



FINANCE COMPETITIVENESS & INNOVATION (FCI)

Manual of Procedure for the procedures
related to the Building permit in Yangon
Myanmar



Obtention of the Technical Administrative Information Sheet

Obtention of the Minor Building Works Approval

Obtention of the Building Permit (Low-risk Buildings without D-MAP)

Obtention of the Building Permit (Low-risk Buildings with D-MAP)

Obtention of the Building Permit (Medium-Risk Buildings)

Obtention of the Building Permit (High-Risk Buildings of 12 storeys and above and public building of more than 500 occupants)

Obtention of the Building Permit (High-Risk Buildings lower than 12 storeys and public building of less than 500 occupants)

Obtention of the Building Permit (for projects located in IA)

Obtention of the Notification of Inspection Approval

Obtention of the Building Completion Certificate

Transfer of responsibilities

Licensed Contractor Replacement

Obtention of the Demolition Permit

Action to undertake when receiving a Notice of Modification

Action to undertake when receiving a Notice of Further Action (01 or 02)

Obtention of the Building Permit Validity Extension Approval

7th August 2020

LIST OF ACRONYMS

AP	Approval in Principle
BCC	Building Completion Certificate
BP	Building Permit
CS	Comments Sheet
DAHIS	Development Area Head of Inspection Section
DAIS	Development Area Inspection Section
DAISAE	Development Area Inspection Section Assistant Engineer
DAPS	Development Area Permit Section
DAPSAE	Development Area Permit Section Assistant Engineer
DSMTF	Drainage and Sewer Management Task Force
DAIS	Development Area Inspection Section
DAIT	Development Area Inspection Team
DP	Demolition Permit
EMTF	Environmental Management Task Force
FSD	Fire Services Department
HPBC	High-rise and public building project committee
LRBTRE	Low Risk Building Technical Review Engineer
MBWA	Minor Building Works Approval
MHBTRE	Medium and High Risk Building Technical Review Engineer
NCB	Notification of Commencement of Building
NFA	Notification of Further Action
NI	Notification of Inspection
NIA	Notification of Inspection Approval
NSB	Notification to Stop the Building
OSPI	On-Site Project Information
SBTF	Street and Bridges Task Force
WWSTF	Water and Water Supply Task Force
YCDC	Yangon City Development Committee
BCA	Building Control Authority
SBCA	Secretary of the Building Control Authority
TRE	Technical Review Engineer
YBPS	Yangon Building Permit System
YRG	Yangon Regional Government

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1. OBTAINING THE TECHNICAL ADMINISTRATIVE INFORMATION SHEET.

1.1. RELEVANT LEGISLATION

- To be defined

1.2. OBJECTIVES

The objectives of this procedure are:

- a) To issue the applicant the necessary information concerning the planning rules he has to respect in order to conceive the preliminary design in order to get the approval in principle.
- b) Issue the technical Administrative Information Sheet (TAIS-002)

1.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Every type of buildings

1.4. INDICATORS

- **Number of Technical Administrative Information Sheet:** Number of TAIS issued
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the TAIS to the user / Number of applications (in days).

1.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section
- The Secretary of the Building Control Authority

1.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS):	
1.	Application form for the Technical Administrative Information Sheet;
2.	Flat rate receipt of 50,000 Kyats for the TAIS
3.	The power of the attorney (if needed)
4.	Situation map of the plot
5.	Land owner evidences (if any)
6.	Copy of the NRC of the applicant
7.	Brief about the projected development (if any intended at the moment of this application)
8.	Copy of the technical documents related to the project (sketch, etc.) (if any)

1.7. RESULTS

The result of the procedure leads to the issuance of the technical Administrative Information Sheet (TAIS-002).

1.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	DURATION IN DAYS
1	The applicant enters the YBPS and fills the application form (TAIS-001) and upload it into the YBPS after having uploaded the receipt of the flat rate	DAPS	1

2	The user pays the flat rate of 50.000 Kyats in order to get its TAIS and upload the receipt in the YBPS together with the application file.		
3	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Development Area Permit Section Assistant Engineer who reviews the composition of the file.	DAPS	
	If some elements are missing in the application file, a notification (NM-001) redacted by the DAPSAE is sent to the user to modify its application file (END OF THE PROCEDURE)		
4	If the file is complete a notification is sent to the DAIT in order to perform and inspection on site and fill the TR-004.	DAIT	
5	The DAHIS review and approve the TR-004 and sends it to the Urban Planning Task Force in order to integrate their comments on the TAIS.	DAHIS	1
6	UPTF fills the part of the TAIS that they are concerned with.	UPTF	
7	After UPTF has filled the TAIS with their requirements, the DAPSAE fills it with the data of the owner	DAPSAE	1
8	The DAHPS check the data of the owner and sends the TAIS to the secretary of the Building Control Authority.	DAHPS	
9a	A copy of the TAIS is sent to the Head of the Development Area for information.	DAH	1
9b	The Secretary of the Building Control Authority approve and send the TAIS to the user through the system.	SBCA	
		TOTAL	4

1.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made through the YBPS and the moment when the user effectively receives its Technical Administrative Information Sheet.

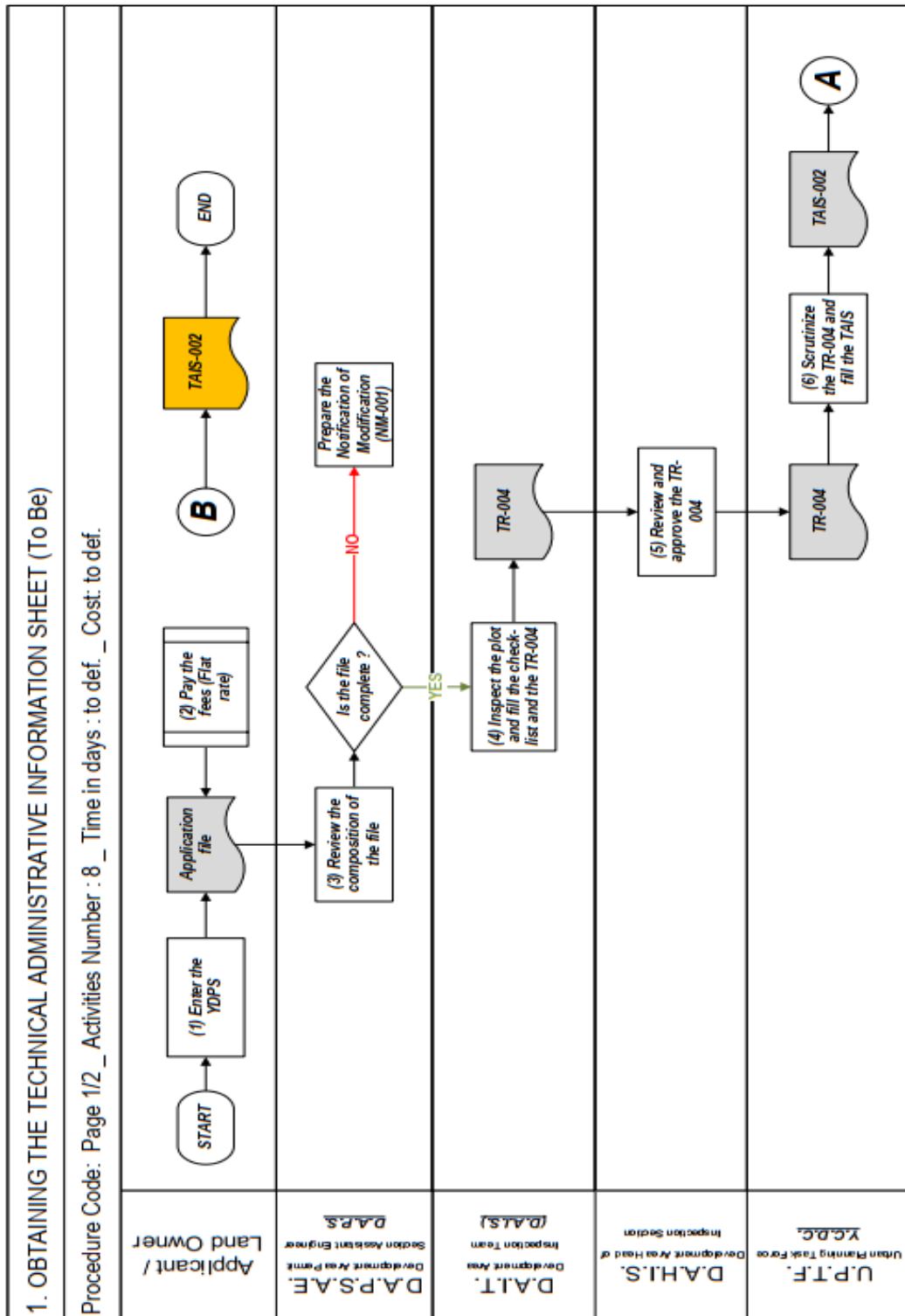
TOTAL: 4 Days

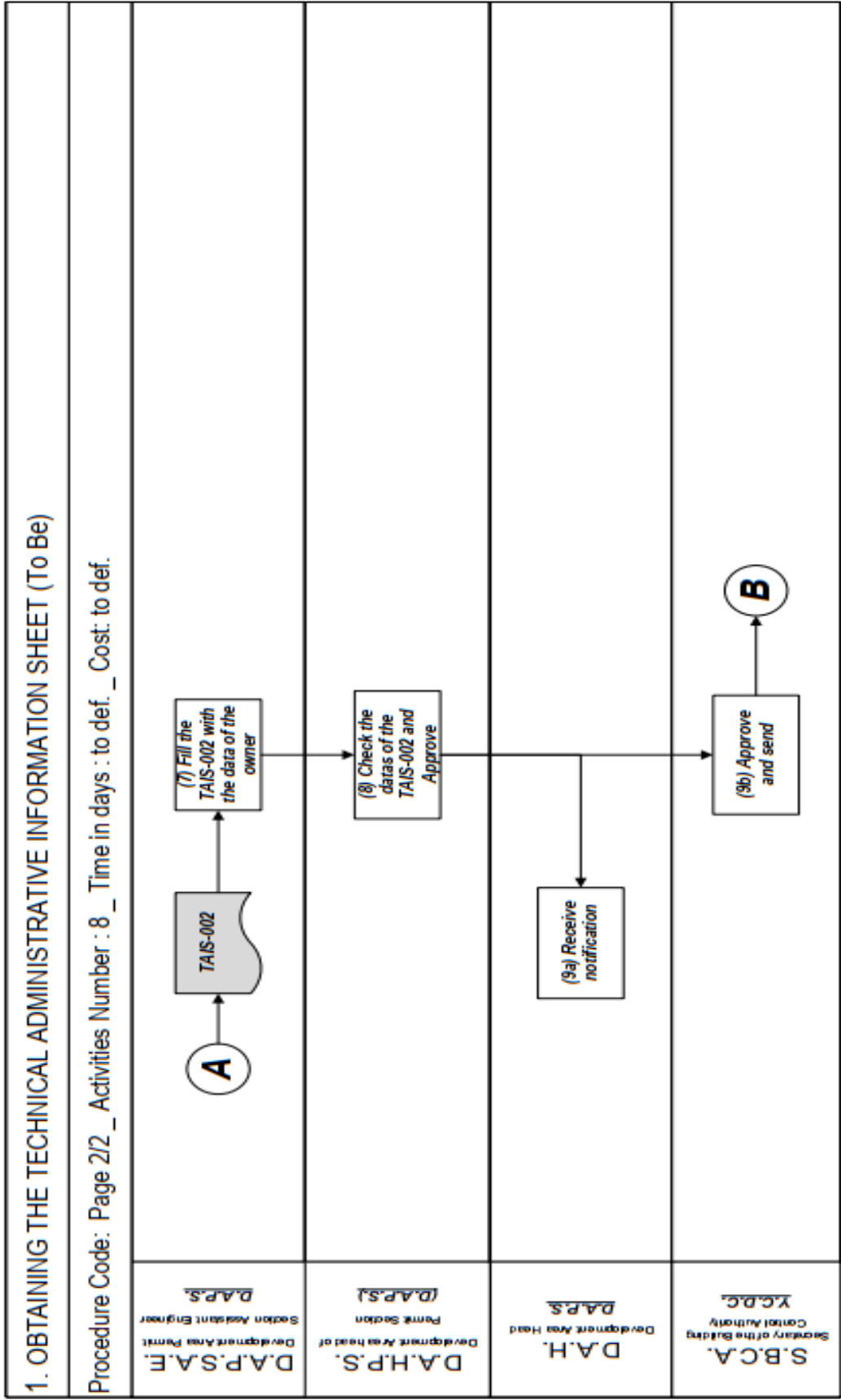
1.10. FORMS USED.

The forms used within the procedure are:

- The TAIS-001: The Technical Administrative Information Sheet Application Form;
- The TAIS-002: The Technical Administrative Information Sheet;
- The TR-004: Technical Report for TAIS;
- The NM-001: The Notice of Modification.

1.11. MAPPING OF THE PROCEDURE.





2. OBTAINING THE MINOR BUILDING WORKS APPROVAL.

2.1. RELEVANT LEGISLATION

- To be defined

2.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected minor building work is in accordance with the standards and regulations in force.
- b) Issue the Minor Building Works Approval (MBW-002)

2.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Minor Building Works

2.4. INDICATORS

- **Number of Minor Building Works Approval:** Number of Minor Building Works Approval issued / number of applications for Minor Building Works Approval;
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the MBWA to the user / Number of applications (in days).

2.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section

2.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:
<ol style="list-style-type: none">1. Application form for the Minor Building Works Approval;2. The power of the attorney (if needed);3. The declaration of responsibility of the applicant;4. A declaration of responsibility of the certified professional in charge of the architectural design;5. Copy of the NRC of the applicant;6. Copy of the D-MAP or any Land owner evidences7. Set of architectural designs to be submitted in an electronical format;8. Photo reportage with a minimum of 12 pictures representing the environment and the immediate neighbourhood of the plot and/or existing building.

2.7. RESULTS

The result of the procedure leads to the issuance of the Minor Building Works Approval (MBW-002).

2.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	DURATION IN DAYS
1	The applicant enters the YBPS and composes his application file, fills the application form (MBW-001) and upload it into the YBPS with the application file.	DAPS	1
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Low Risk Building Technical Review Engineer of the Development Area where the project is located. The LRBTRE reviews the composition of the file and if all elements are there (this include the basic drawing requirements).	LRBTRE	
3	If the file is complete, the LRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant can undertake the payment of the fees. The fees are 55 kyats for buildings and 120 kyats per feet for fencing.	LRBTRE	
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the LRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
4	The certified professional transmits the SFI-001 to the applicant so he can process with the payment	Certified professional / applicant	1
5a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIT	
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant.		
5b	Once the payment has been made, the LRBTRE scrutinizes technically the applications file and verifies if the project respects the regulations in force (this include the verification of the plot ownership).	LRBTRE	1
6	The check-list is sent to the Development Area Head of Inspection Section who reviews and approves the CL-001-A before sending it back through the system.	DAHIS	
7	After having scrutinized the project, the LRBTRE fills a technical report (TR-003) and send it through the system	LRBTRE	
8	The DAPSAE reviews and comments the TR-003 if necessary, and gives the final approval to the application.	DAHPS	
9	If the project is satisfactory, the LRBTRE redacts the Minor Building Works Approval (MBW-002) with the data of the project and from the applicant.	DAPSAE	
	If the project is not satisfactory and if it does not have severe deficiencies, the LRBTRE redacts a notification of modification (NM-		

	001) and sends it to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the LRBTRE redacts a notification of refusal (NR-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
		TOTAL	3

2.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made through the YBPS and the moment when the user effectively receives its Minor Building Works Approval.

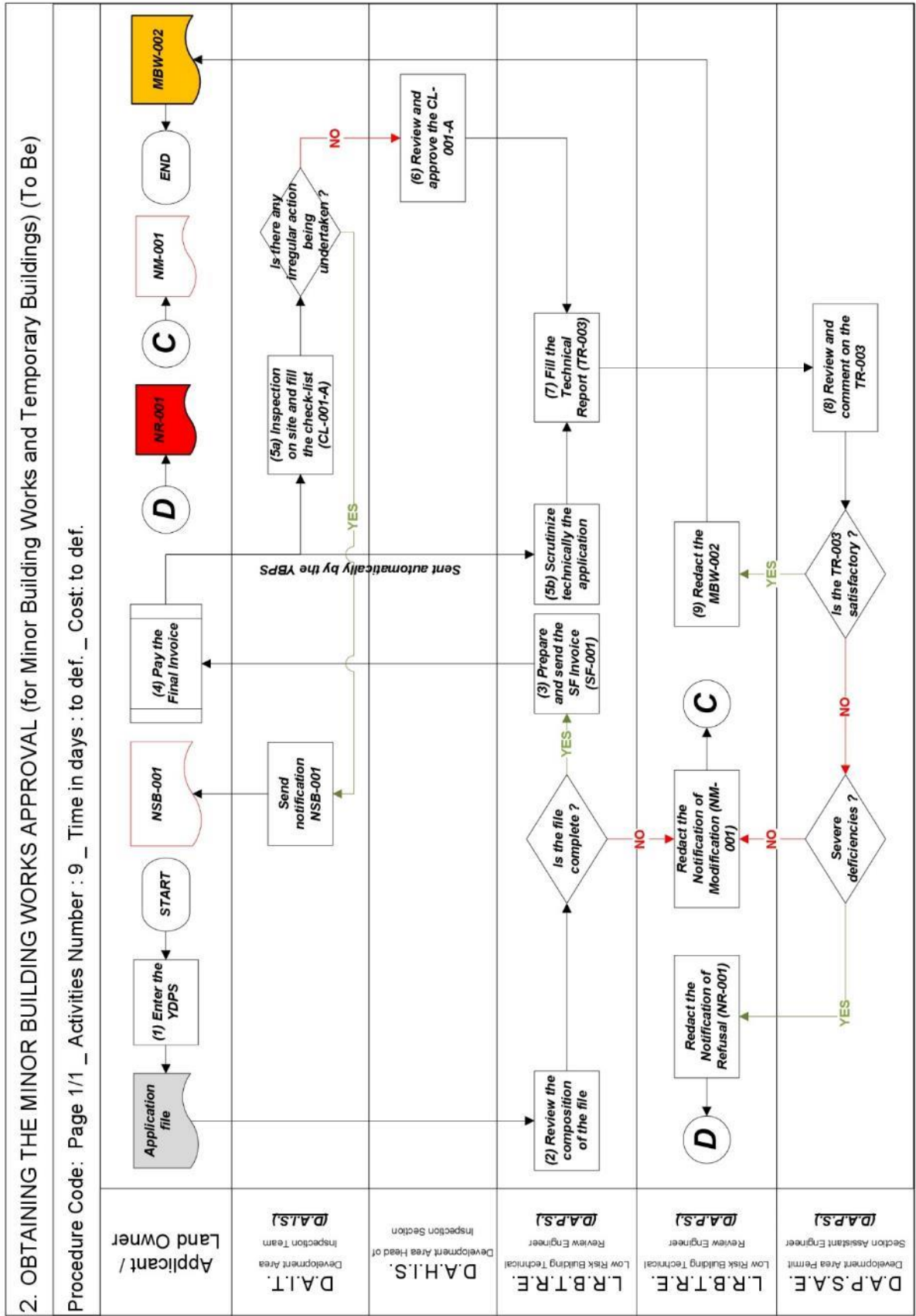
TOTAL: 3 Days

2.10. FORMS USED.

The forms used within the procedure are:

- The MBW-001: The Minor Building Works Approval Application Form;
- The MBW-002: The Minor Building Works Approval;
- The TR-0003: The Technical Report for Minor Building Works;
- The NR-001: The Notification of Refusal;
- The NM-001: The Notification of Modification;
- The NSB-001: The Notification to Stop the Building

2.11. MAPPING OF THE PROCEDURE.



3. OBTAINING THE BUILDING PERMIT (FOR LOW RISK BUILDINGS WITHOUT D-MAP).

3.1. RELEVANT LEGISLATION

- To be defined

3.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected building is in accordance with the standards and regulations in force.
- b) Issue the Building Permit (BP-002)

3.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Low-risk buildings without D- MAP.

3.4. INDICATORS

- **Number of building permit issued per type of project:** Number of building permits issued / number of applications for low-risk buildings
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the Building Permit to the user / Number of applications which are concerned by the procedure (in days).

3.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section.

Internal Departments of the YCDC

- The Public Relation Department;
- the Land Department.

