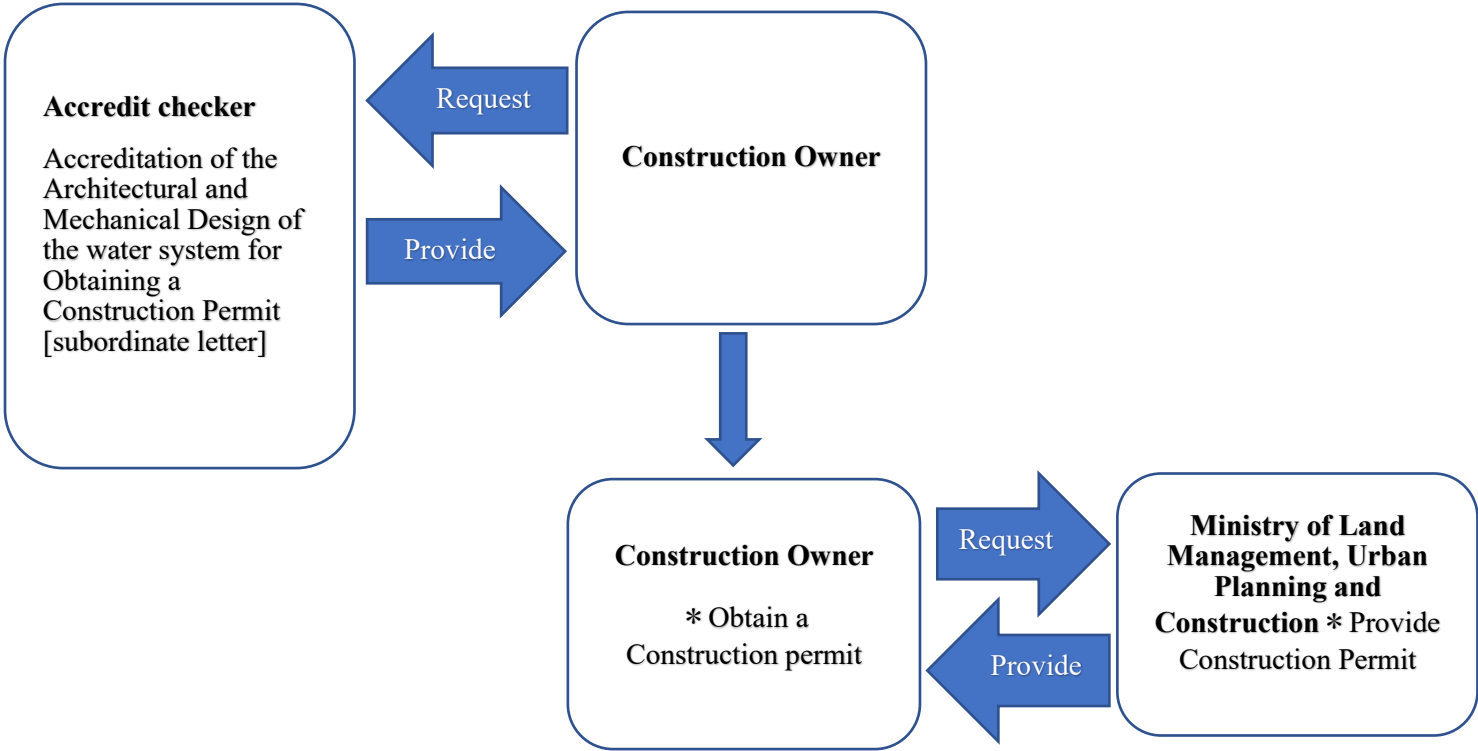


1

Standard Process to Obtain a Construction Permit



Contents to be accredited (Architectural design and MEP Design)

1. Inspection of urban planning, such as setback, height, land use index, ratio of total floor area to land, ratio of GF to land, use of public space, green space, outdoor parking.
2. Supervise the architectural aspects, including roofs, doors, windows, stairs, heights, entrances, spaces, ventilation, lighting, parking lots, buildings, physical infrastructure, facilities for the disabled, construction functions, construction components.
3. Inspection of wastewater and rainwater systems, sewage system, rainwater drainage system, septic tank, wastewater treatment plant, rainwater, rainwater storage tank, wastewater treatment plant.
4. Check for safety, evacuation maps, safety gates, escalators, fire safety rooms, lightning protection devices, and skylights.
5. Inspect of construction materials, construction equipment and construction materials.

*** Refer to Article 14 of Prakas No. 109**

① Procedures for accreditation of Architectural and MEP drawings for Applying for a Construction Permit

Pre-Meeting

Check out 「**Basics of the Process to get a Building Permit**」

※The documents required by the construction owner to prepare and submit are as follows.

C-1	Letter of Receipt and Project Information (Construction Owner Information, Designer, Type of accreditation, Project Name, Address, Land Area, Land use area, Building function, Building area, structural type and please attach the overview layout file, Floor plan for all floors, View layout, Drowning through Section Plan, (Land use map describing the construction site)	1Set
C-3	Letter request of services	1 Set
C-4	Letter of appointment (Please use this letter to make an appointment at the office)	1 Set
C-5	Handover letter of technical documents (Annex 1)	2 Sets
C-6	Authorization Letter	1 Set
C-7	Contract (Annex 6)	2 Sets
C-8	Technical document	

