in relation with the Internal Regulations of MJTD and confirms the conformity.</li> <li>3. When all documents and drawings are confirmed being in line with the Internal Regulations, MJTD gives confirmation and returns the confirmed documents and drawings to the Applicant.</li> </ol>
Application Fee	None
Time Frame	20 days
Remarks	None

### 1-2) Application and Issuance of the Building Permit

Necessary Documents submitted by Applicant	<p>Application Form</p> <ol style="list-style-type: none"> <li>1) FORM-BC1-1 : Sample of Cover Letter for Building Permit</li> <li>2) FORM-BC1-2 : Application of Building Permit</li> <li>3) FORM-BC1-3 : Information of Licensed Engineers</li> </ol> <ol style="list-style-type: none"> <li>1. Documents for Licensed Engineer’s Certification <ul style="list-style-type: none"> <li><u>In case of Myanmar architect:</u> <ol style="list-style-type: none"> <li>1) A Copy of “License” <ul style="list-style-type: none"> <li>- “AEC” (ASEAN Engineer Certificate) or</li> <li>- “P.E.” (Professional Engineer) and/or</li> <li>- YCDC Licensed Engineer</li> </ul> </li> </ol> </li> <li><u>In case of non-Myanmar architect:</u> <ol style="list-style-type: none"> <li>1) CV (including the details of experience in professional works, academic career)</li> <li>2) Statement on the Experiences in Similar Projects</li> <li>3) A Copy of “License”</li> </ol> </li> </ul> </li> <li>2. Design Approval by MJTD with documents and drawings (2 originals)</li> <li>3. Architectural Drawings <ol style="list-style-type: none"> <li>1) Layout Plan/ Finish Schedule</li> <li>2) Floor plans (every storey)</li> <li>3) Elevations and Sections</li> <li>4) Perspective View (3D)</li> <li>5) Sewage Treatment Plant (if any)</li> <li>6) Machinery Installation Plan or Production Flow Chart)</li> </ol> </li> <li>4. Structural Analysis <ol style="list-style-type: none"> <li>1) Drawings</li> <li>2) Calculation Report</li> <li>3) Soil Investigation Report</li> </ol> </li> </ol> <p>In case of submission in hard copies: 3 sets (3 originals) with CD-ROM (3 sets in PDF File)</p>
Code and Regulation	<p>Myanmar National Building Code(Provisional 2012) OR Codes of other countries (Submit copies in English) *MNBC (PDF File) is available at OSSC.</p>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits required documents and drawings for Building Permit either in person or online with application fees</li> </ol>

	<p>to the Front Office of OSSC.</p> <ol style="list-style-type: none"> <li>2. The Construction Section of OSSC reviews and examines all the documents and drawings basing on the Myanmar National Building Code (Provisional 2012) or codes of other countries permitted by the Construction Section of OSSC.</li> <li>3. If the submitted documents and drawings are confirmed their conformity, the Construction Section of OSSC issues the Building Permit and returns the confirmed documents and drawings.</li> </ol>
Application Fee	See Appendix 1: List of fees attached to this manual
Time Frame	Within 30 days after the receipt of application with its fee
Remarks	<ol style="list-style-type: none"> <li>1. Building Permit shall not be issued until the Fire Safety Certificate is issued by the Construction Section of OSSC.</li> <li>2. Building Permit shall not be issued until the Environmental Approval is issued by the Management Committee.</li> </ol>