3.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS):	
1.	Application form;
2.	The power of the attorney (if needed)
3.	A declaration of responsibility of the applicant;
4.	A declaration of responsibility of the certified professional in charge of the architectural design;
5.	Copy of the national registration card of the applicant;
6.	A suggestion letter of the Street and Bridges Task Force (if necessary);
7.	Set of architectural drawings;
8.	Photo report of the existing environment of the projected building
9.	Suggestion letter of the Fire Service Department (if needed)
For those case where the land was acquired through a land purchase agreement:	
10.	Copy of the Land Purchase Agreement;
11.	Clearance Letter form Ward office on no disputes of tenant or landlord
12.	Consent letter from adjacent land owners

3.7. RESULTS

The result of the procedure leads to the issuance of the Building Permit (BP-002) or the Notification of Refusal (NR-001)

3.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	DURATION IN DAYS
1	The applicant enters the YBPS and accesses the BCM. Once defined the categorization of the project, the user composes his application file, fills the application form (BP-001) and upload it into the YBPS with the application file.	DAPS	1
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Low Risk Building Technical Review Engineer of the Development Area where the project is located. The LRBTRE will review the composition of the file including the basic drawing requirements, the verification of the completion of the application file and also the correct categorization of the project according to BCM.	DAPS	
3	If the file is complete and the plot located in the Urban Area of Yangon, the Land Department should issue an invoice specifying the fees that have to be paid for the Land Registry verifications and send the invoice back to the LRBTRE.	Land Department	
4	If the file is complete, the LRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant / land owner can undertake the payment of the fees. If needed, the LRBTRE will add the invoice of the Land Department to the SFI-001 if necessary.	LRBTRE	1
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the LRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
5	The certified professional transmit the SFI-001 to the applicant so he can process with the payment	Certified professional / applicant	1
6a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIS	
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant. The procedure will continue following the step N°06 of the procedure "Obtaining the Notification of Inspection Approval".		2
6b	The LRBTRE scrutinizes technically the applications file and verifies if the project respects the regulations in force (this	LRBTRE	

	include the verification of the plot ownership). After having scrutinized the project, he fills the check-list (CL-001-B) and send it through the system		
6c	The Land Department verifies the land history of the plot providing recommendations and send them back through the system	LD	
7	The check-list is sent to the Development Area Head of Inspection Section who reviews and approves the CL-001-A before sending it back through the system.	DAIS	
8	Once the CL-001-A of the DAIS, the CL-001-B of the LRBTRE and the land history recommendations of the Land Department have been uploaded into the system, the Development Area Permit Section Assistant Engineer fills the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
9	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Development Area Head of Permit Section.	DAHPS	
10	The Head of the Development Area reviews and comments the TR-001 if necessary.	HDA	
11	If the technical report is satisfactory, the LRBTRE prepares announcements and publish them on the YCDC website, newspaper, etc. waiting for any comments or objection letters). This process lasts two weeks and if there is any comment or objection letters provided, they are sent to the HDA.		
12	If there is no objection, the LRBTRE redacts the Building Permit (BP-002) and the OSPI-001 and sends them back to the certified professional who will have to print the OSPI-001 and put it up on the construction site.	LRBTRE	
	If the project is not satisfactory or has some objections and if it does not have severe deficiencies, the LRBTRE redacts a notification of modification (NM-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the LRBTRE redacts a notification of refusal (NR-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
		TOTAL	6

3.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made though the YBPS and the moment when the user effectively receives its Building Permit.

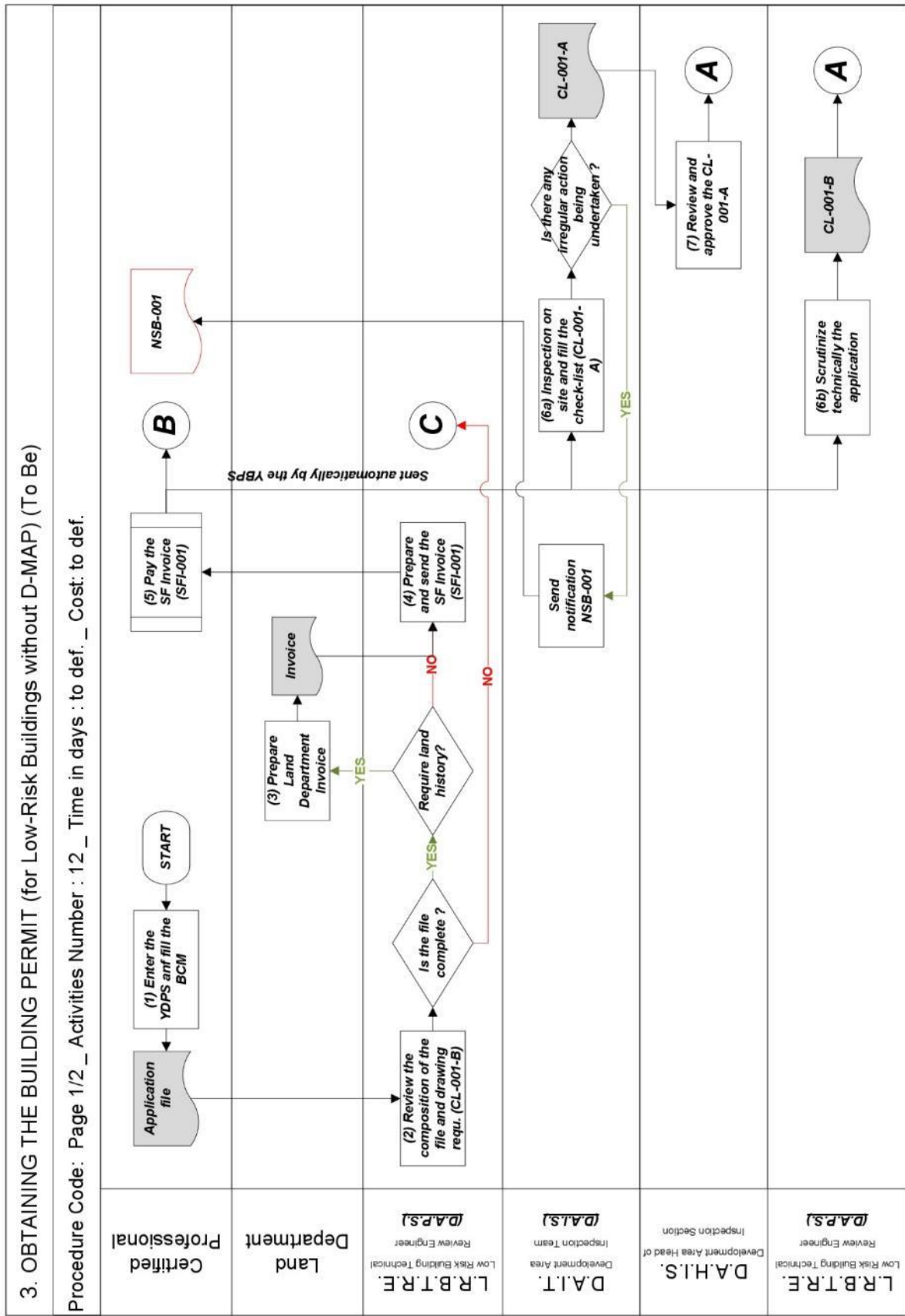
TOTAL: 6 Days

3.10. FORMS USED.

The forms used within the procedure are:

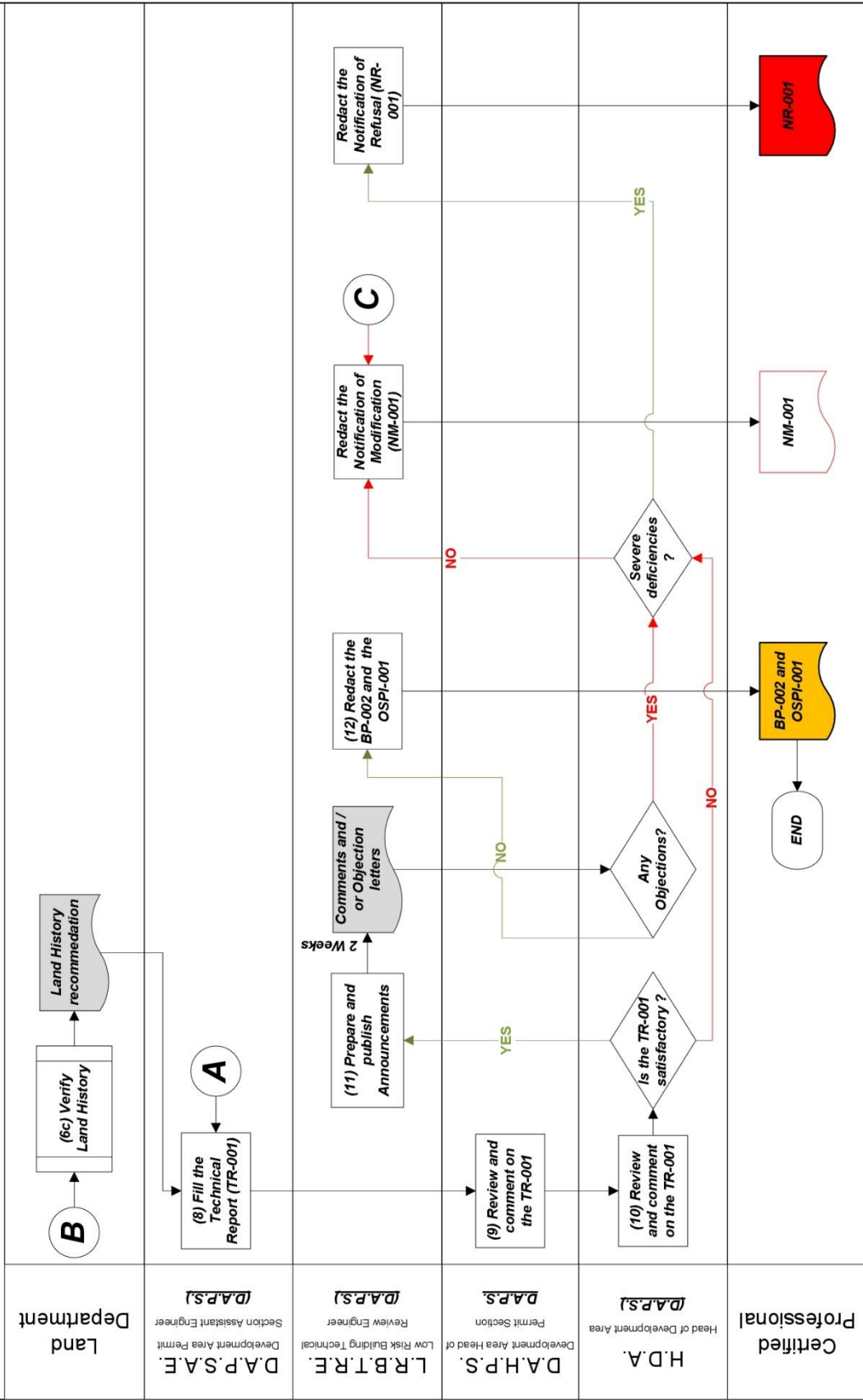
- The BP-001: The Building Permit Application Form;
- The SFI-001: The Scrutinization Fees Invoice;
- The CL-001: The Check-Lists;
- The TR-001: The Technical Report for Low-Risk buildings;
- The BP-002: The Building Permit for Low-Risk buildings;
- The NR-001: The Notification of Refusal;
- The NM-001: The Notification of Modification;
- The NSB-001: The Notification to Stop the Building
- The OSPI-001: The On-Site Project Information

3.11. MAPPING OF THE PROCEDURE.



3. OBTAINING THE BUILDING PERMIT (for Low-Risk Buildings without D-MAP) (To Be)

Procedure Code: Page 2/2 _ Activities Number : 12 _ Time in days : to def. _ Cost: to def.



4. OBTAINING THE BUILDING PERMIT (FOR LOW RISK BUILDINGS WITH D-MAP).

4.1. RELEVANT LEGISLATION

- To be defined

4.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected building is in accordance with the standards and regulations in force.
- b) Issue the Building Permit (BP-002)

4.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Low-risk buildings

4.4. INDICATORS

- **Number of building permit issued per type of project:** Number of building permits issued / number of applications for low-risk buildings
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the Building Permit to the user / Number of applications which are concerned by the procedure (in days).

4.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

Internal Departments of the YCDC

- The Public Relation Department

4.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:

1. Application form;
2. The power of the attorney (if needed)
3. A declaration of responsibility of the applicant;
4. A declaration of responsibility of the certified professional in charge of the architectural design;
5. Copy of the national registration card of the applicant;
6. A suggestion letter of the Street and Bridges Task Force (if necessary);
7. Set of architectural drawings;
8. Photo report of the existing environment of the projected building
9. Suggestion letter of the Fire Service Department (if needed)
10. Copy of the D-Map

4.7. RESULTS

The result of the procedure leads to the issuance of the Building Permit (BP-002) or the Notification of Refusal (NR-001)

4.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	DURATION IN DAYS
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1	The applicant enters the YBPS and accesses the BCM. Once defined the categorization of the project, the user composes his application file, fills the application form (BP-001) and upload it into the YBPS with the application file.	DAPS	
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Low Risk Building Technical Review Engineer of the Development Area where the project is located. The LRBTRE will review the composition of the file including the basic drawing requirements, the verification of the completion of the application file and also the correct categorization of the project according to BCM.	DAPS	1
3	If the file is complete, the LRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant / land owner can undertake the payment of the fees.	LRBTRE	
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the LRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
4	The certified professional transmit the SFI-001 to the applicant so he can process with the payment	Certified professional / applicant	1
5a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIS	
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant.		2
5b	The LRBTRE scrutinizes technically the applications file and verifies if the project respects the regulations in force (this include the verification of the plot ownership). After having scrutinized the project, he fills the check-list (CL-001-B) and send it through the system	LRBTRE	
6	The check-list is sent to the Development Area Head of Inspection Section who reviews and approves the CL-001-A before sending it back through the system.	DAIS	
7	Once the CL-001-A of the DAIS and the CL-001-B of the LRBTRE have been uploaded into the system, the Development Area Permit Section Assistant Engineer fills the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
8	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area	DAHPS	

9	The HAD reviews and comments the TR-001 if necessary, taking into account comments or objection letters and gives the final approval to the application.	HDA	
10	If the project is satisfactory, the LRBTRE redacts the Building permit for Low-Risk Building (BP-002) with the data of the project and from the user and the OSPI-001 and send it back to the certified professional who will have to print the OSPI-001 and put it up on the construction site.	LRBTRE	1
	If the project is not satisfactory and if it does not have severe deficiencies, the LRBTRE redacts a notification of modification (NM-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the LRBTRE redacts a notification of refusal (NR-001) and to the certified professional. (END OF THE PROCEDURE)		
		TOTAL	6

4.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made through the YBPS and the moment when the user effectively receives its Building permit.

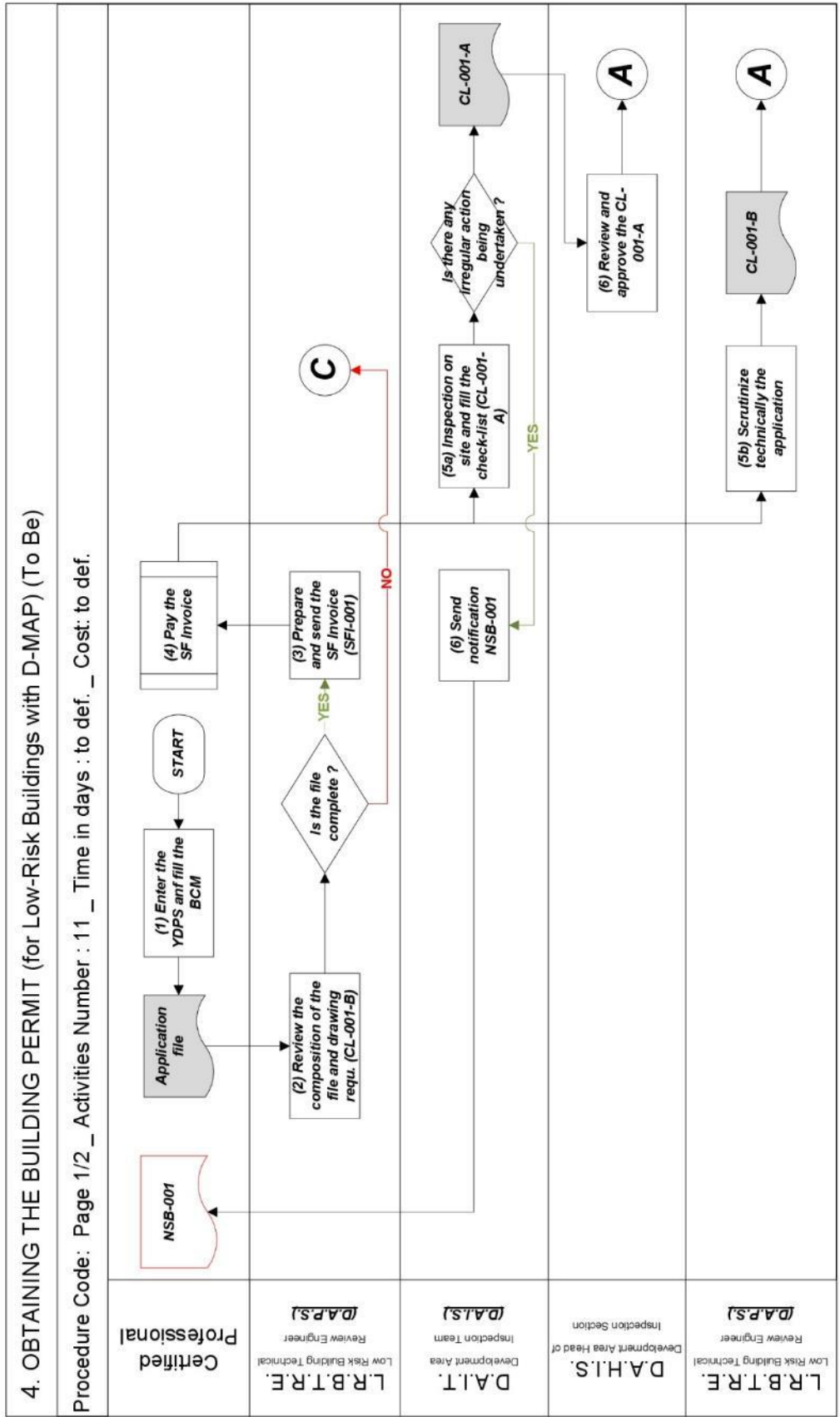
TOTAL: 6 Days

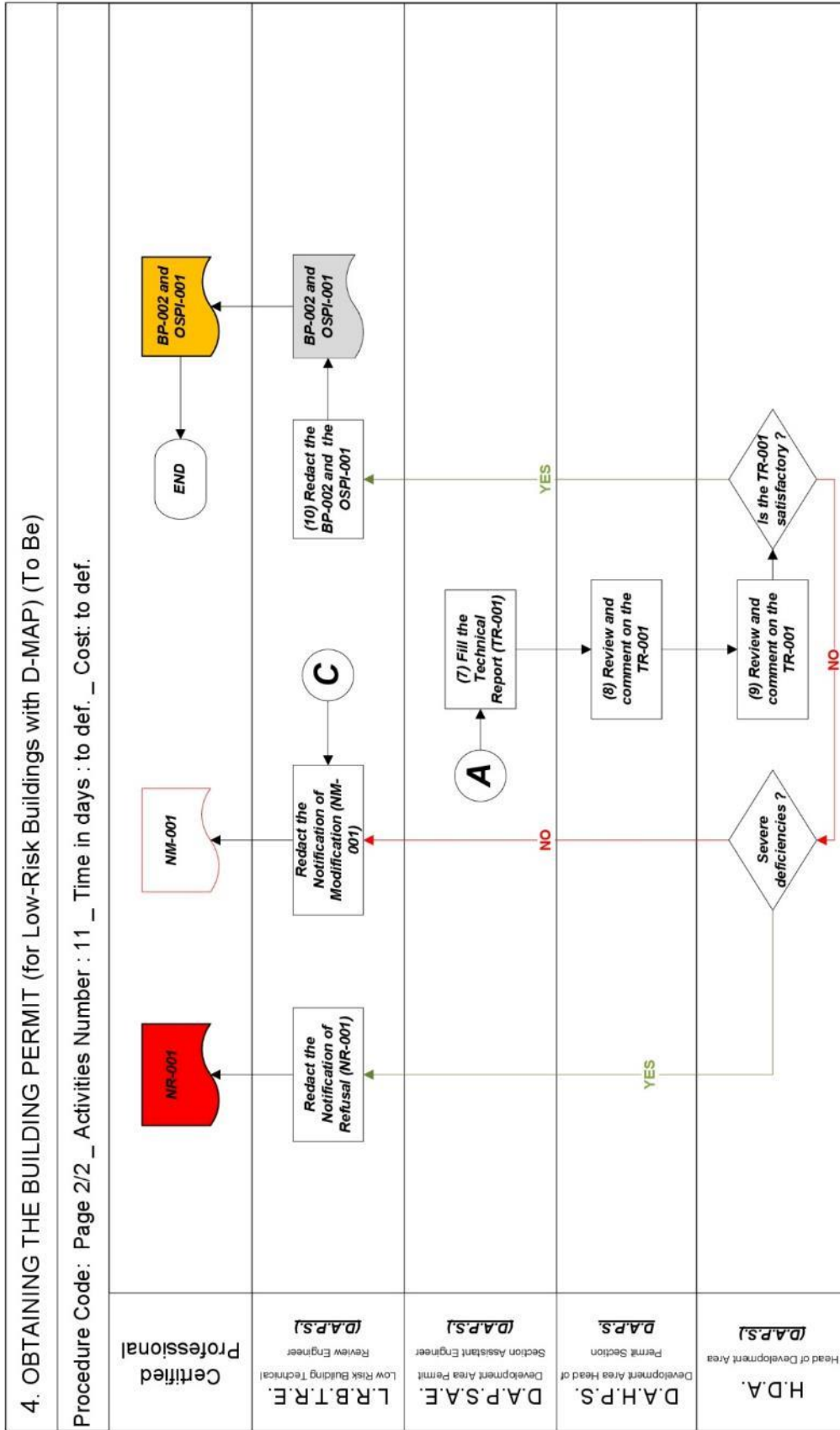
4.10. FORMS USED.

The forms used within the procedure are:

- The BP-001: The Building permit Application Form;
- The SFI-001: The Scrutinization Fees Invoice;
- The CL-001: The Check-Lists;
- The TR-001: The Technical Report for Low-Risk buildings;
- The BP-002: The Building permit for Low-Risk buildings;
- The NR-001: The Notification of Refusal;
- The NM-001: The Notification of Modification;
- The NSB-001: The Notification to Stop the Building
- The OSPI-001: The On-Site Project Information

4.11. MAPPING OF THE PROCEDURE.





5. OBTAINING THE BUILDING PERMIT (FOR MEDIUM-RISK BUILDING).

5.1. RELEVANT LEGISLATION

- To be defined

5.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected building is in accordance with the standards and regulations in force.
- b) Issue the Building permit (BP-003)

5.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Medium Risk Buildings

5.4. INDICATORS

- **Number of building permit issued per type of project:** Number of building permits issued / number of applications for medium -risk buildings
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the Building permit to the user / Number of applications which are concerned by the procedure (in days).

