

Sample of Occupation Permit

**BUILDING AUTHORITY OF HONG KONG
FORM BD 104
BUILDINGS ORDINANCE
(Chapter 123)
Section 21**

Permit to occupy a new building

OP Number

Permit No. XX XX/20XX (OP)
Our Ref. No. XXXXXXXX
To : XXX Company Limited
c/o Mr./Miss/Ms XXX XXX XXX
XXth Floor,
XXX Building,
XX XXXX Road,
Kowloon Bay, Kowloon.

Address of Building

OP Date

Date XX XXXXX 20XX

I hereby permit the occupation of the new building at
on XXXXX INLAND LOT NO. XXXX for the following purposes:-

99 ABC ROAD, HONG KONG

Basement	:	Car parking spaces and ancillary accommodation for non-domestic use.
Ground Floor	:	Entrance hall, loading and unloading spaces, car parking spaces and ancillary accommodation for non-domestic use.
1 st Floor to 3 rd Floor (inclusive)	:	Car parking spaces and ancillary accommodation for non-domestic use.
5 th Floor	:	Refuge floor and ancillary accommodation for non-domestic use.
6 th Floor to 32 nd Floor (inclusive)	:	1 office per floor for non-domestic use.

Building usage

Note: The designations of 4th, 13th, 14th and 24th Floors are omitted.

(XX XX XX)
Chief Building Surveyor
for Building Authority

Note: (1) The building number quoted in this Permit is provisional only and is subject to possible confirmation/ amendment to be notified by the competent authority under section 32(2) of the Buildings Ordinance.

(2) The uses of the building described in this Permit are those shown on the plans approved by the Building Authority. Any subsequent changes in the uses of the building are subject to the control under section 25 and other relevant provisions of the Buildings Ordinance.