### **1-3) Application and Issuance of Fire Safety Certificate**

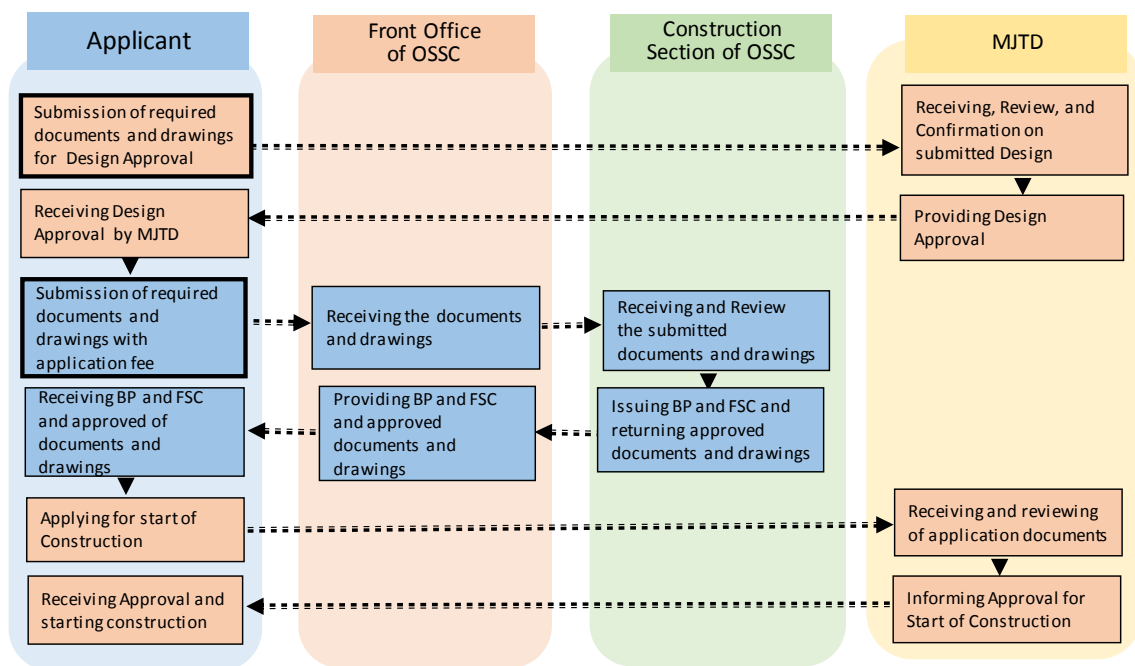
Necessary Documents submitted by Applicant	<p>Application Form</p> <ol style="list-style-type: none"> <li>1) FORM-BC2-1: Sample of Covering Letter for Fire Safety Certificate</li> <li>2) FORM-BC2 -2: Application of Fire Safety Certificate</li> </ol> <p>1. Drawings</p> <ol style="list-style-type: none"> <li>1) Architectural Drawings (Layout Plan, Finish Schedule, Floor Plans, Elevations and Sections)</li> <li>2) Means of Egress (fire escape plan)</li> <li>3) Emergency Lighting and Exit Signs</li> <li>4) Fire Alarm and Detecting System</li> <li>5) Emergency Generator</li> <li>6) Fire Hydrant (hose reel)</li> <li>7) Fire Extinguisher</li> <li>8) Sprinkler (if necessary)</li> <li>9) Dry Riser/ Breeching Inlet (if necessary)</li> <li>10) Lightning Arrester</li> <li>11) Hazardous Material Safety Plan</li> <li>12) Other items required by the Construction Section of OSSC</li> </ol> <p>In case of submission in hard copies: 3 sets (3 originals) with CD-ROM (3 sets in PDF File)</p>
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Code and Regulation	Myanmar National Building Code(Provisional 2012) OR Codes of other countries (Submit copies in English) *MNBC (PDF File) is available at OSSC.
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits required documents and drawings on Fire Protection System either in person or online to the Front Desk of OSSC at same of the application of Building Permit.</li> <li>2. The Construction Section of OSSC reviews and examines all the submitted documents and drawings basing on <b>the Myanmar National Building Code (Provisional 2012)</b> or codes of other countries permitted by the Construction Section of OSSC before issuance of Building Permit.</li> <li>3. When all the submitted documents and drawings are confirmed, OSSC issues “<b>Fire Safety Certificate</b>” and returns the confirmed documents and drawings to the Applicant.</li> </ol>
Application Fee	None
Time Frame	Within 30 days after the receipt of application
Remarks	None

**1-4) Approval for Start of Construction by MJTD**

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. Application Form(Format-B)</li> <li>3. Copy of Building Permit</li> <li>4. Copy of Fire Safety Certificate</li> <li>5. Copy of Environmental Conservation and Prevention Plan Approval</li> <li>6. Temporary plan under construction (Temporary construction facilities drawings, Entrance and Access road, Power and Water Supply, Rainwater and Sewage Discharge, Disposal of waste)</li> <li>7. Copy of Rules of Construction During Construction Work or Rules of Construction with Signature</li> <li>8. Copy of Insurance</li> <li>9. Other Permit from Authority if any</li> </ol> <p>Hard copies: 3 sets (3 originals)</p>
Actual Procedure	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form with required documents such as the copies of Building Permit, Fire Safety Certificate and Environmental Conservation and Prevention Plan to the MJTD.</li> </ol>