5.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

Internal Departments of the YCDC

- The Drainage and Sewer Management Task Force;
- The Water and Water Supply Task Force;
- The Public Relation Department

5.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:
Document to be provided for the Approval in principle
<ol style="list-style-type: none">1. Application form for the building permit;2. The power of the attorney (if needed)3. A declaration of responsibility of the applicant;4. A declaration of responsibility of the certified professional in charge of the architectural design;5. Copy of the national registration card of the applicant;6. Copy of the demarcation map (D-MAP) which is issued within 1 year and a copy of grant or evidence of land ownership7. Suggestion letter of the SBTF (if necessary)8. Set of architectural designs to be submitted in an electronical format;9. Photo reportage with a minimum of 12 pictures representing the environment and the immediate neighbourhood of the plot and/or existing building.10. A Traffic Impact Assessment (TIA) study (if necessary);11. Theodolite reading of adjacent building (if the adjacent building(s) is (are) above 3 storeys);12. A pile location plan and description of pile test works (if necessary);

13. An Environmental Compliance Certificate based on an Environmental Impact Assessment (EIA), an Initial Environmental Examination (IEE) or Environmental Management Plan (EMP) if necessary (see annex 1 of the EIA procedure referred to the section 42 of the Environmental Conservation Law 9/2012) (if necessary).
Document to be provided for the Building Permit
14. A declaration of responsibility of the certified professional in charge of the structural design; 15. A Declaration of responsibility of the certified professional in charge of the construction 16. A declaration of responsibility of the certified professional in charge of the water supply and sanitation study; 17. A declaration of responsibility of the certified professional in charge of the deep excavation design (if needed); 18. Declaration of Responsibility of the pilling company (if needed); 19. Updated architectural and structural designs; 20. Structural calculations, soil test and results of the pile load test; 21. Water connection and sanitation designs 22. The suggestion letter of the Fire Service Department; 23. Approved designs by the Fire Service Department; 24. A Person with Reduced Mobility (PRM) study if the building is concerned by the list of buildings contained in the chapter 2.7. of the MNBC.

5.7. RESULTS

The result of the procedure leads to the issuance of the Building permit (BP-003) or the Notification of Refusal (NR-001)

5.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant enters the YBPS and accesses the BCM. Once defined the categorization of the project, the user composes his application file, fills the application form (BP-001) and upload it into the YBPS with the application file for the AP.	DAPS	1
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The MHRBTRE will review the composition of the file (this include the basic drawing requirements, verifications of the completion of the application file and also the categorization of the project according to BCM).	MHRBTRE	
3	If the file is complete, the MHRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant can undertake the payment of the fees.	MHRBTRE	
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		

4	The certified professional transmit the SFI-001 to the applicant so he can process with the payment	Certified professional / applicant	1
5a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIS	2
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant. The procedure will continue following the step N°06 of the procedure “Obtaining the Notification of Inspection Approval”.		
5b	The MHRBTRE scrutinizes technically the applications file and verifies if the project respects the regulations in force (this include the verification of the plot ownership, aspects related to the environment, water supply and sewage issues). After having scrutinized the project, he fills the CL-001-B and send it through the system	MHRBTRE	
6	The CL-001-A is sent to the Development Area Head of Inspection Section who reviews and approves the CL-001-A before sending it back through the system.	DAIS	
7	Once the CL-001-A of the DAIS and the CL-001-B of the MHRBTRE have been uploaded into the system, the Development Area Permit Section Assistant Engineer fills the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
8	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area.	DAHPS	
9	The HDA reviews and comments the TR-001 if necessary. If specific additional comments are needed, the HAD will send notification requiring additional comments. The HDA also decides if the project needs to be reviewed by the YBCADCE. If so, he will send a notification to the YBCADCE. If the project doesn't have to be reviewed by the YBCADCE, the HDA gives directly the final decision upon the application. If the project is a 9 storeys or above building and located in the restricted area of the Shwe Dagon Pagoda, the project also has to be approved by the Yangon Regional Government.	HAD	1
10	In the case additional comments are needed, the HAD send a notification to whom it may concern. Specific departments or agencies will send back their comments to the HDA. The HDA adds the specific comments to the TR-001.	Specific agencies	1
11	If necessary, the YBCADCE reviews and comments the TR-001 before sending the TR-001 to the YBCAS.	YBCADCE	1
12	The YBCAS reviews and comments the TR-001 and take the final decision upon the project	YBCAS	1

13	In the case the building is a 9 storeys and above building located in the Shwedagon Pagoda restricted area, the YRG has to approve the project.	YRG	1
14	If the project is satisfactory, the MHRBTRE redacts the Approval in Principle (AP-001) with the data of the project and from the user. In the case the structure of the building is based on a pile system, the applicant will also receive the authorization to perform the piling works for test jointly with the approval in principle. Before undertaking these piling works, the applicant will send a notice of commencement (NC-003) to YCDC.	MHRBTRE	1
	If the project is not satisfactory and if it does not have severe deficiencies, the MHRBTRE redacts a notification of modification (NM-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the MHRBTRE redacts a notification of refusal (NR-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
15	After having received its approval in principle, the certified professional prepares the additional documents and upload them in the YBPS.	Certified Professional	
16	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The MHRBTRE will review the composition of the file and if all required elements are present in the application file.	MHRBTRE	1
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
17a	If the project is complete, the MHRBTRE of the Permit Section scrutinizes the updated architectural designs and fills the CL-001-B.	MHRBTRE	
17b	The MHRBTRE of the Development Area Structural Design Section scrutinizes the technical document of the project. This includes the review of the structural system including the Deep Excavation Designs, the sub-structure system and the super-structure system. And fills the CL-001-B	MHRBTRE	2
17c	The Drainage and Sewage Management Task Force scrutinizes the project and the elements related to their task force filling the CL-001-B	DSMTF	
17d	The Water and Water Supply Task Force scrutinizes the project and the elements related to their task force filling the CL-001-B	WWSTF	

17e	In the case the structural system of the project is based on piles, the DAPSAE will review the piling model and comments it in the CL-001-B.	WWSTF	
18	Once the CL-001-B of the MHRBTRE's, of the DSMTF, of the WWSTF and of the DAPSAE have been uploaded into the system, The Development Area Permit Section Assistant Engineer fills and approve the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	
19	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area and to the Secretary of the Yangon Building Control Authority	DAHPS	1
20	The HDA reviews and comments the TR-001 if necessary. If there are no additional comments, the HDA gives the final decision to the application.	HDA	
21	If the project is satisfactory, the MHRBTRE of the PS redacts the Building Permit (BP-003), the Scrutinization Fees Invoice (SFI-001), the Guarantee Deposit Invoice (GDI-001) and the On-Site Project Information (OSPI-001) with the data of the project and from the user and send it back to the certified professional	MHRBTRE	1
22	The certified professional transmit the SFI-001 to the applicant so he can process with the payment and receives automatically the BP-003, GDI-001 and the OSPI-001	Applicant	1
	If the project is not satisfactory, the MHRBTRE of the PS redacts a notification of modification (NM-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
		TOTAL	17

5.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made though the YBPS and the moment when the user effectively receives its Building permit.

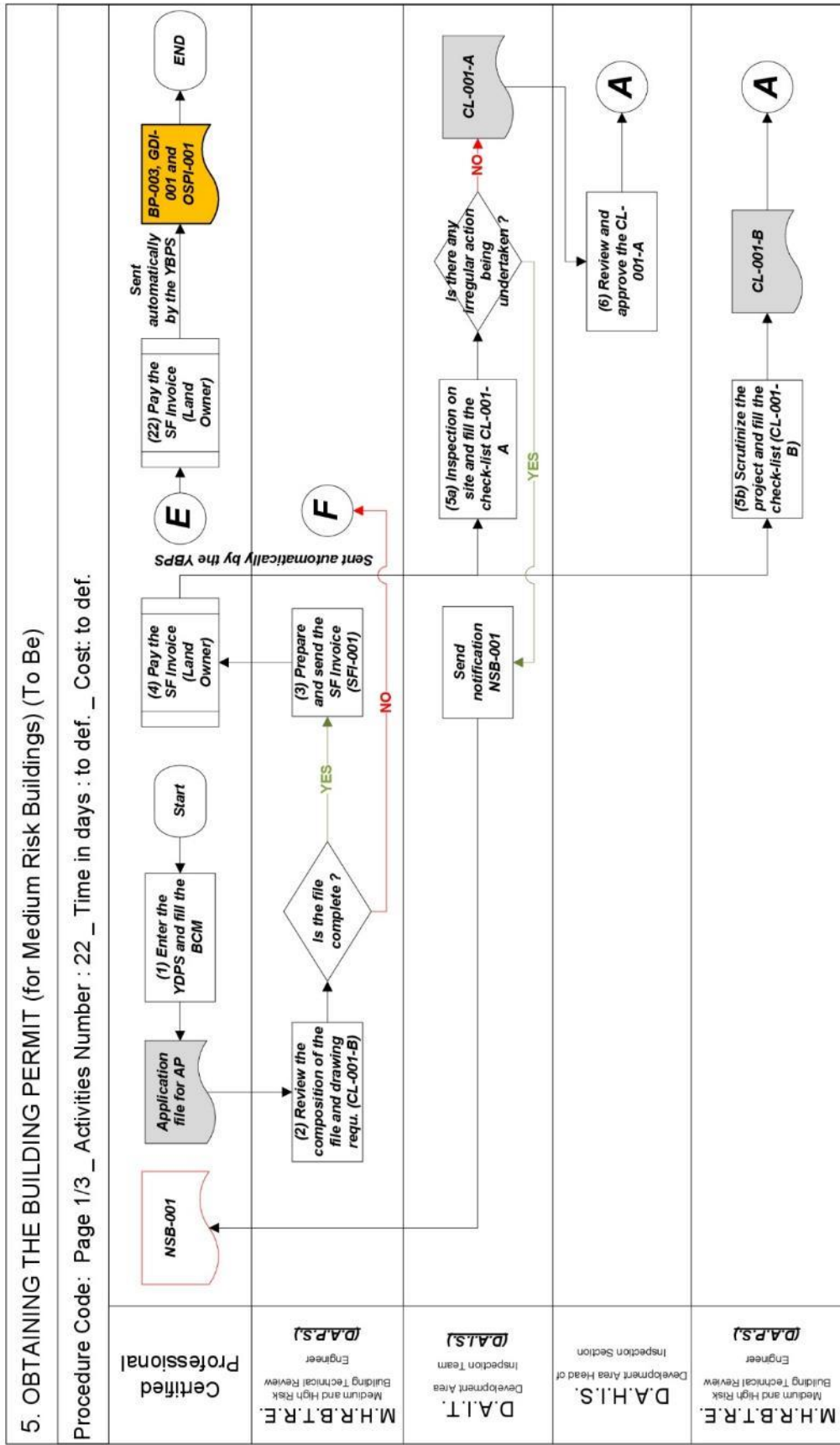
TOTAL: 17 Days

5.10. FORMS USED.

The forms used within the procedure are:

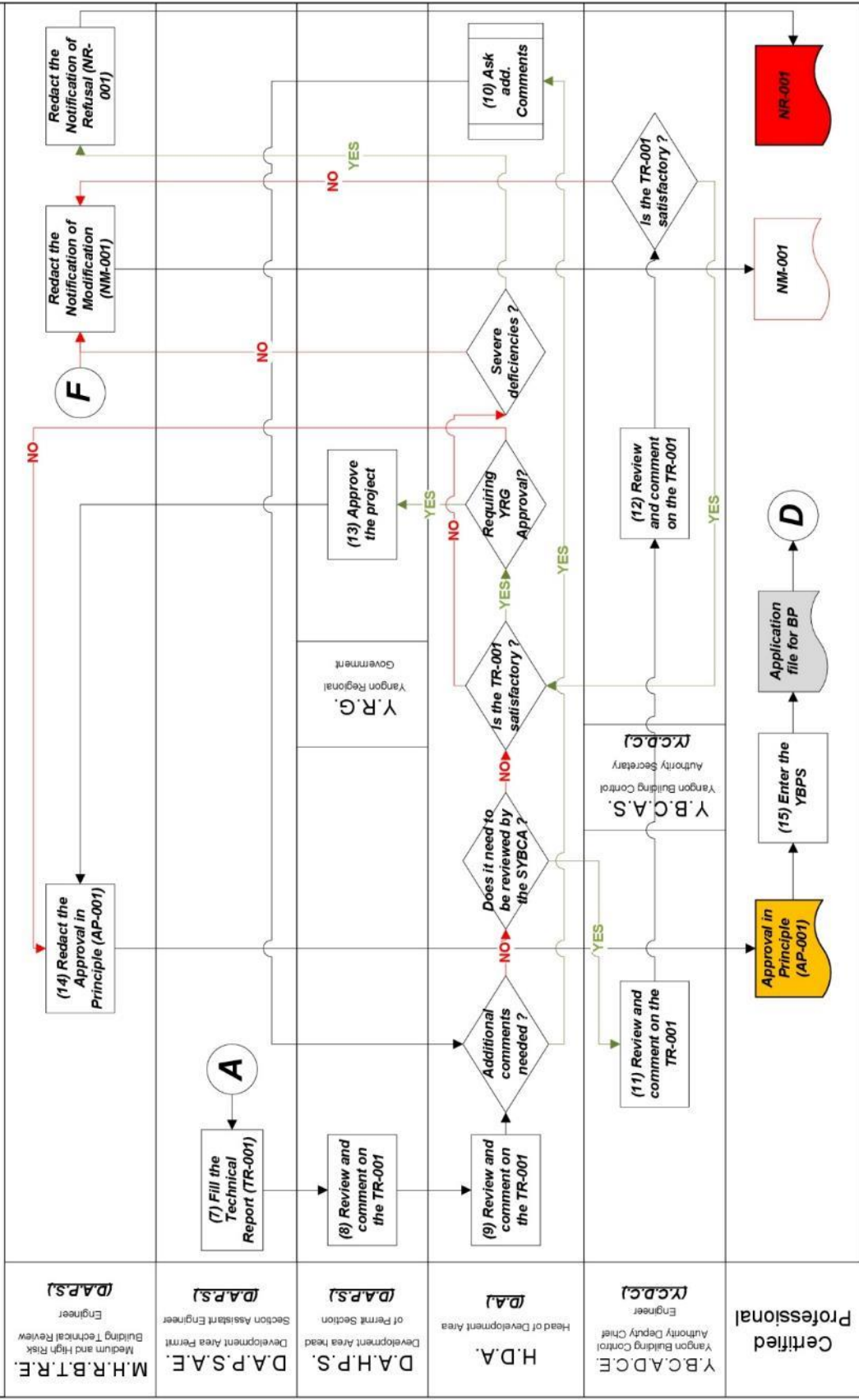
- The BP-001: The Building permit Application Form;
- The SFI-001: The Scrutinization Fees Invoice
- The TR-002: The Technical Report for High and Medium Risk buildings;
- The BP-003: The Building permit for High and Medium Risk buildings;
- The NR-001: The Notification of Refusal.
- The NM-001: The Notification of Modification
- The NSB-001: The Notification to Stop the Building
- The AP-001: The Approval in Principle
- The CL-001: The check-lists;
- The GDI-001: The Guarantee Deposit Invoice
- The OSPI-001: The On-Site Project Information

5.11. MAPPING OF THE PROCEDURE.



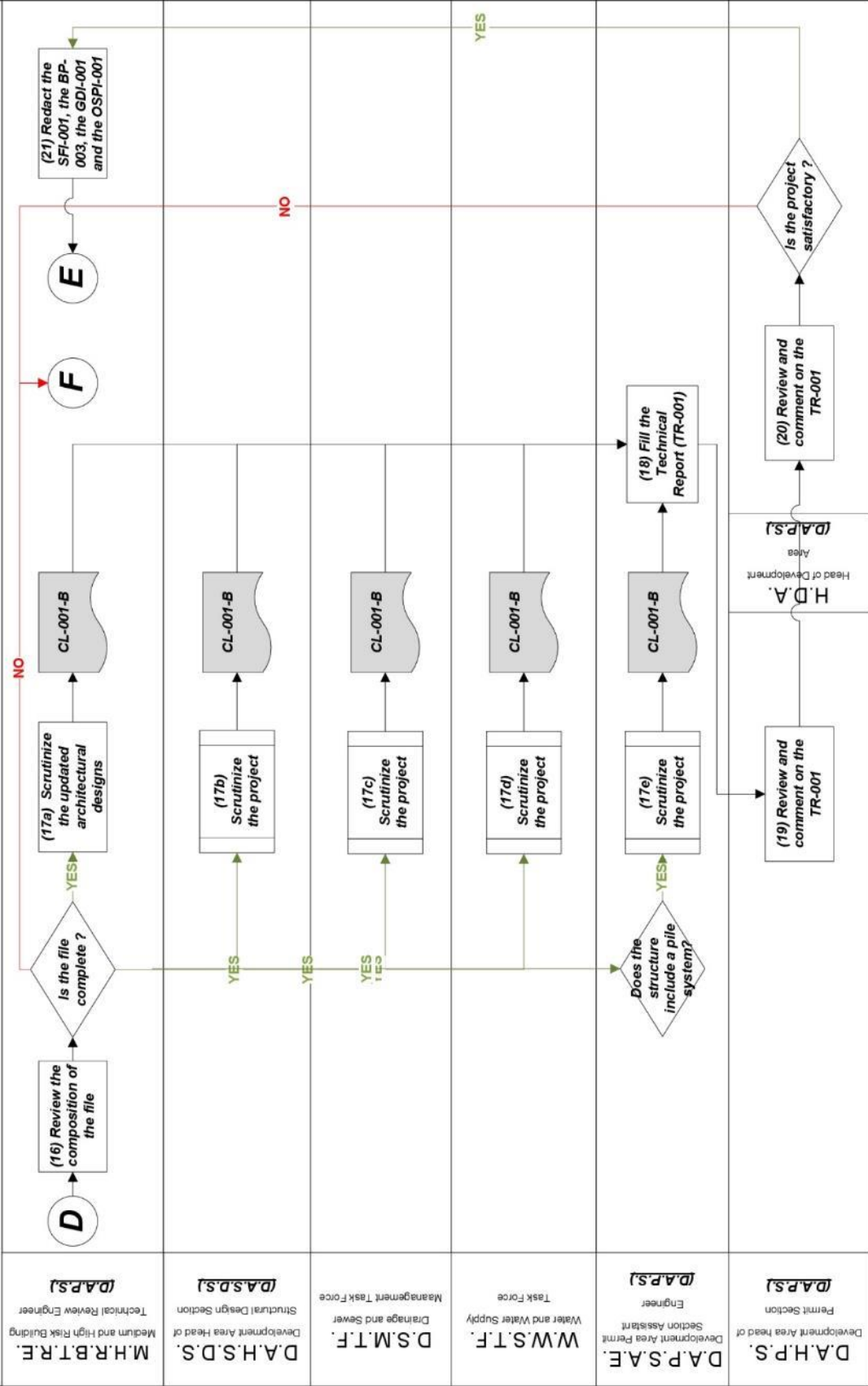
5. OBTAINING THE BUILDING PERMIT (for Medium Risk Buildings) (To Be)

Procedure Code: Page 2/3 _ Activities Number : 22 _ Time in days : to def. _ Cost: to def.



5. OBTAINING THE BUILDING PERMIT (for Medium Risk Buildings) (To Be)

Procedure Code: Page 3/3 _ Activities Number : 22 _ Time in days : to def. _ Cost: to def.



6. OBTAINING THE BUILDING PERMIT (FOR HIGH-RISK BUILDING OF 12 STOREYS AND ABOVE AND BUILDING ACCESSIBLE TO THE PUBLIC (BAP) OF MORE THAN 500 OCCUPANTS).

6.1. RELEVANT LEGISLATION

- Notification Order N°42/2016 of the 3rd February 2016

6.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected building is in accordance with the standards and regulations in force.
- b) Issue the Building permit (BP-003)

6.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Temporary buildings, new buildings, enlargements or alterations, demolitions without reconstruction.

6.4. INDICATORS

- **Number of building permit issued per type of project:** Number of building permits issued / number of applications for each type of project (temporary building, new building, enlargement or alteration, demolition without reconstruction).
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the Building permit to the user / Number of applications which are concerned by the procedure (in days).

6.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

Internal Departments of the YCDC

- The Drainage and Sewer Management Task Force;
- The Water and Water Supply Task Force;
- The Environment Management Task Force
- The HPBC
- the Yangon Regional Government

6.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:
Document to be provided for the Approval in principle
<ol style="list-style-type: none">1. Application form for the building permit;2. The power of the attorney (if needed)3. A declaration of responsibility of the applicant;4. A declaration of responsibility of the certified professional in charge of the architectural design;5. Copy of the national registration card of the applicant;6. Copy of the demarcation map (D-MAP) which is issued within 1 year and a copy of grant or evidence of land ownership;7. Set of architectural designs to be submitted in an electronical format;

<ol style="list-style-type: none"> 8. Photo reportage with a minimum of 12 pictures representing the environment and the immediate neighbourhood of the plot and/or existing building. 9. A Traffic Impact Assessment (TIA) study (if necessary); 10. A theodolite reading of adjacent building (if the adjacent building(s) is (are) above 3 storeys); 11. A pile location plan and description of pile test works (if necessary); 12. An Environmental Compliance Certificate based on an Environmental Impact Assessment (EIA), an Initial Environmental Examination (IEE) or Environmental Management Plan (EMP) if necessary (see annex 1 of the EIA procedure referred to the section 42 of the Environmental Conservation Law 9/2012) (if necessary).
Document to be provided for the Building Permit
<ol style="list-style-type: none"> 13. A declaration of responsibility of the certified professional in charge of the structural design; 14. A Declaration of responsibility of the certified professional in charge of the construction; 15. A declaration of responsibility of the certified professional in charge of the electrical study; 16. A declaration of responsibility of the certified professional in charge of the mechanical study (if needed); 17. A declaration of responsibility of the certified professional in charge of the water supply and sanitation study; 18. A declaration of responsibility of the certified professional in charge of the Air Conditioning and Mechanical Ventilation (ACMV) study; 19. A declaration of responsibility of the certified professional in charge of the deep excavation design (if needed); 20. A declaration of responsibility of the pilling company (if needed) 21. The updated drawings (architecture and structure); 22. Structural calculations, soil test and results of the pile load test; 23. The mechanical designs (if needed); 24. The electrical designs; 25. The water supply and sanitation designs; 26. The ACMV designs 27. The suggestion letter of the Fire Service Department; 28. The approved designs by the Fire Service Department; 29. A Person with Reduced Mobility (PRM) study if the building is concerned by the list of buildings contained in the chapter 2.7. of the MNBC.