- 1) Overview or (Master Plan) with the signatures of the owner and the designer, 6 original hard copy documents and AutoCAD & PDF electronic documents
- 2) Floor plan for all floors, Cut-out layout (Layout Plan, View & Section Plan) Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF electronic documents
- 3) Soil test report or boundary plan (Survey Plan or Boundary Plan) issued by the Department of Land Management, Urban Planning, Construction and Cadastral, a hard copy with the signature of the owner and an electronic document PDF
- 4) (3D Views or Perspective View) as a hard copy and electronic PDF file
- 5) Technical instructions or regulations signed by the construction owner and Designer as a hard copy and electronic PDF file
- 6) Certificate of Identification of Real Estate Owners or Plots of Land (Land Title Certificate), a hard copy with the signatures of the construction owner and the designer and electronic document PDF
- 7) Wastewater and rainwater system layout (Sewage and Drainage System - Layout and Schematic) Signed by the owner and the designer in the form of 6 hard copy and electronic documents.
- 8) Septic tank layout or wastewater storage tank design (Septic Layout and Detail Plan) Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF
- 9) Wastewater treatment plant layout (Sewage Treatment Plan) Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF
- 10) Liquid waste treatment plant layout (Wastewater discharge treatment-Process and Drawing Plan) Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF
- 11) Rainwater reservoir layout (Rainwater Reservoir Plan drawing Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF
- 12) Evacuation Map drawing signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF

- 13) Safety gate and rescue stairs (Evacuation Plan drawing) Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF
- 14) Lightning Protection System Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF
- 15) Lightning of obstacle for aviation plan drawing Signed by the owner and the designer in the form of 6 hard copy and electronic documents AutoCAD & PDF
- 16) Certificate of special conditions authorized by the relevant institutions, a hard copy with the signature of the construction owner and an electronic PDF file (if have)

① Reception (We only receive via telegram)

In case of requesting service from our company, please complete the document (downloaded from Google Drive link) and sign and send to our company via telegram by [Construction owner or licensee].

We will receive the documents submitted below:

C-1 Letter of Receipt and Project Information (Information of the Owner, Project designer, Type of Certification, Project Name, Address, Land Area, Land Use Area, Building Usage, Building Area, Assembly Type and Please Attach Master Plan Overview, Floor Plan, View Plan, Section Plan, Utility Map Land description of construction site)

1 Set

C-6 Authorization Letter

1 Set

② We will Inform you of [Response to Service Provision] via Telegram. (It takes 5 business days to respond)

③ In case of requesting service, please submit [service request letter] to us via telegram within 5 working days after receiving the notification [service response letter] from the company. (In case the application for service is not submitted within 5 working days, the receipt will expire)

④ After submitting the application for service, please check the list of documents needed in the certification work. When you have prepared the documents, please make an appointment with the company to bring the required documents to our company.

* How to make an appointment, please refer to the [case to the company to discuss / consult].

* List of documents to submit

Please submit the documents as below.

C-5 Handover letter of original technical documents (Annex 1) 1 Set signed by the owner

C-6 Original Authorization Letter 1 Set signed by the owner

C-7 Original contract (After writing the contract amount and confirmation time) 2 Set signed by the owner

C-8 Technical documents (1 ~ 16)

C-3 Letter of Application for Service (Original) 1 Set signed by the owner And Designer

* The contract amount and confirmation time are written in [Letter of Response to Service Delivery].

⑤ When arrives the company, We will issue an invoice for payment and letter of receive the document C-8

- Please pay the fee within 4 working days.
- After checking the payment, we will issue an invoice and will Inform you of the refund via telegram.

⑥ After receiving the fee, we will start the contract.

⑦ After we review the contract, we will Inform you via telegram to receive the contract from the company in the next 3 working days.

⑧ Start of contract / start of work Confirmation

- The start date of the work is from the date of signing the contract (the date of receipt of fee).
- ⑨ After the design work is completed, we will inform you below.
- Letter of termination
 - Payment request bill

* Please make payment within 4 working days after receiving the above documents.

⑩ After checking that the money has been paid, we will Inform you via telegram about receiving the report documents. Therefore, please come to receive the documents from the company in the next 3 working days after inform.

Notes

* For coming to the company other than point ⑦ • ⑩ Please make an appointment and set a date in advance. If there is no prior appointment, we will not accept the appointment.

NOTES

* The request is made by the Construction owner or the person authorized by the Construction owner. For others it is not possible to apply.

* We do not accept direct payment at the office.

* In the cases as below [suspension / termination] Will be implemented and the payment will not be refunded.

- ① In case the contract is canceled due to the reasons of the construction owner. For the first payment after signing the contract, will not be refunded.
- ② In case the second payment period exceeds 7 working days (the contract will be canceled).
- ③ In case the documents and Layout project for the certification submitted are false (The contract will be canceled)
- ④ In case of non-compliance, we will issue a [Notice of Defects].
- ⑤ In case there is no adjustment according to the time set after the release date [Letter of shortage] We will issue [Non-compliance letter].
- ⑥ In case of no adjustment according to the time specified after the release date [Letter of shortage] [Letter of compliance] Will be certified as a non-compliance letter. In case of non-compliance, the remaining fee is required to be paid.
- ⑦ During the corrective work of the customer does not include the time to carry out the work, inspection and certification of construction.

In case the customer come to our company to discuss and ask questions

To save times, we have set up an appointment system and procedure to make the reception smooth as well. Please make an appointment according to the instructions below.

We do not accept telephone inquiries.

① After filling in the required information in the appointment letter, please send it to us via telegram.

② We will send you an appointment letter via telegram.

※ Because we need to arrange the staff to meet with you according to the content of the discussion, so please write the content of the appointment clearly.

※ Since we have appointments with other clients, the discussion can only last for 50 minutes.

※ In the event that we are unable to make an appointment or fulfill your request, please request another appointment on another day.

※ For appointments to discuss or ask questions, please make an appointment with us 5 business days in advance.