	<ol style="list-style-type: none"> <li>2. MJTD reviews such documents that need to be checked in relation with the Internal Regulations of MJTD and confirms the conformity within 5 calendar days.</li> <li>3. When all documents submitted are confirmed, MJTD issues and gives the Approval Letter for Start of Construction to the Applicant.</li> </ol>
Application Fee	None
Time Frame	5 calendar days
Remarks	<ul style="list-style-type: none"> <li>- The Applicant should submit application documents not less than 10 business days prior to commencement date of construction.</li> <li>- MJTD will issue approval letter after confirming full payment of sublease fee.</li> </ul>



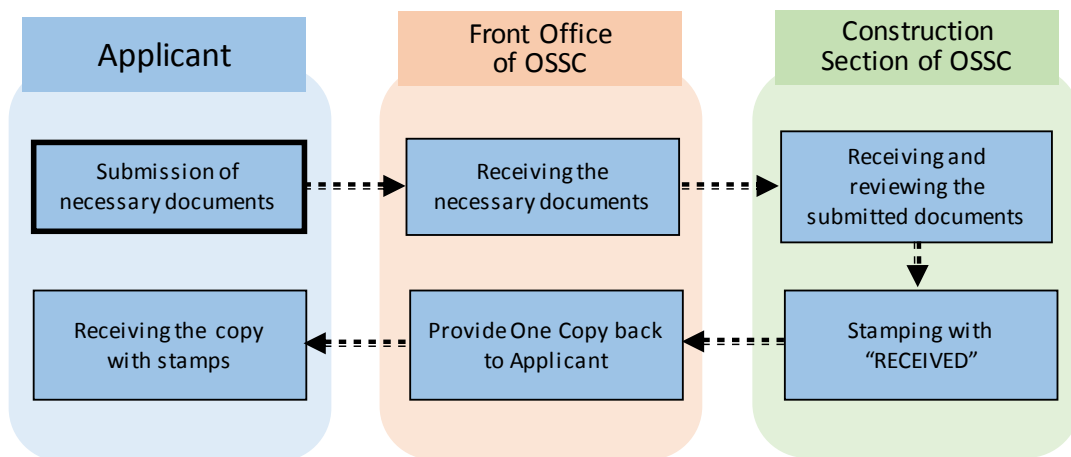
*Figure II-2: Procedures for Building Permit (BP) and Fire Safety Certificate (FSC)*

## 2. Registration of Contractor for Construction Work

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Cover Letter (FORM-BC3-1)</li> <li>2. Registration Form of Contractor (FORM- BC3-2)</li> <li>3. Copy of Company Registration Certificate of Contractor</li> <li>4. Company Profile (including organization chart)</li> <li>5. Project Experience in Asia (5years)</li> <li>6. Financial Statement (3years)</li> <li>7. Letter of Confirmation for Appointment, if any</li> <li>8. Other items required by the Construction Section of OSSC</li> </ol>
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	Hard copies: 2 sets (2 originals)
Actual Procedure	<ol style="list-style-type: none"> <li>1. An Applicant submits the necessary documents either in person or online to the Front Office of OSSC immediately after the appointment of a contractor.</li> <li>2. The Construction section of OSSC receives the submitted documents.</li> <li>3. When all documents submitted are accepted, the Construction Section of OSSC stamps “RECEIVED” to the Registration of Contractor for Construction Work and returns the documents to the Applicant.</li> </ol>
Application Fee	None
Time Frame	-
Remarks	-