6.7. RESULTS

The result of the procedure leads to the issuance of the Building permit (BP-003) or the Notification of Refusal (NR-001)

6.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant enters the YBPS and accesses the BCM. Once defined the categorization of the project, the applicant composes his application file, fills the application form (BP-001) and upload it into the YBPS with the application file for the AP.	DAPS	1
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Medium and	DAPS	

	High Risk Building Technical Review Engineer of the Development Area where the project is located. The MHRBTRE will review the composition of the file and if all elements are there (this include the basic drawing requirements).		
3	If the file is complete, the MHRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant can undertake the payment of the fees.	MHRBTRE	
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
4	The certified professional transmit the SFI-001 to the applicant so he can process with the payment	Certified professional	1
5a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIS	2
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant. The procedure will continue following the step N°06 of the procedure "Obtaining the Notification of Inspection Approval".		
6a	The CL-001-A is sent to the Development Area Head of Inspection Section who reviews and approves it before sending it back through the system.	DAIS	
5b	A notification to the Water and Water supply Task Force is made, so it can proceed with an inspection on the construction site and fill the related check-list (CL-001-A).	WWSTF	
5c	The MHRBTRE scrutinizes technically the applications file and verifies if the project respects the regulations in force (this include the verification of the plot ownership, aspects related to the environment, water supply and sewage issues). After having scrutinized the project, he fills the CL-001-B and send it through the system	MHRBTRE	
5d	A notification to the Drainage and Sewer Task Force is made, so it can proceed with an inspection on the construction site and fill the related check-list (CL-001-A) and then scrutinizes technically the project and fill the related check-list (CL-001-B)	DSTF	
5e	The Environmental Management Task Force scrutinizes technically the project (verification of the measures mentioned in the EIA or the IEE)	EMTF	
5f	The HPBC scrutinize the architecture designs and fill the CL-001-B	HPBC	

5g	The Fire Service Department scrutinizes the project and write the comments in the suggestion letter. The comments of the suggestion letter will be integrated into the technical report (TR-001)	FSD	
5h	A notification to Land Management Section is made, so it can proceed with an inspection on the construction site and fill the related comment sheet (CS-001)	LMS	
5i	A notification to Road and Bridge section is made, so it can proceed with an inspection on the construction site and fill the related comment sheet (CS-001)	RBS	
6b	The related agencies or persons participate the meeting where the applicant presents its project and fills the Individual Comment Sheet (CS-001) for individuals (like YBCAS, YBCADCE or HDA) or related checklists (CL-001) for the task forces or departments	WWSTF MHRBTRE DSMTF EMTF HPBC FSD LMS HAD RBS YBCAS YBCADCE UPS	1
7	Once all the CL-001 and CS-001 of the concerned agencies and departments have been uploaded into the system, The Development Area Permit Section Assistant Engineer fills the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
8	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area.	DAHPS	
9	The HDA reviews and comments the TR-001 if necessary. The HDA gives the final decision to the application.	HDA	1
10	If the project is satisfactory, the YCDC has to approve it. Depending on the type of project (if the building is 13 storeys and above), it will also need the approval of the Yangon Regional Government	YCDC Committee	1
	If the project is not satisfactory and if it does not have severe deficiencies, the MHRBTRE redacts a notification of modification (NM-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the MHRBTRE redacts a notification of refusal (NR-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
11	As the project is 13 storeys and above, it has to be approved by the YRG.	YRG	1

12	After having received the approval of the YRG, the MHRBTRE redacts the Approval in Principle (AP-001) with the data of the project and from the user.	MHRBTRE	1
13	After having received its approval in principle, the certified professional prepares the additional documents and upload them in the YBPS	Certified professional	1
14	Once the certified professional has uploaded his application file into the system, the file is automatically allocated to the MHRBTRE who verifies that the architectural designs correspond to what has been approved in the AP in principle phase	MHRBTRE	
	If architectural designs do not correspond to what has been approve in the approval in principle phase, the MHRBTRE redacts a NM-001 and sends it to the applicant through the system.		
15	If architectural designs correspond to what has been approved in the approval in principle phase, the HPBC proceeds with the verification of the composition of the file with the technical documents contained in it.		
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file		
16	If the file is complete, a meeting is scheduled with HPBC where a presentation of the project is made by the certified professional explaining the project and the different technical aspects contained in it.	HPBC	1
17	After the presentation of the project by the certified professional, the HPBC scrutinizes the technical drawings in details (structural, mechanical, ACMV, electrical, water supply and sanitation, etc.) and fills the check-list CL-001-B and it is sent to the DAPSAE through the system.	HPBC	2
18	Once the DAPSAE has received the CL-001-B from the HPBC, he fills and approve the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
19	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area.	DAHPS	
20	The HDA reviews and comments the TR-001 if necessary. If there are no additional comments, the HDA gives the final decision to the application.	HDA	
21	If the project is satisfactory, the MHRBTRE redacts the Building permit (BP-003), the Guarantee Deposit Invoice (GDI-001) and the OPSI-001 with the data of the project and from the user. The MHRBTRE also send a notification to print the OSPI-001.	MHRBTRE	1

22	The certified professional transmit the SFI-001 to the applicant so he can process with the payment and receives automatically the BP-003, GDI-001 and the OSPI-001	Applicant	1
	If the project shows light deficiencies and does not fulfil the technical requirements of the YCDC (Planning requirements and/or Buildings requirements) and if the project can be modified in order to be approved, a notification (NM-001) is sent to the user to modify its application file (END OF THE PROCEDURE) .	DAPS	
		TOTAL	17

6.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made through the YBPS and the moment when the user effectively receives its Building permit.

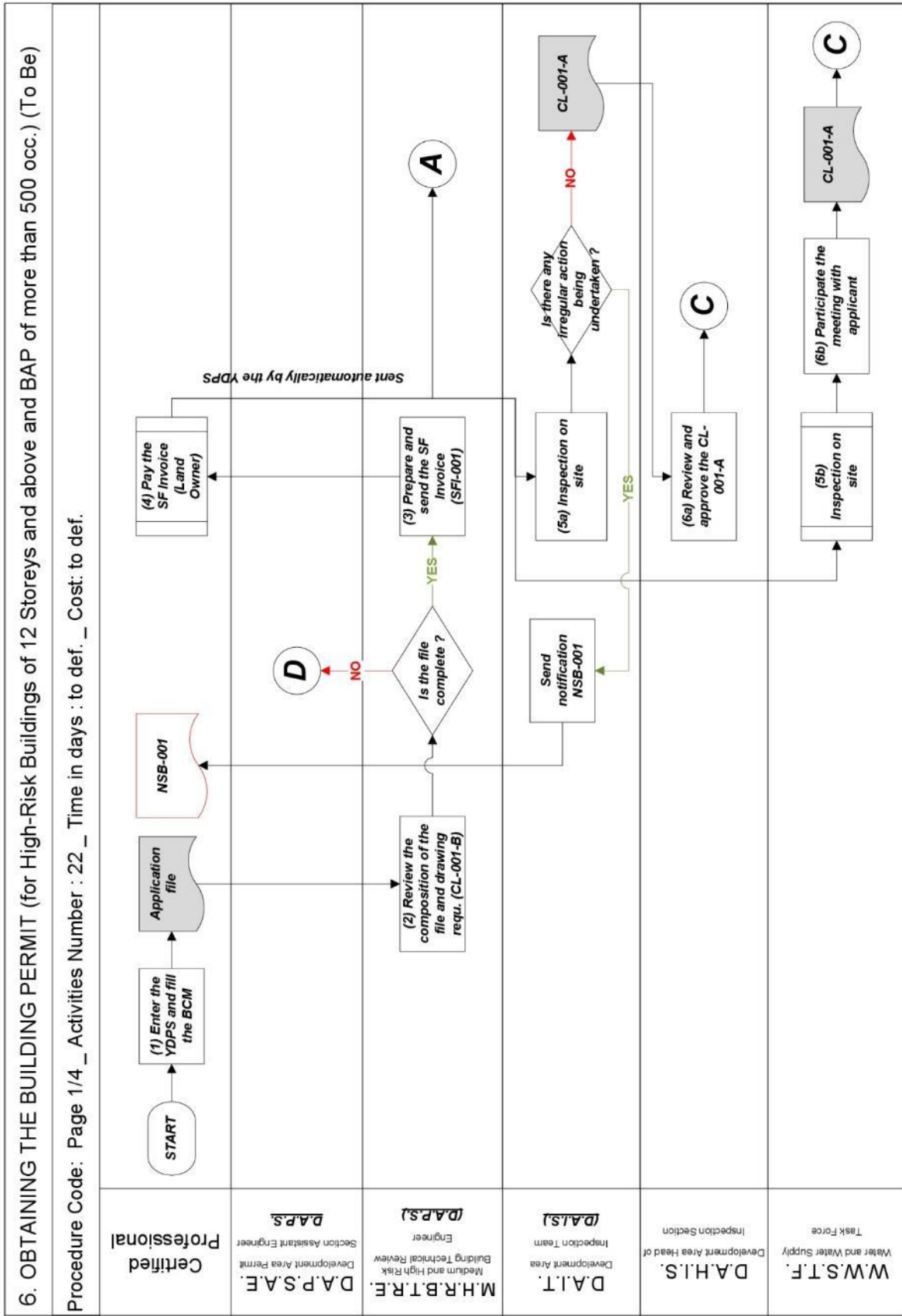
TOTAL: 17 Days

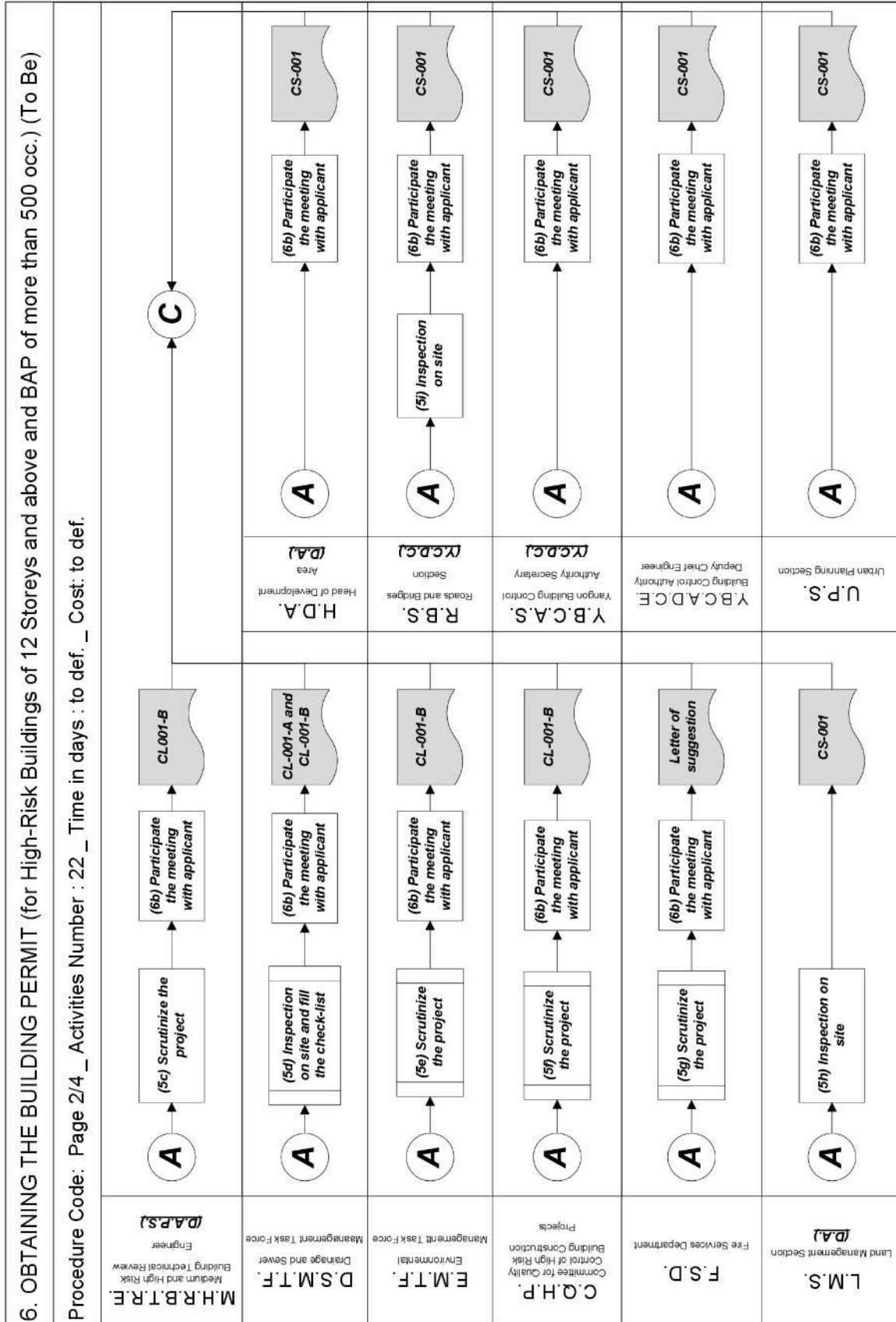
6.10. FORMS USED.

The forms used within the procedure are:

- The BP-001: The Building permit Application Form;
- The CL-001: The Inspection check-lists (depending on each department involved);
- The TR-002: The Technical Report;
- The BP-003: The Building permit;
- The NR-001: The Notification of Refusal.
- The NM-001: The Notification of Modification
- The AP-001: The Approval in Principle
- The CS-001: The Comments sheet
- The OSPI-001: The On-Site Project Information
- The CL-001: The check-lists

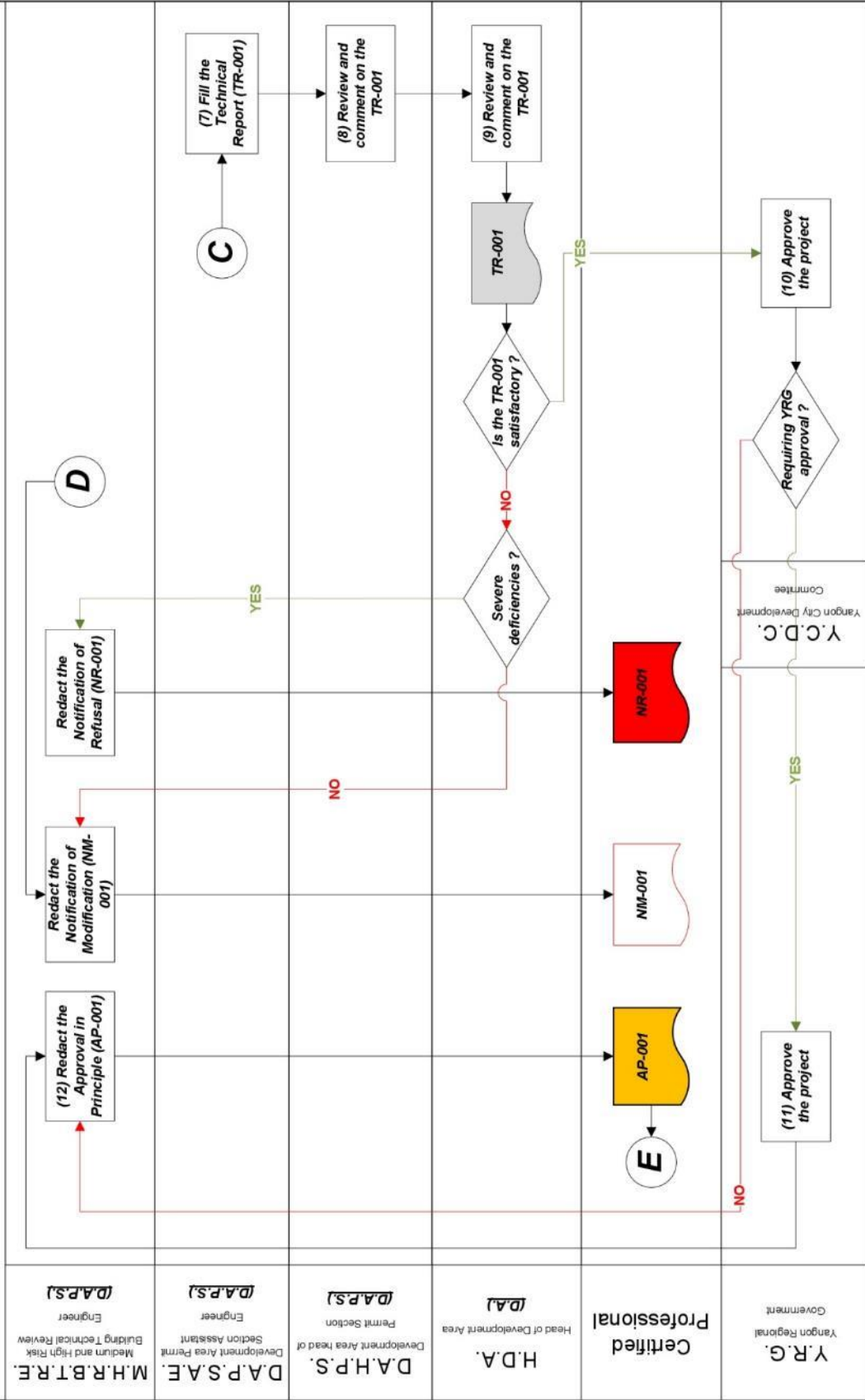
6.11. MAPPING OF THE PROCEDURE.





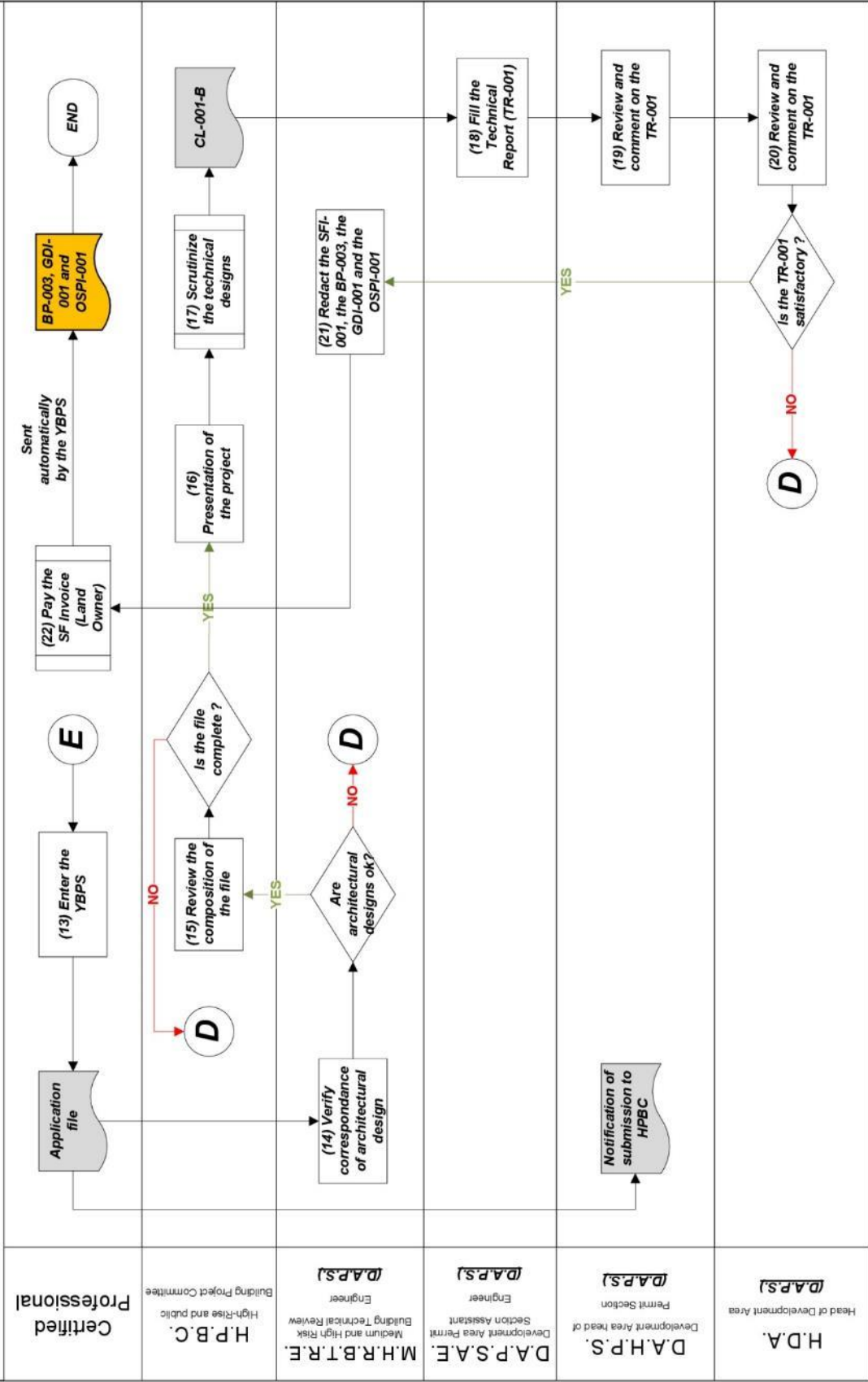
6. OBTAINING THE BUILDING PERMIT (for High-Risk Buildings of 12 Storeys and above and BAP of more than 500 occ.) (To Be)

Procedure Code: Page 3/4 _ Activities Number : 22 _ Time in days : to def. _ Cost: to def.



6. OBTAINING THE BUILDING PERMIT (for High-Risk Buildings of 12 Storeys and above and BAP of more than 500 occ.) (To Be)

Procedure Code: Page 4/4 _ Activities Number : 22 _ Time in days : to def. _ Cost: to def.



7. OBTAINING THE BUILDING PERMIT (FOR HIGH-RISK BUILDINGS LOWER THAN 12 STOREYS AND PUBLIC BUILDINGS OF LESS THAN 500 OCCUPANTS).

7.1. RELEVANT LEGISLATION

- Notification Order N°42/2016 of the 3rd February 2016

7.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected building is in accordance with the standards and regulations in force.
- b) Issue the Building permit (BP-003)

7.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Temporary buildings, new buildings, enlargements or alterations, demolitions without reconstruction.

7.4. INDICATORS

- **Number of building permit issued per type of project:** Number of building permits issued / number of applications for each type of project (temporary building, new building, enlargement or alteration, demolition without reconstruction).
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the Building permit to the user / Number of applications which are concerned by the procedure (in days).

7.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

Internal Departments of the YCDC

- The Drainage and Sewer Management Task Force;
- The Water and Water Supply Task Force;
- The Environment Management Task Force
- The Yangon Regional Government

7.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:
Document to be provided for the Approval in principle
<ol style="list-style-type: none">1. Application form for the building permit;2. The power of the attorney (if needed)3. A declaration of responsibility of the applicant;4. A declaration of responsibility of the certified professional in charge of the architectural design;5. Copy of the national registration card of the applicant;6. Copy of the demarcation map (D-MAP) which is issued within 1 year and a copy of grant or evidence of land ownership;7. Set of architectural designs to be submitted in an electronical format;8. Photo reportage with a minimum of 12 pictures representing the environment and the immediate neighbourhood of the plot and/or existing building.9. A Traffic Impact Assessment (TIA) study (if necessary);10. A theodolite reading of adjacent building (if the adjacent building(s) is (are) above 3 storeys);

<p>11. A pile location plan and description of pile test works (if necessary);</p> <p>12. An Environmental Compliance Certificate based on an Environmental Impact Assessment (EIA), an Initial Environmental Examination (IEE) or Environmental Management Plan (EMP) if necessary (see annex 1 of the EIA procedure referred to the section 42 of the Environmental Conservation Law 9/2012) (if necessary).</p>
Document to be provided for the Building Permit
<p>13. A declaration of responsibility of the certified professional in charge of the structural design;</p> <p>14. A Declaration of responsibility of the certified professional in charge of the construction;</p> <p>15. A declaration of responsibility of the certified professional in charge of the electrical study;</p> <p>16. A declaration of responsibility of the certified professional in charge of the mechanical study (if needed);</p> <p>17. A declaration of responsibility of the certified professional in charge of the water supply and sanitation study;</p> <p>18. A declaration of responsibility of the certified professional in charge of the Air Conditioning and Mechanical Ventilation (ACMV) study;</p> <p>19. A declaration of responsibility of the certified professional in charge of the deep excavation design (if needed);</p> <p>20. A declaration of responsibility of the pilling company (if needed)</p> <p>21. The updated drawings (architecture and structure);</p> <p>22. Structural calculations, soil test and results of the pile load test;</p> <p>23. The mechanical designs (if needed);</p> <p>24. The electrical designs;</p> <p>25. The water supply and sanitation designs;</p> <p>26. The ACMV designs</p> <p>27. The suggestion letter of the Fire Service Department;</p> <p>28. The approved designs by the Fire Service Department;</p> <p>29. A Person with Reduced Mobility (PRM) study if the building is concerned by the list of buildings contained in the chapter 2.7. of the MNBC.</p>

7.7. RESULTS

The result of the procedure leads to the issuance of the Building permit (BP-003) or the Notification of Refusal (NR-001).

7.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant enters the YBPS and accesses the BCM. Once defined the categorization of the project, the applicant composes his application file, fills the application form (BP-001) and upload it into the YBPS with the application file for the AP.	DAPS	1
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The MHRBTRE will review the composition of the file and if all	DAPS	

	elements are there (this include the basic drawing requirements).		
3	If the file is complete, the MHRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant can undertake the payment of the fees.	MHRBTRE	
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
4	The certified professional transmit the SFI-001 to the applicant so he can process with the payment	Certified professional	1
5a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIS	2
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant. The procedure will continue following the step N°06 of the procedure “Obtaining the Notification of Inspection Approval”.		
6a	The CL-001-A is sent to the Development Area Head of Inspection Section who reviews and approves it before sending it back through the system.	DAIS	
5b	A notification to the Water and Water supply Task Force is made, so it can proceed with an inspection on the construction site and fill the related check-list (CL-001-A)	WWSTF	
5c	The Medium and High Risk Building Technical Review Engineer scrutinizes technically the project	MHRBTRE	
5d	A notification to the Drainage and Sewer Task Force is made, so it can proceed with an inspection on the construction site and fill the related check-list (CL-001-A)	DSTF	
5e	The Environmental Management Task Force scrutinizes technically the project (verification of the measures mentioned in the EIA or the IEE)	EMTF	
5f	The Fire Service Department scrutinizes the project and write the comments in the suggestion letter. The comments of the suggestion letter will be integrated into the technical report (TR-001)	FSD	
5g	A notification to Land Management Section is made, so it can proceed with an inspection on the construction site and fill the related comment sheet (CS-001)	LMS	
5h	A notification to Road and Bridges Section is made, so it can proceed with an inspection on the construction site and fill the related comment sheet (CS-001)		

6b	The related agencies or persons participate the meeting where the applicant presents its project and fills the Individual Comment Sheet (CS-001) for individuals (like YBCAS, YBCADCE or HDA) or related checklists (CL-001) for the task forces or departments	WWSTF MHBTRE DSMTF EMTF FSD HAD RBS UPS YBCAS YBCADCE	1
7	Once all the CL-001 and CS-001 of the concerned agencies and departments have been uploaded into the system, The Development Area Permit Section Assistant Engineer fills the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
8	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area.	DAHPS	
9	The HDA reviews and comments the TR-001 if necessary. The HDA gives the final decision to the application.	HDA	1
10	If the project is satisfactory, the YCDC has to approve it. Depending on the type of project it will also need the approval of the Yangon Regional Government	YCDC Committee	1
	If the project is not satisfactory and if it does not have severe deficiencies, the MHRBTRE redacts a notification of modification (NM-001) and sends it to the DAPSAE so he can verify the data of the user before sending it to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the MHRBTRE redacts a notification of refusal (NR-001) and sends it to the DAPSAE so he can verify the data of the user before sending it to the certified professional. (END OF THE PROCEDURE)		
11	If the project is 9 storeys and above and located in the Shwe Dagon restricted Area it has to be approved by the YRG.	YRG	1
12	After having received the approval of the YRG, the MHRBTRE redacts the Approval in Principle (AP-001) with the data of the project and from the user.	DAPSAE	1
13	After having received its approval in principle, the certified professional prepares the additional documents and upload them in the YBPS	Certified professional	1
14	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The MHRBTRE will review the composition of the file and if all elements are there.	MHRBTRE	
	If some elements are missing in the application file or if the drawings do not respect the established standards, a		

	notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
15	If the file is complete, the file is distributed to the related departments		
16a	If the project is complete, the MHRPTRE of the permit section scrutinizes the updated architectural designs of the project and fills the CL-001-B	MHRBTRE	2
16b	At the same time, the MHRBTRE of the structural section scrutinizes the technical documents of the project. This includes the review of the structural system including the Deep Excavation Designs, the sub-structure system and the super-structure system. And fills the CL-001-B	MHRBTRE	
16c	The Drainage and Sewage Management Task Force scrutinizes the project and the elements related to their task force filling the CL-001-B	DSMTF	
16d	The Water and Water Supply Task Force scrutinizes the project and the elements related to their task force filling the CL-001-B	WWSTF	
17	Once the CL-001-B of the MHRBTRE, of the DSMTF, of the WWSTF and of the DAPSAE have been uploaded into the system, The Development Area Permit Section Assistant Engineer fills and approve the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
18	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area and to the Secretary of the Yangon Building Control Authority	DAHPS	
19	The HDA reviews and comments the TR-001 if necessary. If there are no additional comments, the HDA gives the final decision to the application.	HDA	
20	If the project is satisfactory, the MHRBTRE redacts the Building permit (BP-003), The Scrutinization Fees invoice (SFI-001), the Guarantee Deposit Invoice (GDI-001) and the On-Site Project Information (OSPI-001) with the data of the project and from the user.	DAPSAE	1
21	The certified professional transmit the SFI-001 to the applicant so he can process with the payment and receives automatically the BP-003, GDI-001 and the OSPI-001	Applicant	1
	If the project is not satisfactory, the MHRBTRE redacts a notification of modification (NM-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
		TOTAL	16

7.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made through the YBPS and the moment when the user effectively receives its Building permit.

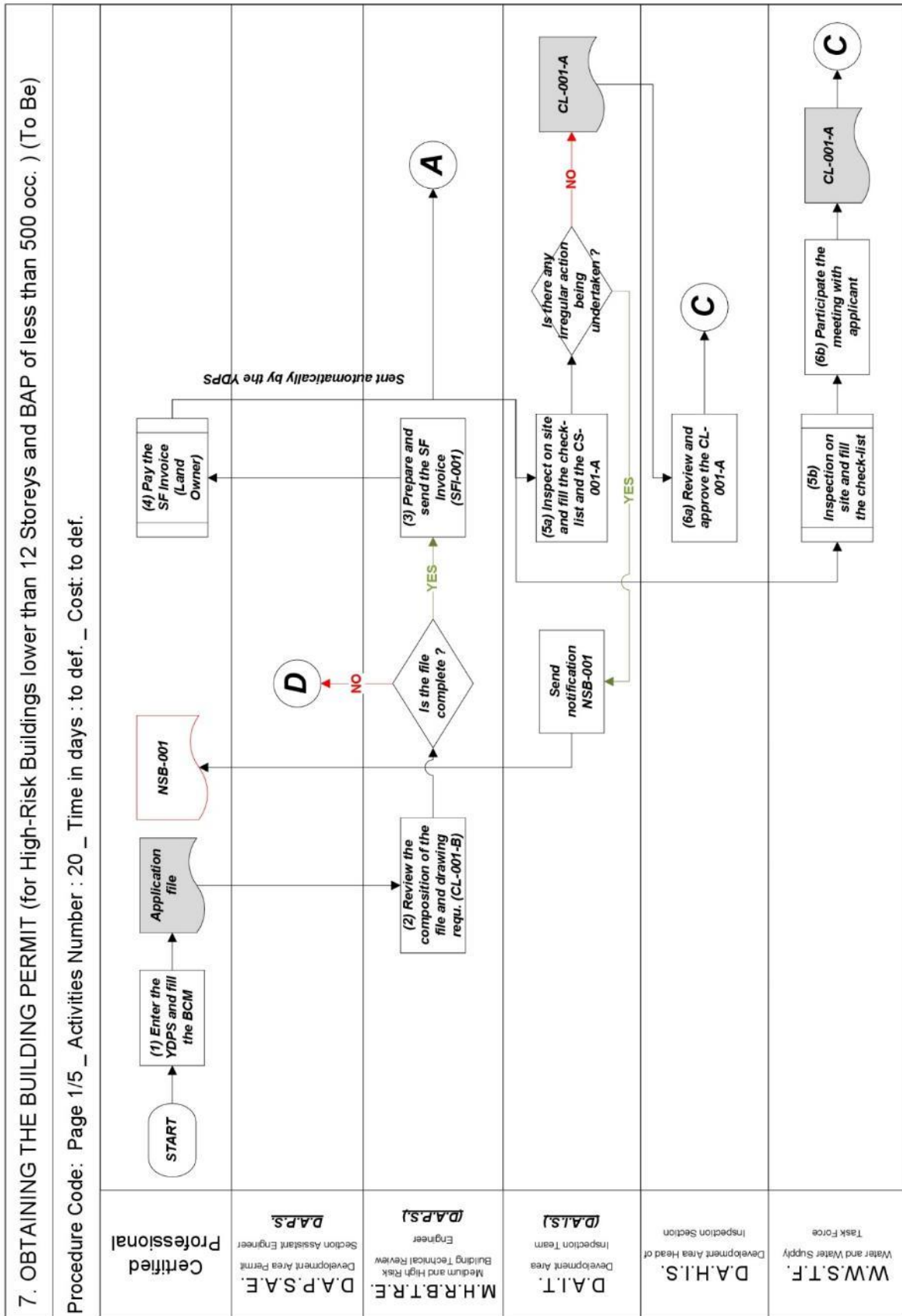
TOTAL: 16 Days

7.10. FORMS USED.

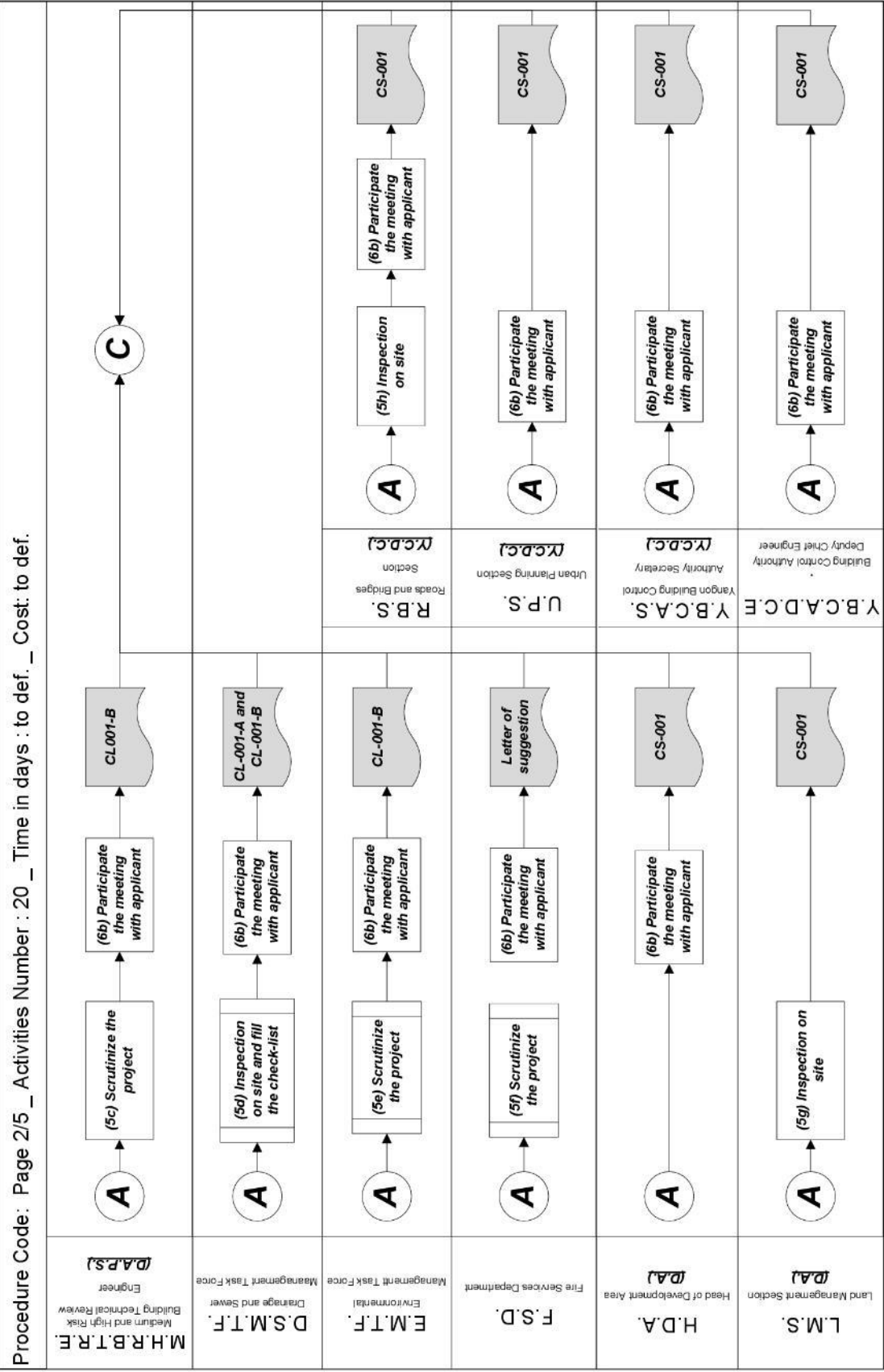
The forms used within the procedure are:

- The BP-001: The Building permit Application Form;
- The CL-001: The Inspection check-lists (depending on each department involved);
- The TR-002: The Technical Report;
- The BP-003: The Building permit;
- The NR-001: The Notification of Refusal.
- The NM-001: The Notification of Modification
- The AP-001: The Approval in Principle
- The CS-001: The Comments sheet
- The OSPI-001: The On-Site Project Information
- The CL-001: The check-lists

7.11. MAPPING OF THE PROCEDURE.

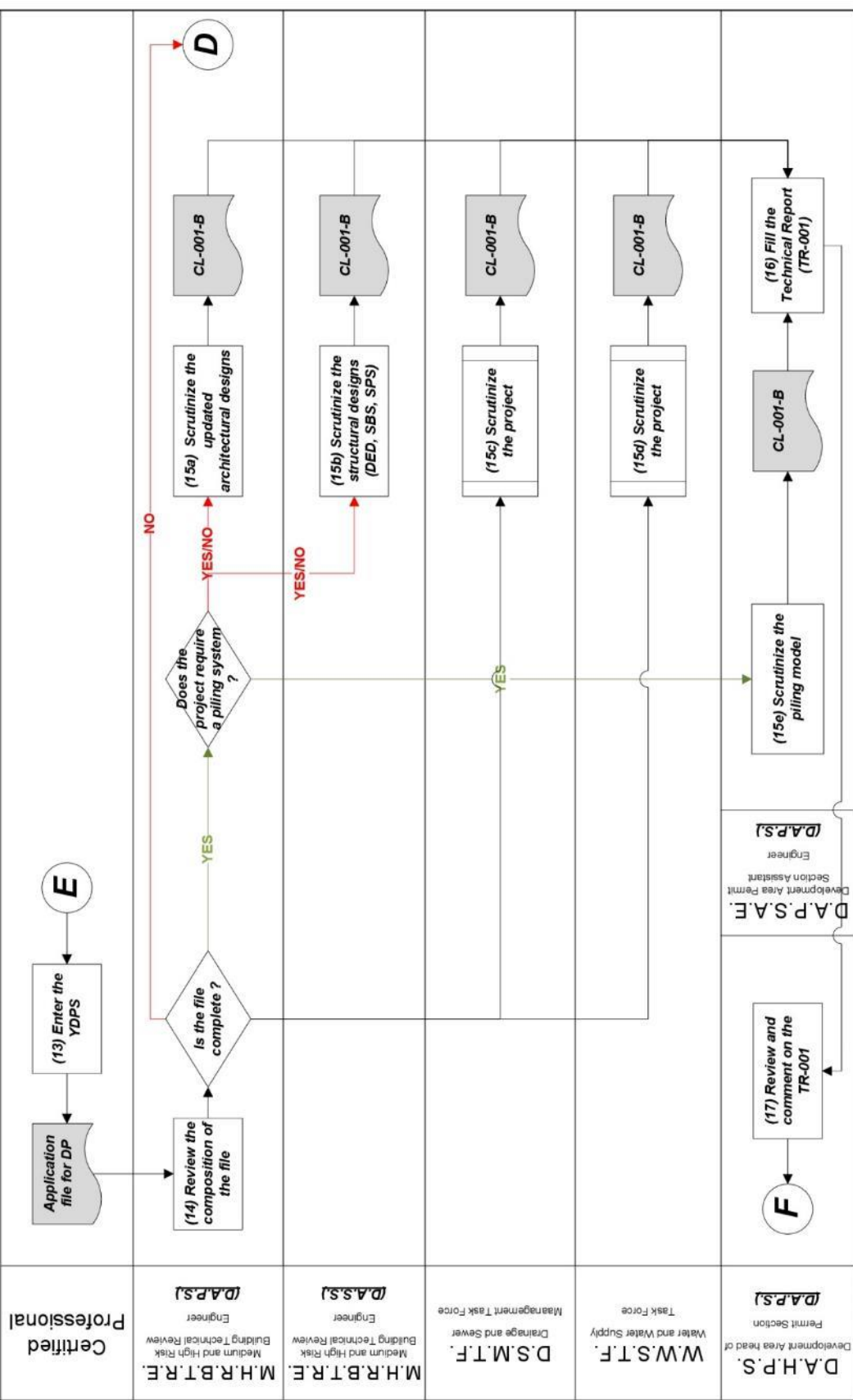


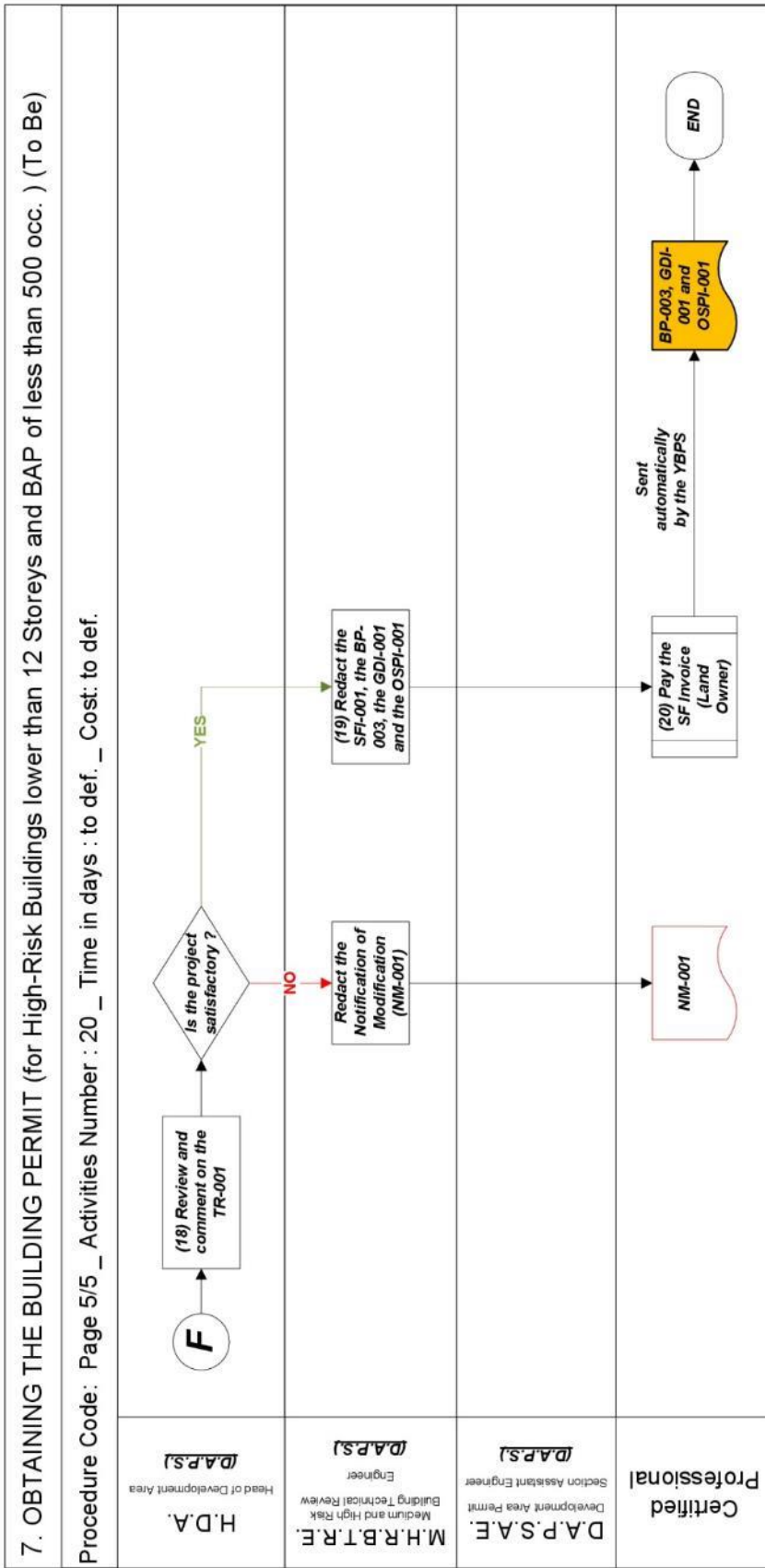
7. OBTAINING THE BUILDING PERMIT (for High-Risk Buildings lower than 12 Storeys and BAP of less than 500 occ.) (To Be)



7. OBTAINING THE BUILDING PERMIT (for High-Risk Buildings lower than 12 Storeys and BAP of less than 500 occ.) (To Be)

Procedure Code: Page 4/5 _ Activities Number : 20 _ Time in days : to def. _ Cost: to def.