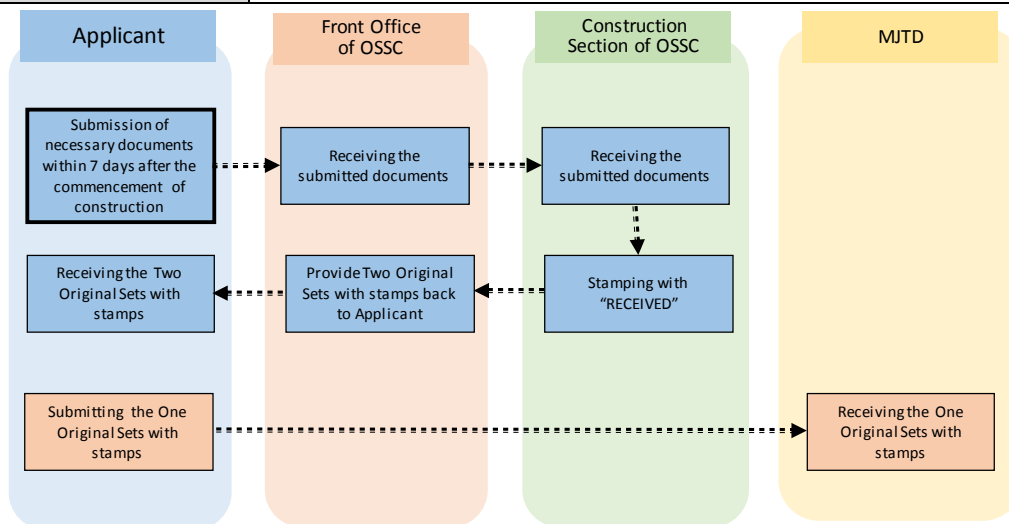


*Figure II-3: Procedure for Registration of Contractor for Construction Work*

### 3. Submission of Project Information Sheet

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Cover Letter (FORM-BC4-1)</li> <li>2. Project Information Sheet (FORM- BC4-2)</li> <li>3. Copy of Approval Letter for the Start of Construction by MJTD and its related documents</li> <li>4. Construction Schedule</li> <li>5. Letter of Confirmation for Appointment, if any</li> <li>6. Other items required by the Construction Section of OSSC</li> </ol> <p>In case of submission in hard copies: 2 sets (2 originals)</p>
Actual Procedure	<ol style="list-style-type: none"> <li>1. The Applicant submits Project Information Sheet with other required documents including the copy of the Approval Letter for Start of Construction either in person or online to the Front</li> </ol>

	<p>Office of OSSC within 7 days after the commencement of construction.</p> <p>2. The Construction Section of OSSC reviews and examines all documents.</p> <p>3. When all documents submitted are accepted, the Construction Section of OSSC stamps “RECEIVED” to the Project Information Sheet and returns the submitted documents to the Applicant.</p> <p>4. The Applicant submits the copy of Project Information Sheet stamped “RECEIVED” to MJTD.</p>
Application Fee	None
Time Frame	Within 7 days after the commencement of construction
Remarks	-

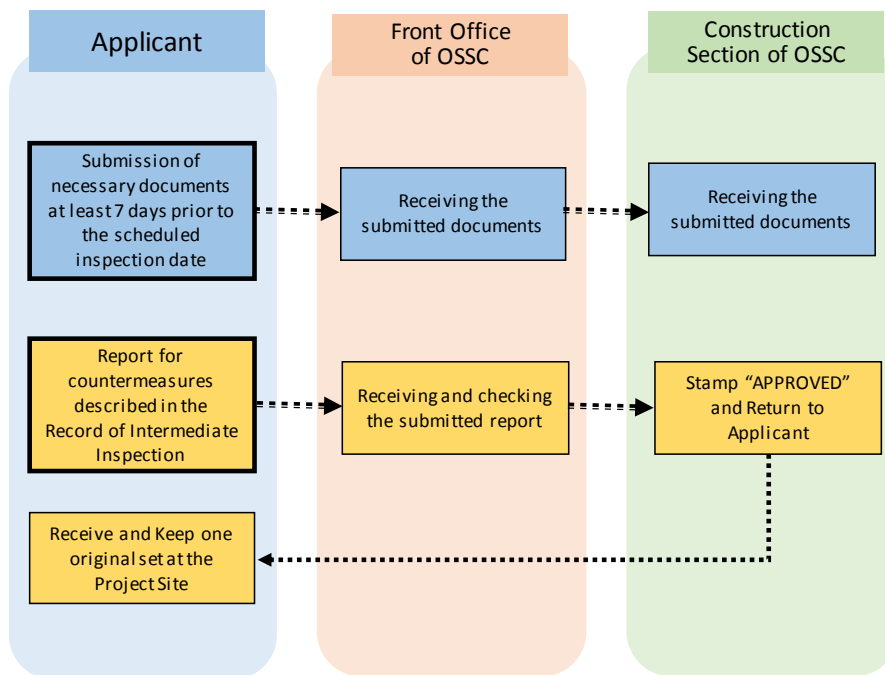


*Figure II-4: Procedure for Submission of Project Information Sheet*

#### 4. Implementation of Intermediate Inspection

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form (FORM-BC5-1)</li> <li>2. Record of Intermediate Inspection(FORM-BC5-2)</li> <li>3. Letter of Confirmation for Appointment, if any</li> <li>4. Other items required by the Construction Section of OSSC</li> </ol> <p>In case of submission in hard copies: 2 sets (2 originals)</p>
Actual Procedure	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form for Implementation of Intermediate Inspection either in person or online to the Front Office of OSSC at least 7 days prior to the scheduled inspection date.</li> <li>2. The Construction Section of OSSC informs the actual date of Intermediate Inspection and the name of Inspector to the Applicant within 3 days after the receiving the application.</li> </ol>