8. OBTAINING THE BUILDING PERMIT (FOR PROJECTS LOCATED IN INDUSTRIAL AREAS).

8.1. RELEVANT LEGISLATION

- To be defined

8.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected building is in accordance with the standards and regulations in force.
- b) Issue the Building permit (BP-003)

8.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Projects located in industrial areas (see map of industrial areas of Yangon in Annex 01)

8.4. INDICATORS

- **Number of building permit issued for projects located in industrial areas:** Number of building permits issued / number of applications for projects located in industrial areas
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the Building permit to the user / Number of applications for projects located in industrial areas (in days).

8.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

8.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:
<ol style="list-style-type: none">1. Application form for the building permit;2. The power of the attorney (if needed)3. A declaration of responsibility of the applicant;4. A declaration of responsibility of the certified professional in charge of the architectural design;5. Copy of the national registration card of the applicant;6. Copy of the demarcation map (D-MAP) which is issued within 1 year and a copy of grant or evidence of land ownership7. Set of architectural designs to be submitted in an electronical format;8. Photo reportage with a minimum of 12 pictures representing the environment and the immediate neighbourhood of the plot and/or existing building.9. A Traffic Impact Assessment (TIA) study (if needed);10. A theodolite reading of adjacent building (if the adjacent building(s) is (are) above 3 storeys);11. An Environmental Compliance Certificate based on an Environmental Impact Assessment (EIA), an Initial Environmental Examination (IEE) or Environmental Management Plan (EMP) if necessary (see annex 1 of the EIA procedure referred to the section 42 of the Environmental Conservation Law 9/2012) (if necessary).12. A declaration of responsibility of the certified professional in charge of the structural design;13. A Declaration of responsibility of the certified professional in charge of the construction;14. A declaration of responsibility of the certified professional in charge of the electrical study;

15.	A declaration of responsibility of the certified professional in charge of the mechanical study (if needed);
16.	A declaration of responsibility of the certified professional in charge of the water supply and sanitation study;
17.	A declaration of responsibility of the certified professional in charge of the Air Conditioning and Mechanical Ventilation (ACMV) study;
18.	A declaration of responsibility of the certified professional in charge of the deep excavation design (if needed);
19.	A declaration of responsibility of the pilling company (if needed)
20.	The suggestion letter of the Fire Service Department;
21.	Structural designs of the project including calculations and soil test;
22.	The Water supply and sanitation designs;
23.	The Approved designs by the Fire Service Department;
24.	A Person with Reduced Mobility (PRM) study if the building is concerned by the list of buildings contained in the chapter 2.7. of the MNBC.
Additional documentation to add to the application file for high-risk projects	
25.	The Mechanical designs (if needed);
26.	The Electrical designs;
27.	The ACMV designs (if needed)

8.7. RESULTS

The result of the procedure leads to the issuance of the Building permit (BP-003) for projects located in industrial areas or the Notification of Refusal (NR-001)

8.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant enters the YBPS and accesses the BCM. Once defined the categorization of the project, the user composes his application file, fills the application form (BP-001) and upload it into the YBPS with the application file.	DAPS	1
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The MHRBTRE will review the composition of the file and if all elements are there (this include the basic drawing requirements).	MHRBTRE	
3	If the file is complete, the MHRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant can undertake the payment of the fees.	MHRBTRE	
	If some elements are missing in the application file or if the drawings do not respect the established standards, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		

4	The certified professional transmit the SFI-001 to the land owner so he can process with the payment of the fees.	Certified professional / applicant	1
5a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIS	2
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant. The procedure will continue following the step N°06 of the procedure “Obtaining the Notification of Inspection Approval”.		
6	The CL-001-A is sent to the Development Area Head of Inspection Section who reviews and approves it before sending it back through the system.	DAIS	
5b	The MHRBTRE scrutinizes technically the applications file and verifies if the project respects the regulations in force (this include the verification of the plot ownership, aspects related to the environment, water supply and sewage issues). After having scrutinized the project, he fills the check-list (CL-001-B) send it through the system	MHRBTRE	
5c	The Drainage and Sewage Management Task Force scrutinizes the project and the elements related to their task force filling the CL-001-B		
5d	The Water and Water Supply Task Force scrutinizes the project and the elements related to their task force filling the CL-001-B		
7	Once the CL-001-A of the DAIS and the CL-001-B of the MHRBTRE, DSMTF and of the WWSTF have been uploaded into the system, The Development Area Permit Section Assistant Engineer fills the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
8	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area.	DAHPS	1
9	The HDA reviews and comments the TR-001 if necessary. If specific additional comments are needed, the HAD will send notification requiring additional comments. The HDA also decides if the project needs to be reviewed by the YBCADCE. If so, he will send a notification to the YBCADCE. If the project doesn't have to be reviewed by the YBCA, the HDA gives directly the final decision upon the application.		
10	In the case additional comments are needed, the HAD send a notification to whom it may concern. Specific departments or agencies will send back their comments to the HAD. The HDA adds the specific comments to the TR-001.	Specific agencies	1

11	The YBCADCE reviews the application and comments it on the TR-001. The YBCADCE then ask the YBCAS to comment the TR-001.	YBCADCE	1
12	The YBCAS reviews and comments the TR-001 and take the final decision upon the project	YBCAS	1
13	If the project is satisfactory, the MHRBTRE redacts the Building permit (BP-003), the Guarantee Deposit Invoice (GDI-001) and the OSPI-001 with the data of the project and from the user, and sends the permit to the user as well as the GDI-001 and the OSPI-003	DAPSAE	1
	If the project is not satisfactory and if it does not have severe deficiencies, the MHRBTRE redacts a notification of modification (NM-001) and sends it to the DAPSAE so he can verify the data of the user before sending it to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the MHRBTRE redacts a notification of refusal (NR-001) and sends it to the DAPSAE so he can verify the data of the user before sending it to the certified professional. (END OF THE PROCEDURE)		
		TOTAL	10

8.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made though the YBPS and the moment when the user effectively receives its Building permit.

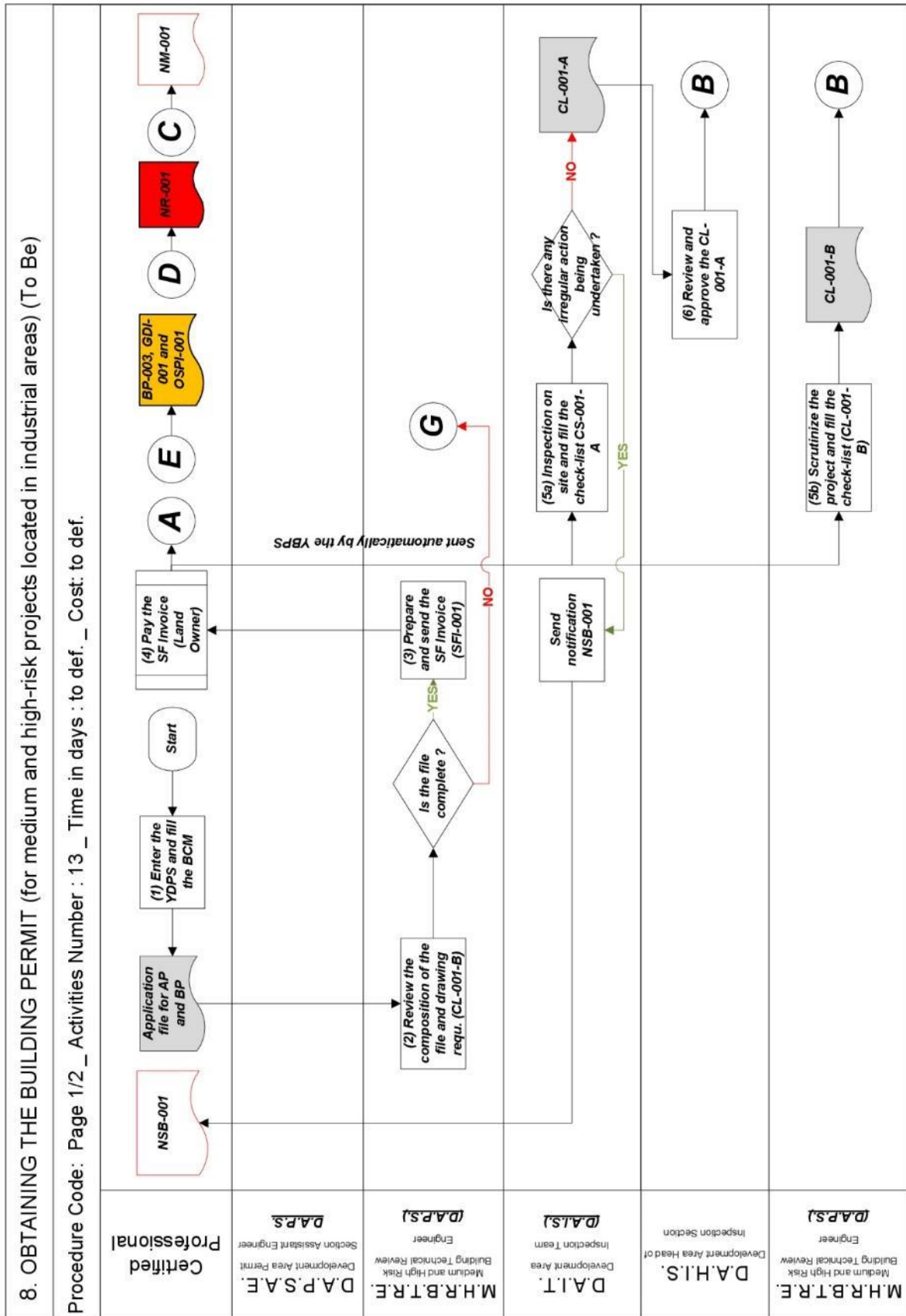
TOTAL: 10 Days

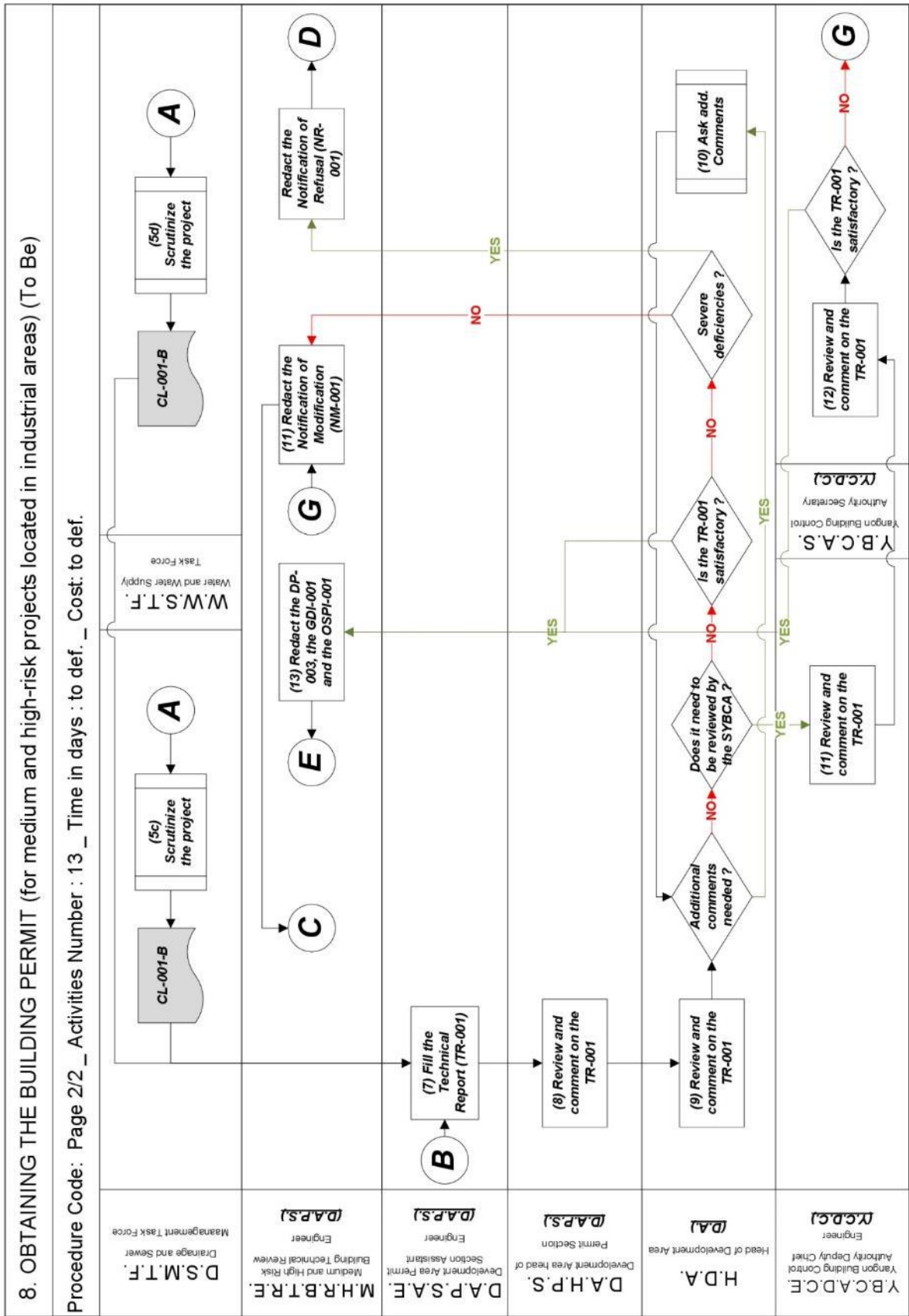
8.10. FORMS USED.

The forms used within the procedure are:

- The BP-001: The Building permit Application Form;
- The SFI-001: The Scrutinization Fees Invoice
- The TR-002: The Technical Report for High and Medium Risk buildings;
- The BP-003: The Building permit for High and Medium Risk buildings;
- The NR-001: The Notification of Refusal.
- The NM-001: The Notification of Modification
- The GDI-001: The Guarantee Deposit Invoice
- The OSPI-001: The On-Site Project Information
- The CL-001: The check-lists.

8.11. MAPPING OF THE PROCEDURE.





9. OBTAINING THE NOTIFICATION OF INSPECTION APPROVAL.

9.1. RELEVANT LEGISLATION

- Section 15, 20 and 94 of the 2014, Building Rules of YCDC.

9.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the projected building is in accordance with the laws and regulations in force regarding building, planning, environmental, and security issues during the construction phase.
- b) Establish the Notification of Inspection Approval (NIA-001) or the Notifications of Further Action (NFA-001 or NFA-002)

9.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: Temporary buildings, new buildings, enlargements or alterations, demolitions without reconstruction.

9.4. INDICATORS

- **Number of inspection reports issued per type of project:** Number of Notification of Inspection Approval / Notification to stop the building issued for each type of project (temporary building, new building, enlargement or alteration, demolition without reconstruction).
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the CPCS and the communication of the Notification of Inspection approval report to the user / Number of applications which are concerned by the procedure (in days).

9.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the level of a Development Area)

- Development Area Permit Section (DAPS)
- Development Area Inspection Section (DAIS)

External Departments of the YCDC

- The Committee for Quality Control of High-Risk Building Construction¹ (HPBC).

9.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the CPCS:
1. Notification of Commencement of Building (NC-001) OR
2. Notification of commencement of the Deep Excavation and/or Piling Works (NC-002)
3. Notification of commencement of the Piling Works for test (NC-003)
4. Notification of Inspection (NI-001) (for the following inspections)
5. Notification of Inspection (NI-002) (for inspections required by the township inspectors)

9.7. RESULTS

The result of the procedure leads to the Notification of Inspection Approval (NIA-001) or to the Notification of Further Action (NFA-001 or NFA-002).

¹ It is recommended that HPBC takes the denomination of High Risk and not High Rise anymore to be in concordance with the risk categorization.

9.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant fills online the NC-001 and its annexes (setting out report and the different declarations of responsibility) or the NC-002 (if the building contains Deep Excavation Works and/or Piling Works), the NC-003 (if it concerns the piling works for test) or the NI in the YBPS (Yangon Building permit System).	DAIS (Development Area Inspection Section)	1
2a	If the project is a Low or Medium Risk, the DAIT check the application and plan an inspection on site.	DAIT	
2b	If the project is a High Risk of 13 storeys and above, the HPBC Receive the notification to join the inspection with the DAIT of the area concerned by the project	HPBC	
3	If the project relies on a piling system, the DAIT (jointly with HPBC if the project does have 13 storey or more) will review the site plan layout with the location of the piles. After having performed the inspection on site, the agencies involved fill the related check-list (CL-001-C) and the Digital Log-Book. They have the possibility to add photos to their comments in the log book.	DAIT HPBC	1
4	The Development Area Inspection Section Assistant Engineer (DAISAE) verify the log-book and the result of the inspection.		
5a	If the Inspection is satisfactory, a Notification of Inspection Approval (NIA-001) is redacted and sent to the user so he can continue with the development. END OF THE PROCEDURE	DAIT	
		TOTAL FOR NIA	2
5b	If the inspection is not satisfactory to the criteria of the DAISAE, the DAHIS verifies the log-book and gives in turn its decision upon the inspection. If the inspection is satisfactory, he instructs the DAISAE to send the NIA-001 to the applicant		2
6	If the inspection isn't satisfactory to its criteria, the DAHIS send a NSB-001 to the applicant.		
7	The DAISAE redacts the intermediary Inspection Report (IIR-001) in order to evaluate the type of offence committed and send it to the DAHIS with the details of the result of the inspection.		
8	The Development Area Head of Inspection Section scrutinize the IIR-001 and take a decision upon the type of further action to apply (NFA-001 or NFA-002 ²).		1
9a	If the offences do not jeopardize the legitimacy of the construction permit that was delivered, or if the offences are	DAISAE	1

² The NFA-001 will be notify to the applicant for medium or high offences that doesn't jeopardize the validity of the Building permit and the NFA-002 will be notified for severe or repeated offences that effectively jeopardize the Building permit issued.

	limited in their sizes and impacts, the DAISAE redacts the Notification of Further Action (NFA-001), signs it and send it to the DAHIS for final approval. The NFA-001 authorizes the applicant to continue with the construction of the building after having given a solution to the observations mentioned in the NFA-001.		
10a	After having received and verified the NFA-001 from the DAISAE, the DAHIS transmits the Notification of Further Action to the applicant. END OF THE PROCEDURE		
9b	If the offences jeopardize the legitimacy of the construction permit that was delivered, the Head of the Development Area takes the final decision upon the type of further action(s) to be taken. If it is a NFA-001, see 9a.		
10b	In the case a NFA-002 has been suggested by the HAD, the DAISAE redact the Notification of Further Action (NFA-002), signs it, and sends to the DAHIS for final approval. The construction has to stop and further actions have to be taken: <ul style="list-style-type: none"> - The payment of a fine related to the offences committed on the building site; - The demolitions / reparations of the parts of the building that originated the offences; - The issuance of a new building / demolition permit. 	DAISAE	
11	After having received and verified the NFA-002 from the DAISAE, the DAHIS transmits the Notification of Further Action to the applicant. END OF THE PROCEDURE	DAHIS	
		TOTAL FOR NFA-001 or NF-002	4

9.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made through the YBPS in order to have the NIA and the moment that the NIA is sent to the applicant: xx days;

TOTAL: 2 Days for a NIA;

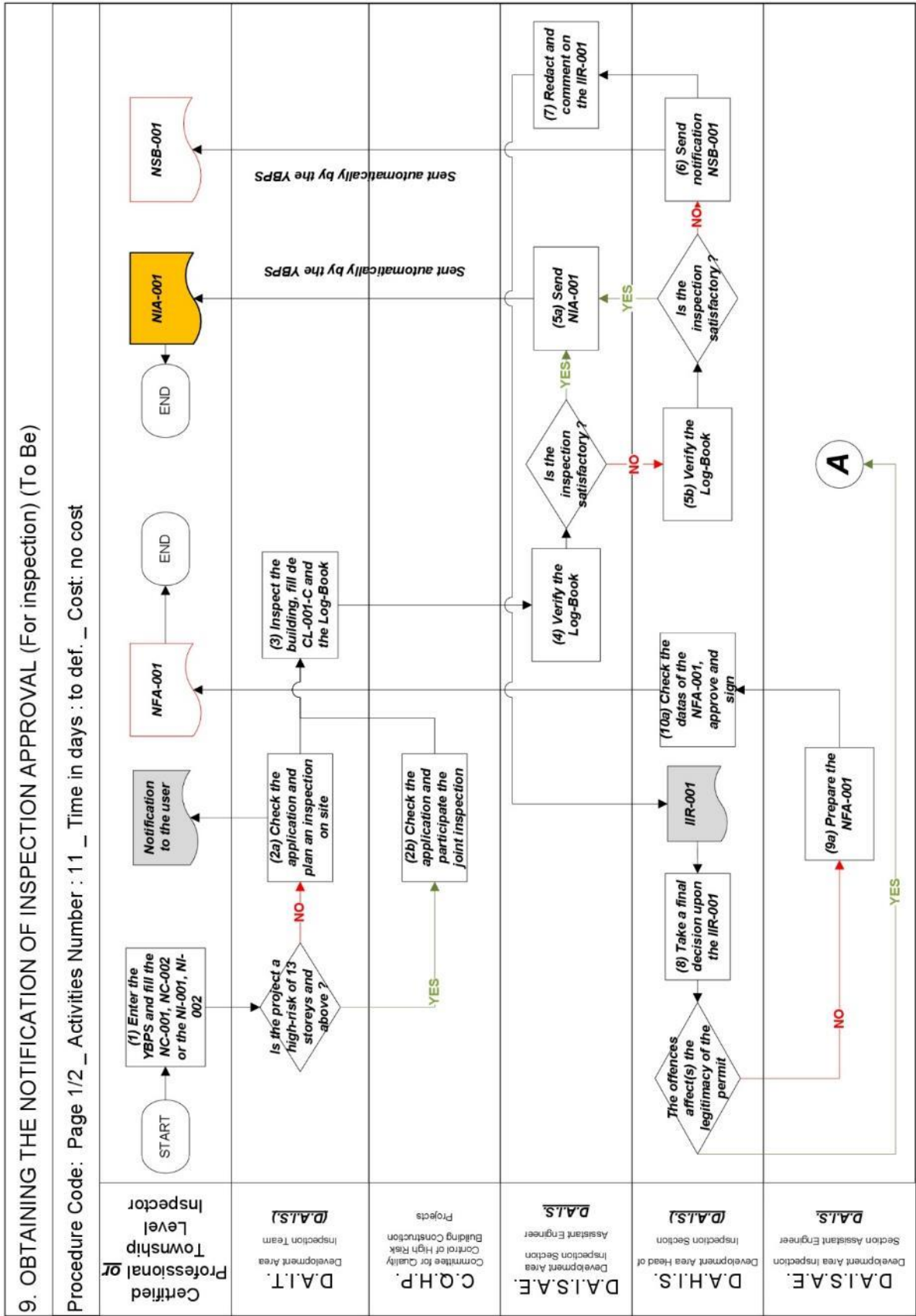
TOTAL: 4 days for a NFA-001 or NFA-002.

9.10. FORMS USED.

The forms used within the procedure are:

- The NCB-002: Notification of commencement of the Deep Excavation and/or Piling Works
- The NCB-001: Notification of Commencement of the Building;
- The NI-001: Notification of Inspection;
- The NIA-001: Notification of Inspection approval
- The NSB-001: Notification to Stop the Building;
- The NFA-001: Notification of Further Action
- The NFA-002: Notification of Further Action
- The IIR-001: The Intermediary Inspection Report
- The Online Log-Book;
- The CL-001: The check-lists.

9.11. MAPPING OF THE PROCEDURE.



9. OBTAINING THE NOTIFICATION OF INSPECTION APPROVAL (For inspection) (To Be)	
Procedure Code: Page 2/2 _ Activities Number : 11 _ Time in days : to def. _ Cost: no cost	
H.D.A. Head of Development Area <i>(DA)</i>	<pre> graph TD A((A)) --> B["(9b) Take the Final Decision upon the further action(s) to be taken"] B --> C["(10b) Prepare the NFA-002"] C -- NO --> D["NFA-002"] D --> E["(11) Check the datas of the NFA-002, approve and sign"] E --> F["NFA-002"] F --> G([END]) </pre>
D.A.I.S.A.E. Development Area Inspection Section Assistant Engineer <i>(DAIS)</i>	
D.A.H.I.S. Development Area Head of Inspection Section <i>(DAIS)</i>	
Certified Professional	

10. OBTAINING THE BUILDING COMPLETION CERTIFICATE.

10.1. RELEVANT LEGISLATION

- Section 20 of the 2014, Building Rules of YCDC.

10.2. OBJECTIVES

The objectives of this procedure are:

- a) To verify that the project is in accordance with the laws and regulations in force regarding building, planning, environmental, and security issues so the building can be occupied.
- b) To issue the Building Completion Certificate form (BCC-002) to the applicant. The Building Completion Certificate certifies that the building complies with all the regulations and laws in force.

10.3. APPLICATION FRAMEWORK

This procedure applies for the following projects: a temporary building, a new building, an enlargement, an alteration or a regularization.

10.4. INDICATORS

- **Number of building completion certificate per type of projects:** Number of Building Completion Certificate issued for each type of project (temporary building, new building, enlargement or alteration, regularization).
- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the communication of the building completion certificate to the user / Number of applications which are concerned by the procedure (in days).

10.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC:

- The Development Area Inspection Section (DAIS);
- The Development Area Permit Section (DAPS);
- The Drainage and Sewage Management Task Force (DSMTF)
- The Water and Water Supply Task Force

External Departments of the YCDC

- The Committee for Quality Control of High-Rise Building Construction³ (HPBC).
- The Fire Services Department;

10.6. DOCUMENTS TO PRESENT

Documents to present:
1. Building Completion Certificate Application Form
2. Copy of the technical documents "as - built" related to the project (not for regularizations) <ol style="list-style-type: none">a) Architectural designs;b) Water drainage and sewage designs (for medium and high-risk projects);c) Deep excavation designs (for medium and high-risk projects);d) Structural designs (for medium and high-risk projects);e) Electrical designs (for high-risk projects);f) Mechanical designs (for high-risk projects);g) ACMV designs (for high-risk projects);

³ It is recommended that HPBC take the signification of High Risk and not High Rise anymore to be in concordance with the risk categorization.

3. Recommendation letters or certificate from:

- a) The Internal Revenue Department (IRD)
- b) The Industrial Supervision Department (IRD) (for building containing lift(s));
- c) The Yangon Electricity Supply Corporation (if the transformer has been installed);

10.7. RESULTS

The result of the procedure leads to the issuance of the Building Completion Certificate (BCC-002)

10.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant uploads the Building Completion Certificate application form (BCC-001) (which contains the notification of completion) in the YBPS (Yangon Building permit System). The YBPS will not allow the user to send the BCC application if they are not filled correctly (END OF THE PROCEDURE) .	DAIS	
2	Once the DAISAE receive a request for a BCC, he verifies the application file with all the documents contained in it	DAIS	
3	If the application file is complete, the DAISAE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant can undertake the payment of the fees.	DAISAE	1
4	The certified professional transmit the SFI-001 to the land owner so he can process with the payment of the fees.	Applicant	
5	After the applicant having paid the fees, DAISAE plans an inspection on site with the different agencies concerned by the type of project and its risk category and schedule the day and time of the inspection. At the same time, the user receives a notification with the day and time where the inspection will take place.	DAIS	
6	All departments or agencies involved undertake a group inspection on site in order to verify upon the base of the specific check-list if the building is respecting the development approval that was issued. After having performed the group inspection, each department involved fills its dedicated section of the CL-001-D and the log book. If the inspection is successful regarding the FSD requirements, the FSD will redact the Fire certificate and attached it to his CL-001-D	DAIS (for Cat.1, 2 and 3) DAPS (for Cat.1, 2 and 3) FSD (for Cat.2 and 3) DSMTF (for Cat.2 and 3) WWSTF (for Cat.2 and 3)	1
7	Once the CL-001-D and the online log-book have been filled by all the agencies involved, the DAISAE redacts the Final Inspection Report (FIR-001) with all the comments of all agencies involved in the final inspection. The DAISAE comments the FIR if necessary, before sending to the DAHIS for final decision.	DAISAE	1

8	The DAHIS takes the final decision upon the issuance of the BCC based on the FIR-001	DAHIS	
9a	If the final inspection has been approved, the DAISAE redacts the Building Completion Certificate (BCC-002) with the data of the owner and the project and sends it back to the certified professional along with the Fire safety certificate. If the BCC-002 is issued, he also notifies the reimbursement of the Guarantee deposit to the Licensed Contractor in charge of the building	DAISAE	1
9b	If the final inspection has not been approved by all the agencies involved, the DAISAE redacts the Notice of Further action (NFA-002) and sends it to the user.	DAIS	
10	Once notified, the agency in charge proceeds with the reimbursement of the Guarantee Deposit Invoice	Agency in charge of the reimbursement	1
		TOTAL	5

10.9. DURATION.

The duration of this procedure is:

a) Number of days between the application for the Building Completion Certificate through the YBPS and the withdrawal of the BCC by the applicant: xx days;

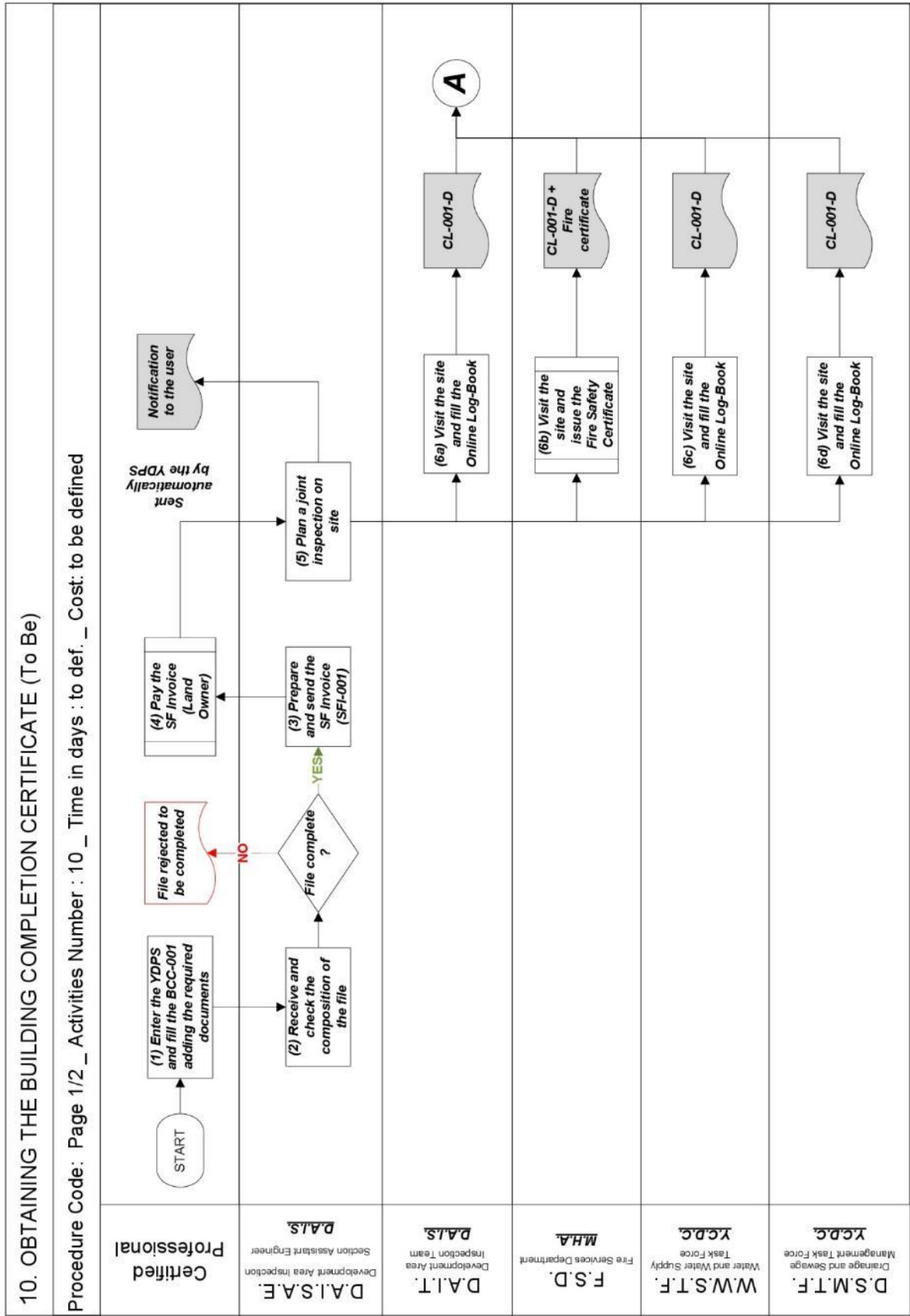
TOTAL: 5 Days

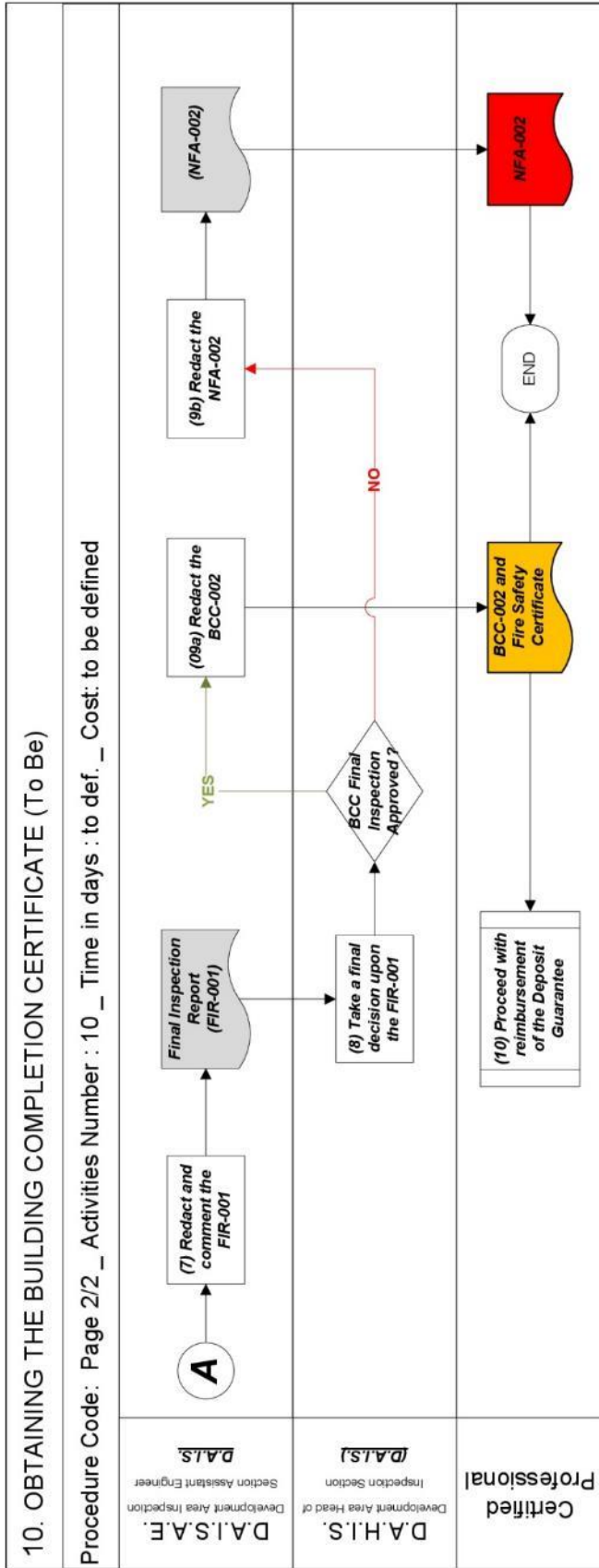
10.10. FORMS USED.

The forms used within the procedure are:

- The BCC-001: Building Completion Certificate Application Form
- The BCC-002: Building Completion Certificate
- The FIR-001: Final Inspection Report
- The NFA-002: Notification of Further Action (Level 2)
- The digital online Log-Book;
- The CL-001: The check-lists

10.11. MAPPING OF THE PROCEDURE.





11. TRANSFER OF RESPONSABILITIES.

11.1. RELEVANT LEGISLATION

To be defined

11.2. OBJECTIVES

The objectives of this procedure are:

a) To allow a certified professional to transfer the responsibility of the building to another certified professional when the situation requires.

11.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: All projects that require a certified professional in order to be built.

11.4. INDICATORS

- **Number of transfers of responsibilities:** Total number of Transfer of Responsibilities

11.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the level of a Development Area)

- Development Area Permit Section (DAPS)

11.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the CPCS:

1. Notice of responsibilities transfer (NRT-001)
2. Declaration of responsibility of the Professional (DRP-001)

11.7. RESULTS

The result of the procedure leads to the transfer of responsibilities between a certified professional and another.

11.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The new certified professional fills a Declaration of Responsibility of the Professional (DRP-001) form.		
2	The applicant / Land owner enter the YBPS and fills the Notice of Responsibilities Transfer (NRT-001) adding to its application the DRP-001 signed by the new certified professional.	Applicant / Land owner	1
3	The Development Area Permit Section Assistant Engineer receives the notice and scrutinizes the information.	DAPSAE	
4	If there is no observations regarding the information provided, the Development Area Permit Section Assistant Engineer acts the statement and the name of the new certified professional that will be in charge of the project and proceeds with the transfer of responsibilities by filling and sending to the Applicant / Land Owner the Responsibilities Transfer Acceptance (NRT-002)	DAPSAE	1

	A copy of the NRT-002 is also sent to the previous certified professional advising him that he's no longer responsible of the related works		
	If there are some observations regarding the documents provided by the applicant, the DAPSAE redacts a notice of modification and sends it to the applicant in order to modify the data contained in the application.		

11.9. DURATION.

The duration of this procedure is:

a) Number of days between the Notice of Responsibilities Transfer is sent through the YBPS and the moment the Applicant / Land Owner receives the Responsibilities Transfer Approval;

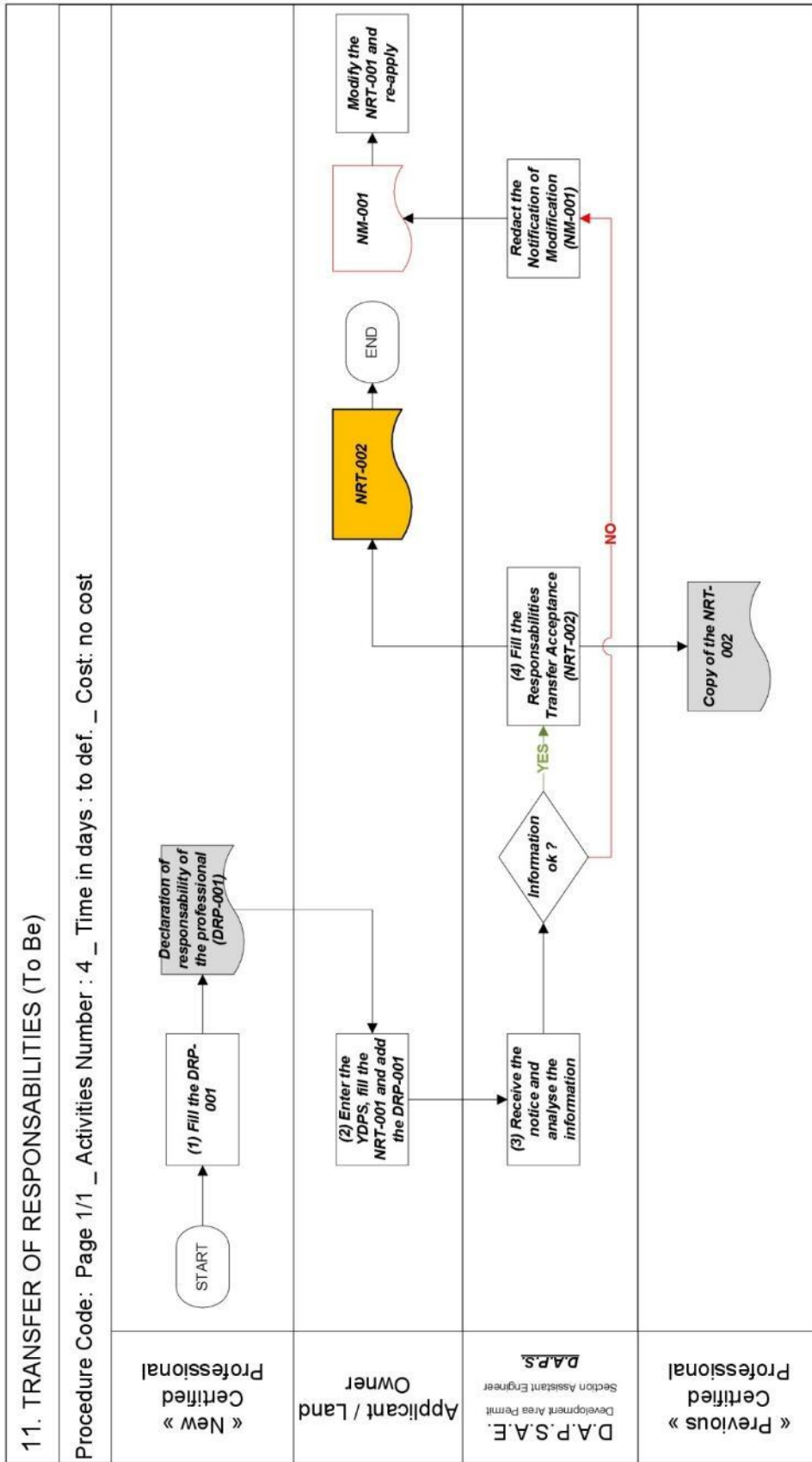
TOTAL: 02 Days

11.10. FORMS USED.

The forms used within the procedure are:

- The NRT-001: The Notice of Responsibilities Transfer
- The NRT-002: The Responsibilities Transfer Acceptance
- The DRP-001: The Declaration of Responsibility of the Certified Professional

11.11. MAPPING OF THE PROCEDURE.



12. LICENSED CONTRACTOR REPLACEMENT.

12.1. RELEVANT LEGISLATION

To be defined

12.2. OBJECTIVES

The objective of this procedure is:

a) To allow an applicant / land owner to change of licensed contractor during the construction of the building allowing him to recover the guarantee deposit.