	<ol style="list-style-type: none"> <li>3. The Inspector conducts the Intermediate Inspection at the Project Site.</li> <li>4. The Inspector prepares the Record of Intermediate Inspection.</li> </ol>
Application Fee	None
Time Frame	Intermediate Inspection: 1 day
Remarks	<ol style="list-style-type: none"> <li>1. The presence of the Supervisor, the Contractor and the person in charge of the Applicant are requested to attend all Intermediate Inspections.</li> <li>2. The Supervisor is required to ready for submitting of the inspection records in response to the request by the Inspector of the Construction Section of OSSC.</li> </ol>

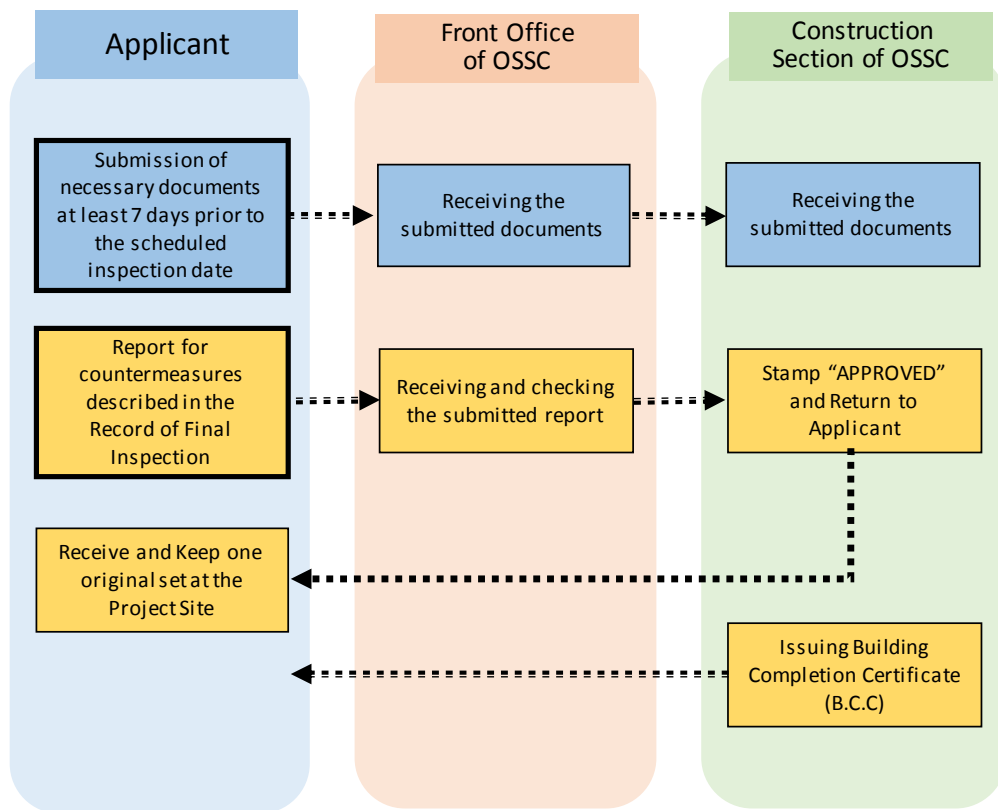


*Figure II-5: Procedure for Implementation of Intermediate Inspection*

### 5. Implementation of Final Inspection and Issuance of Building Completion Certificate (BCC)

Necessary Documents submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form (FORM-BC6-1)</li> <li>2. Record of Final Inspection (FORM-BC6-2)</li> <li>3. Letter of Confirmation for Appointment, if any</li> <li>4. Other items required by the Construction Section of OSSC</li> </ol> <p>In case of submission in hard copies: 2 sets (2 originals)</p>
Actual Procedure	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form for Implementation of Final Inspection of both Building Works and Fire Protection System either in person or online to the Front Office of OSSC at least 7 days prior to the scheduled inspection date.</li> <li>2. The Construction Section of OSSC informs the actual date of</li> </ol>

	<p>Final Inspection and the name of Inspector to the Applicant within 3 days after the receiving the application.</p> <ol style="list-style-type: none"> <li>3. The Inspector conducts the Final Inspection at the Project Site.</li> <li>4. The Inspector prepares the Record of Final Inspection.</li> <li>5. When the Report is approved, the Construction Section of OSSC issues “Building Completion Certificate (BCC)” and gives it to the Applicant.</li> </ol>
Application Fee	None
Time Frame	<p>Final Inspection: 1 day</p> <p>Issuance of BCC: Within 7 days after the Final Inspection</p>
Remarks	<ol style="list-style-type: none"> <li>1. The presence of the Supervisor, the Contractor and the person in charge of the Applicant are requested to attend all Intermediate Inspections.</li> <li>2. The Supervisor is required to ready for submitting of the inspection records in response to the request by the Inspector of the Construction Section of OSSC.</li> </ol>



*Figure II-6: Procedure for Final Inspection and Issuance of Building Completion Certificate (B.C.C)*

**Annex: Items to be inspected for Intermediate and Final Inspections**

Intermediate Inspection

No.	Items to be Inspected	Detailed Description
Intermediate Inspection at the stage of Foundation Work		
1	Inspection for Soil Condition of Footing	In case excavation depth for footing is more than 1.5 meter from ground level, inspection for soil condition at the bottom of footing shall be carried out.
2	Inspection for Foundation	Inspection for reinforcement of foundation.
3	Inspection for Joint of steel column and concrete foundation (for steel structure)	Inspection for joint between the base plate of steel column and the concrete foundation.
Intermediate Inspection at the stage of Structure Framing Work		
1	Inspection for Steel Framing (for steel structure)	Inspection for joint between steel column and beam after finishing the fabrication of frame work of super structure.
Intermediate Inspection at the stage of Roofing Work		
1	Inspection for Flooring and Roof	Inspection for reinforcement of slab (for RC structure) or decking sheet slab (for steel structure) of each floor and roof.

Final inspection

No.	Items to be Inspected	Detailed Description
1	Building Work	Conformity to drawings, fire / frame resistant
		Usage of rooms, usage of flame
		Width of corridor, door and stair for safety evacuation
		Light and ventilation
		Electricity room, electricity system
2	Fire Safety	
1)	Means of Egress	Route, distance, safety
2)	Emergency Light	Location, specification, confirm operation at dark
3)	Exit sign	Location, specification, confirm operation at dark
4)	Emergency Doors	Confirm to open from inside - thumb turn lock
5)	Fire Alarm System	Location, specification, confirm operation
6)	Fire Detectors	Location, specification, confirm operation
7)	Emergency Generator	Capacity, specification, oil tank, confirm operation
8)	Inside Fire Hydrant	Location, length of hose, confirm operation pressure
9)	Outside Fire Hydrant	Location, length of hose, confirm operation pressure
10)	Fire Extinguishers	Location, numbers, type, capacity
11)	Sprinkler	Location of heads, confirm operation (test valve)
12)	Breeching Inlet	Location, confirm operation
13)	Lightning Arrester	Location, earthing resistance
14)	Hazardous Storage	Location, protection wall, fire extinguishers

**List of Forms**

<b>Form No.</b>	<b>Name</b>
FORM-BC1-1	Covering Letter for Building Permit
FORM-BC1-2	Application for Building Permit
FORM-BC1-3	Information of Licensed Engineers
FORM-BC2-1	Covering Letter for Fire Safety Certificate
FORM-BC2-2	Application for Fire Safety Certificate
FORM-BC3-1	Request for Contractor Registration
FORM-BC3-2	Contractor Registration Form
FORM-BC4-1	Submission of Project Information Sheet
FORM-BC4-2	Project Information Sheet
FORM-BC5-1	Application for Intermediate Inspection of Construction
FORM-BC5-2	Record of Intermediate Inspection
FORM-BC6- 1	Application for Final Inspection of Construction
FORM-BC6-2	Record of Final Inspection

**FORM-BC1-1 Sample of Covering Letter for Building Permit**

**COMPANY LETTER HEAD**

Date:

Reference No.:

Attention: Head of Construction Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit Application for a Building Permit in 3 sets of the required documents and drawings with 3 sets of CD-ROM, together with the application fee of MMK XXXXX-.

Yours sincerely

\_\_\_\_\_

Name

Title

Company Name

Company Address



Company Seal

**FORM-BC1- 2 Application of Building Permit**

**Application of Building Permit**

Date: \_\_\_\_/\_\_\_\_/201\_\_

<b>1</b>	<b>Applicant</b>	
	Name of Applicant:	
	Kind of Manufacturing:	
	Address:	
	Contact:	Tel No.: _____ E- address: _____
<b>2</b>	<b>Building Information</b>	
	Location / Lot No. TSEZ	
	Purpose of Construction:	<input type="checkbox"/> New Construction <input type="checkbox"/> Extension <input type="checkbox"/> Renovation
	Type of Structure:	<input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Others
	Storey:   /   Max Height:	storey   /   (m)
	Site area (sqm):	
	Building area (sqm)	
	Floor area (sqm)	GF: _____ 1F: _____ 2F: _____ 3F: _____ 4F: _____ 5F: _____
	Total Floor Area (sqm)	
	Building Coverage Ratio (BCR)	
	Floor Area Ratio (FAR)	
<b>3</b>	<b>Construction Schedule</b>	
	Date of Commencement	
	Date of Completion	
<b>4</b>	<b>Attached Documents and Drawings</b>	
	<input type="checkbox"/> Architectural (Layout Plan, Finish Schedule, Floor Plans, Elevations, Sections) <input type="checkbox"/> Perspective view (3D) <input type="checkbox"/> Sewage Treatment Plant (if any) <input type="checkbox"/> Machinery Installation Plan or Production Flow Chart <input type="checkbox"/> Structural (Drawings, Calculation Report, Soil Investigation Report(if any)) <input type="checkbox"/> Other items  	

We hereby certify that above information is correct.

Licensed Architect / Engineer;

Name \_\_\_\_\_

Applicant;

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

OSSC record:

Received : ____/____/201__	Checked : ____/____/201__	Approved : ____/____/201__
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____



**FORM-BC1-3 Information of Licensed Engineers**

**Information of Licensed Engineers**

Date: \_\_\_\_\_ / \_\_\_\_\_ / 201\_\_\_\_\_

1. Licensed Engineers' Information

**REGISTERED ARCHITECT**

Name: \_\_\_\_\_  
License No.: \_\_\_\_\_ Year: \_\_\_\_\_  
Licensed by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel / e-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**STRUCTURE ENGINEER**

Name: \_\_\_\_\_  
License No.: \_\_\_\_\_ Year: \_\_\_\_\_  
Licensed by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel / e-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**EQUIPMENT ENGINEER / (FIRE FIGHTING SYSTEM)**

Name: \_\_\_\_\_  
License No.: \_\_\_\_\_ Year: \_\_\_\_\_  
License issued by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel / e-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

2. Attached documents for each Engineer:

- Curriculum vitae:
- Copy of license of Engineer :
- Documents of Experience:
- Copy of License of Company:

We hereby inform that the above Engineers will take necessary responsibility to design of the building under the Myanmar National Building Code and/or Codes of other country.

Applicant:  
Company Name: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Signature: \_\_\_\_\_

Stamp

**FORM-BC2-1 Sample of Covering Letter for Fire Safety Certificate**

**COMPANY LETTER HEAD**

Date:

Reference No.:

Attention: Head of Construction Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit Application for a Building Permit in 3 sets of the required documents and drawings with 3 sets of CD-ROM.

Yours sincerely


\_\_\_\_\_

Name

Title

Company Name

Company Address



Company Seal



**FORM-BC3-1 Cover Letter for Registration of Contractor**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

**Re: Request for Contractor Registration**

We hereby report you that we (Applicant name) have appointed (Contractor name) as the Contractor for the Construction Project permitted under the Building Permit (No. TSEZ-BP-xxx) dated on (dd/mm/yy) and the Fire Safety Certificate (No. TDEZ-FSC-xxx) dated on (dd/mm/yy) and submit the Contractor Registration Form.

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

## FORM-BC3-2 Contractor Registration Form Contractor Registration Form

Date:

<b>1. Project Outline</b>	
1) Project Name:	
Name of Applicant	
Address of Project Site	
Building Permit	TSEZ-BP-xxx (Date of Issue: )
Fire Safety Certificate	TSEZ-FSC-xxx (Date of Issue: )
ECPP	TSEZ-EP-xxx (Date of Issue: )
Estimated Construction Schedule	
<b>2. Contractor's Information</b>	
1) Name of Contractor	
Address	
Telephone/ Fax	
Web-site, if any	
2) Legal Representative	
Full Name	
Position	
Date of Birth	
Passport Number	No: (Place of Issue: country, Date of Issue: (dd/mm/yy))
<b>3. Mother Company of the Contractor if any</b>	
1) Name of Parent Company	
Address	
Telephone/ Fax	
Web-site, if any	
2) Legal Representative	
Full Name	
Position	
<b>4. Attached Documents</b>	
<input type="checkbox"/> Information of Contractor	<input type="checkbox"/> Information of Mother Company
<input type="checkbox"/> Copy of Contractor's Company Registration	<input type="checkbox"/> Copy of Contractor's Company Registration
<input type="checkbox"/> Company Profile (including organization chart)	<input type="checkbox"/> Company Profile (including organization chart)
<input type="checkbox"/> Project Experience in Asia (5years)	<input type="checkbox"/> Project Experience in Asia (5years)
<input type="checkbox"/> Financial Statement (3 years)	<input type="checkbox"/> Financial Statement (3 years)
<input type="checkbox"/> Other documents, if any	<input type="checkbox"/> Other documents, if any

( _____ )	( _____ )
-----------	-----------

**UNDERTAKING**

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We hereby declare to strictly comply with the terms and conditions described in the Building Permit (No. xx) dated on ....., the Fire Safety Certificate (No. xx) dated on ....., and the Approval Letter of Environmental Conservation and Prevention Plan (No. xx) dated on .... for the implementation of Construction Project above mentioned.

Place:

Signature of the Contractor

Date:

Name in Block Letters

Title

Official Seal/Stamp

Tel. No.

E-mail

Full Residential Address

<b>Construction Section of OSSC Use Only</b>	
Received Date	
Name	

**FORM-BC4-1 Submission of Project Information Sheet**

**Submission of Project Information Sheet**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

We hereby submit “Project Information Sheet” with required attachments for the following construction project.

1. Project Name:
2. Approval No. of Building Permit:  
Approval No. of Fire Safety Certificate:

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

## FORM-BC4-2 Project Information Sheet

### Project Information Sheet

Date:

**Project Name:**

1. General Information	
1) The Applicant	
Company Name	
Company Address	
Person in Charge	
E-mail Address	
Tel No.	
2) The Supervisor	
Company Name	
Company Address	
Name of the Supervisor	
License No.	
E-mail Address	
Tel No.	
3) The Contractor	
Company Name	
Company Address	
Name of the Site Agent	
E-mail Address	
Tel No.	

2. Construction Schedule	
Commencement Date	
Completion Date	

3. Approval No.	
Building Permit	TSEZ-BP-xxx (Date of Issue: )
Fire Safety Certificate	TSEZ-FSC-xxx (Date of Issue: )
ECPP	TSEZ-EP-xxx (Date of Issue: )

4. Attached Documents	
Copy of Approval for Start of Construction issued by MJTD	
Construction Schedule Chart	

Construction Section of OSSC Use Only	
Received Date	
Name	



**FORM-BC5-1 Application for Intermediate Inspection**

**Application for Intermediate Inspection**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

We hereby submit “Application for Intermediate Inspection” for the building works of the following construction project.

1. Project Name:

2. Approval No. of Building Permit:

3. Inspection requested: (\*Make a check in appropriate inspection)

- 1) Inspection for Foundation Work
- 2) Inspection for Structure Framing Work
- 3) Inspection for Roofing Work

3. Estimated Date and Time of Inspection:

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**FORM-BC5-2 Record of Intermediate Inspection**  
**Record of Intermediate Inspection**

1. Project Name:
2. Inspection for    Foundation Work    Structure Framing Work    Roofing Work
3. Date and Time of Inspection:
4. Name of Attendants for Inspection:

	Name	Position
1		
2		
3		
4		
5		

5. Instructions for Inspection:

	Inspection Issues	Instructions

\_\_\_\_\_  
Name of Inspector:  
Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

**FORM-BC6-1 Application for Final Inspection of Construction**

**Application for Final Inspection of Construction**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

We hereby submit “Application for Final Inspection” for both building works and fire protection system of the following construction project.

1. Project Name:
  
2. Approval No. of Building Permit:
  
3. Approval No. of Fire Safety Certificate
  
4. Estimated Date and Time of Final Inspection:

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**FORM-BC6-2 Record of Final Inspection**

**Record of Final Inspection**

1. Project Name:

2. Date and Time of Inspection:

3. Name of Attendants for Inspection:

	Name	Position
1		
2		
3		
4		
5		

4. Instructions for Final Inspection:

	Inspection Issues	Instructions
1.	Building Works	
2.	Fire Protection System	

\_\_\_\_\_  
Name of Inspector:

Construction Section

One Stop Service Center

Thilawa Special Economic Zone