12.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: All projects that require a licensed contractor in order to be built.

12.4. INDICATORS

- **Number of licensed contractor replacement:** Total number of licensed contractor replacement.

12.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the level of a Development Area)

- Development Area Inspection Section (DAIS)

12.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:

1. Notice of licensed contractor replacement (NLCR-001)

12.7. RESULTS

The result of the procedure leads to the replacement of the licensed contractor in charge of the building and to the recovery of the guarantee deposit.

12.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant / Land owner enter the YBPS and fills the Notice of Licensed Contractor Replacement (NLCR-001). He sends it through the system.	Applicant / Land owner	1
2	The Development Area Inspection Section Assistant Engineer receives the notice, analyse the information.	DAISAE	
3	The DAISAE redacts the new Guarantee Deposit Invoice and sends it through the system to the Applicant / Land Owner.	DAISAE	
4	The Applicant / Land Owner transmits the new GDI-001 to the new licensed contractor so he can transfer the amount to the bank account of YCDC and then communicate the receipt number to the applicant / land owner	Land owner / Applicant	1
5	The Applicant / Land Owner enters the YBPS and provide the receipt number of the new guarantee deposit.	Land owner / Applicant	1
6	Once the new guarantee deposit has been made, the DAISAE redacts the licensed contractor replacement acceptance (NLCR-	DAISAE	1

	002) and sends it to the applicant / land owner. He also authorizes the reimbursement of the guarantee deposit invoice to the previous licensed contractor		
7	With the reimbursement authorization, the previous licensed contractor proceeds with the reimbursement of its guarantee deposit invoice.		1
		TOTAL	5

12.9. DURATION.

The duration of this procedure is:

a) Number of days between the Notice of Licensed Contractor Replacement is sent through the YBPS and the moment the Applicant / Land Owner receives the Licensed Contractor Replacement Approval;

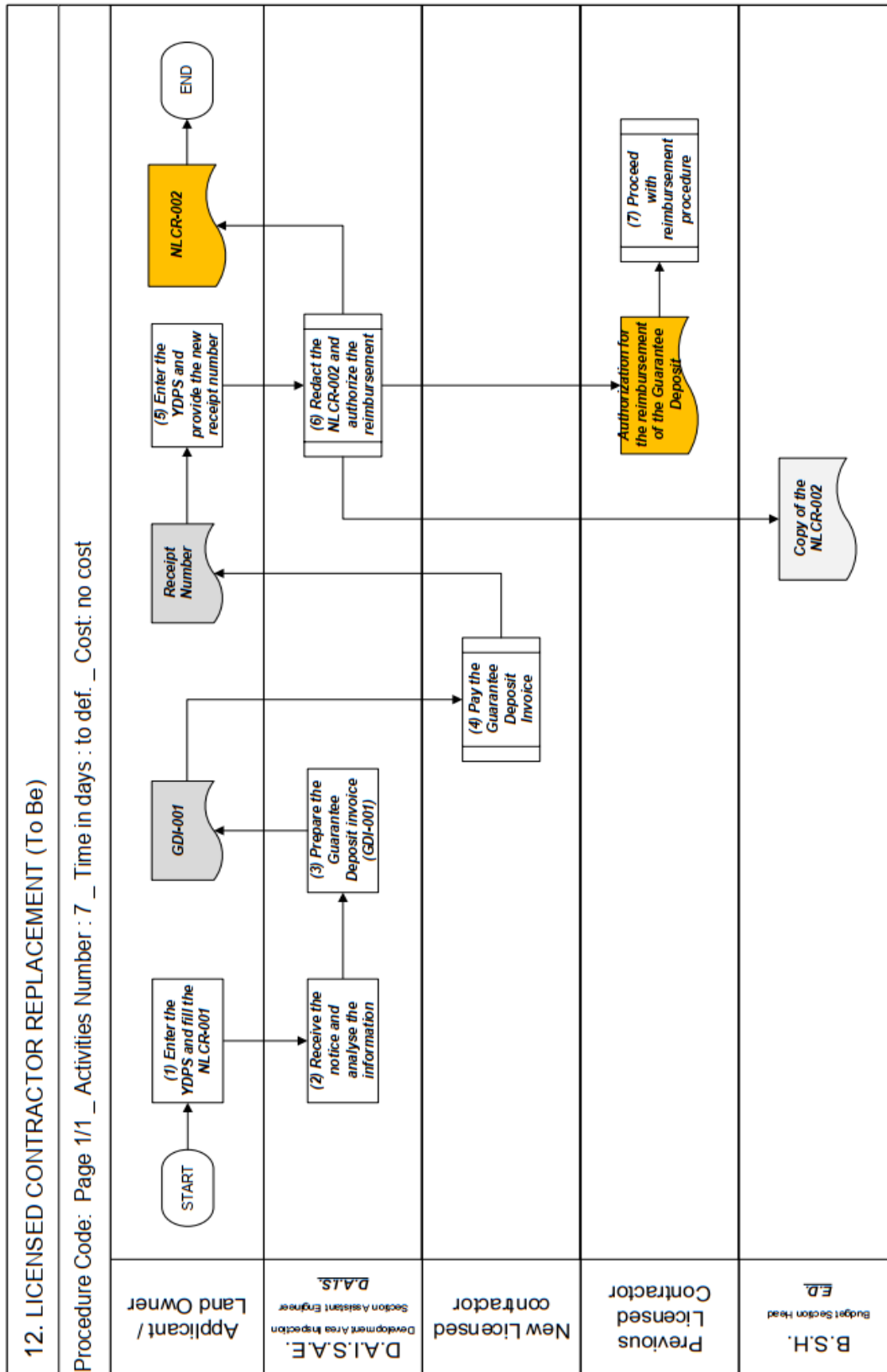
TOTAL: 05 Days

12.10. FORMS USED.

The forms used within the procedure are:

- The NLCR-001: The Notice of Licensed Contractor Replacement
- The NLCR-002: The Licensed Contractor Replacement Acceptance
- The GDI-001: The Guarantee Deposit Invoice

12.11. MAPPING OF THE PROCEDURE.



13. OBTAINING THE DEMOLITION PERMIT (WITHOUT RECONSTRUCTION).

13.1. RELEVANT LEGISLATION

To be defined

13.2. OBJECTIVES

The objective of this procedure is:

- a) To allow an applicant / land owner to demolish a building (without reconstruction).

13.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: All types of structure

13.4. INDICATORS

- **Number of demolition permit issued per type of project:** Number of building permits issued / number of applications.

- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the demolition Permit to the user / Number of applications which are concerned by the procedure (in days).

13.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

13.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:

1. Application form for the building permit;
2. The power of the attorney (if needed);
3. Copy of the demarcation map (D-MAP) which is issued within 1 year and a copy of grant or evidence of land ownership;
4. Copy of the national registration card of the applicant;
5. Photo reportage with a minimum of 12 pictures representing the environment and the immediate neighbourhood of the plot and/or existing building.
6. A declaration of responsibility of the certified professional in charge of supervising the demolition works;
7. A declaration of responsibility of the applicant;

13.7. RESULTS

The result of the procedure leads to the issuance of the Demolition permit (DP-002) or the Notification of Refusal (NR-001).

13.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant enters the YBPS, fills the Demolition Permit form (DP-001) and upload it into the YBPS with the application file for the demolition permit.	DAPS	1

2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to a Low Risk Building Technical Review Engineer of the Development Area where the project is located. The LRBTRE will review the composition of the file	LRBTRE	
3	If the file is complete, the LRBTRE prepares the Scrutinization Fees Invoice (SFI-001) and send it electronically to the certified professional so the applicant can undertake the payment of the fees.	LRBTRE	
	If some elements are missing in the application file, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		
4	The certified professional transmit the SFI-001 to the applicant so he can process with the payment	Certified professional / applicant	1
5a	Once the payment has been made, a notification to the one of the Development Area Inspection Team is made, so it can proceed with an inspection on the construction site and fill the relate check-list (CL-001-A). During this inspection, the inspection team make sure no irregular actions are being undertaken on the building site.	DAIS	2
	If irregular actions have been taken on site, a notification to stop the building is sent to the applicant. The procedure will continue following the step N°06 of the procedure “Obtaining the Notification of Inspection Approval”.		
5b	The LRBTRE scrutinizes technically the applications file. After having scrutinized the proposal of demolition, he fills the CL-001-B and send it through the system	LRBTRE	
6	The CL-001-A is sent to the Development Area Head of Inspection Section who reviews and approves the CL-001-A before sending it back through the system.	DAIS	
7	Once the CL-001-A of the DAIS and the CL-001-B of the LRBTRE have been uploaded into the system, the Development Area Permit Section Assistant Engineer fills the Technical Report (TR-001) and sends it to the Development Area Head of Permit Section.	DAPSAE	1
8	The DAHPS reviews and comments the TR-001 if necessary, before sending it to the Head of Development Area.	DAHPS	
9	The HDA reviews and comments the TR-001. The HDA gives directly the final decision upon the application.	HAD	1
10	If the project is satisfactory, the LRBTRE of the PS redacts the Demolition Permit (DP-002) and the On-Site Project Information (OSPI-001) with the data of the project and from the user and sends it back to the certified professional	LRBTRE	1
	If the project is not satisfactory and if it does not have severe deficiencies, the LRBTRE redacts a notification of modification		

	(NM-001) and sends it to to the certified professional. (END OF THE PROCEDURE)		
	If the project is not satisfactory and if it does have severe deficiencies, the LRBTRE redacts a notification of refusal (NR-001) and sends it to the certified professional. (END OF THE PROCEDURE)		
		TOTAL	7

13.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made though the YBPS and the moment when the user effectively receives its demolition permit.

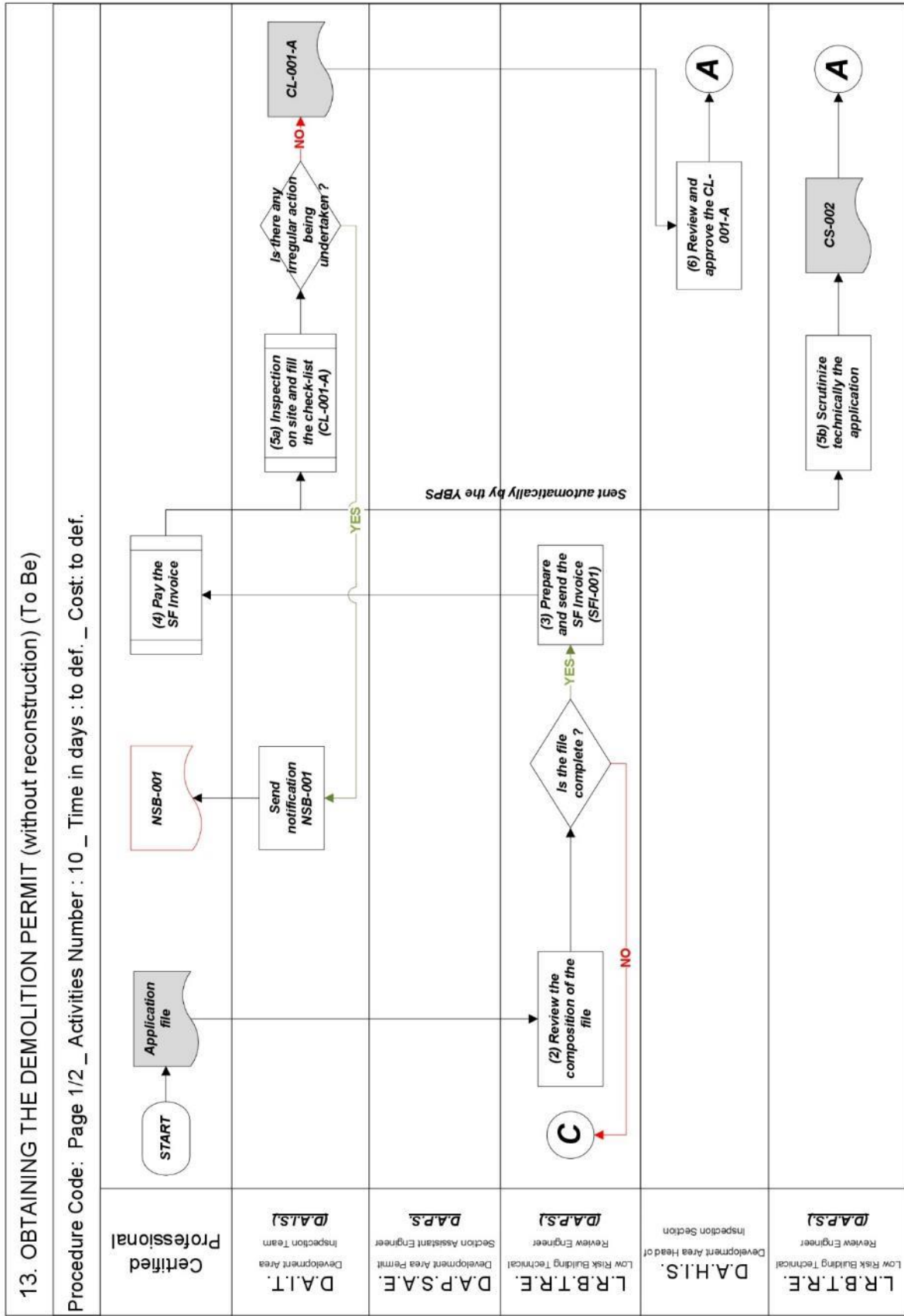
TOTAL: 7 Days

13.10. FORMS USED.

The forms used within the procedure are:

- The DP-001: The application form for Demolition Permit;
- The DP-002: The Demolition Permit
- The SFI-001: The Scrutinization Fees Invoice
- The TR-001: The Technical Report
- The OSPI-001: The On-Site Project Information

13.11. MAPPING OF THE PROCEDURE.



14. ACTIONS TO UNDERTAKE WHEN RECEIVING A NOTICE OF MODIFICATION (NM-001).

14.1. RELEVANT LEGISLATION

To be defined

14.2. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

14.3. ACTIVITIES

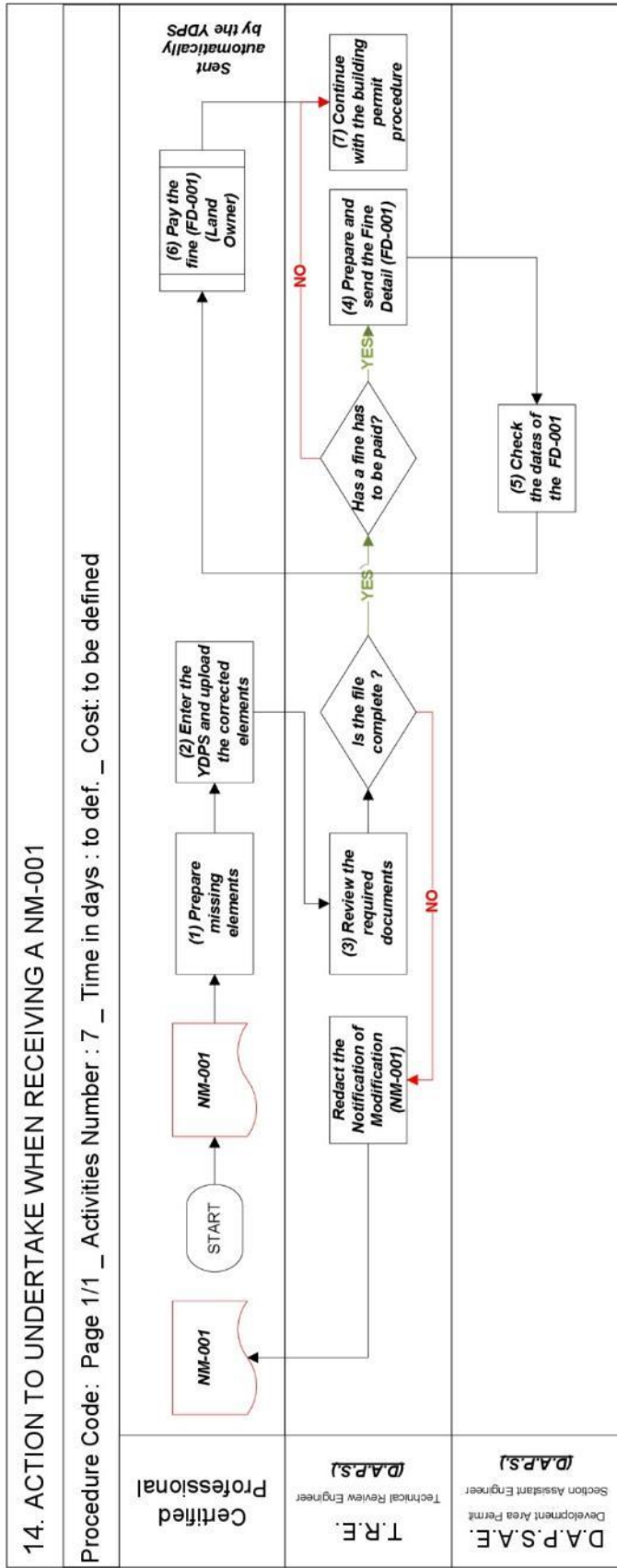
No	STEP DESCRIPTION	DEPARTMENT INVOLVED
1	After having received the NM-001, the certified professional prepares the missing elements and/or corrects his/her previous application.	DAPS
2	The certified professional enters the YBPS and upload the corrected, missing elements to his/her application file.	
3	Once the applicant has uploaded his application file into the system, the file is automatically allocated to a Low Risk Building Technical Review Engineer or to a Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The LRBTRE or the MHRBTRE will review the composition of the file	LRBTRE MHRBTRE
4	If the file is complete, the LRBTRE or the MHRBTRE analyse if a fine has to be paid. If a fine has to be paid, the TRE prepares and sends the fine details to the DAPSAE	LRBTRE
	If no fine has to be paid, the procedure continue of approval continues.	
5	The DAPSAE checks the fine details before sending it to the certified professional through the system.	
6	The certified professional transmit the FD-001 to the applicant so he can process with the payment	
7	After having paid the fine the TRE is advised to continue with the procedure. If a construction has begun during the process following the drawings the designs that were presented, a notification will be sent to the DAIS that a fine has been paid and that the procedure can continue.	
	If some elements are missing in the application file, a new notification (NM-001) is redacted by the TRE and sent to the user to modify its application file (END OF THE PROCEDURE)	

14.4. FORMS USED.

The forms used within the procedure are:

- The NM-001: The Notice of Modification;
- The FD-001: The Fine Detail

14.5. MAPPING OF THE PROCEDURE.



15. ACTIONS TO UNDERTAKE WHEN RECEIVING A NOTICE OF FURTHER ACTION 01 (NFA-001).

15.1. RELEVANT LEGISLATION

To be defined

15.2. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

15.3. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED
1	After having received the NFA-001, the certified professional prepares the missing elements and/or corrects his/her previous application.	DAPS
2	The certified professional enters the YBPS and upload the additional required elements.	Certified Professional
3	Once the applicant has uploaded his additional elements into the system, the file is automatically allocated to a Low Risk Building Technical Review Engineer or to a Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The LRBTRE or the MHRBTRE will review the composition of the file	LRBTRE MHRBTRE
4	If the file is complete, the LRBTRE or the MHRBTRE analyse if a fine has to be paid. If a fine has to be paid, the TRE prepares and sends the fine details to the DAPSAE	TRE
	If some elements are missing in the application file, a new notification (NM-001) is redacted by the TRE and sent to the user to modify its application file (END OF THE PROCEDURE)	
5	The DAPSAE checks the fine details before sending it to the certified professional through the system.	DAPSAE
6	The certified professional transmit the FD-001 to the applicant so he can process with the payment	Certified Professional
7	After having paid the fine the TRE is advised to continue with the procedure, and he redacts the Notification to Continue the Building (NCB-001). If no fine has to be paid, the TRE redacts the Notification to Continue the Building (NCB-001)	TRE
8	The DAPSAE checks the NCB-001 and sends it to the certified professional so he can continue with the construction	DAPSAE
9	The DAPSAE sends a copy of the NCB-001 to the DAIS where the project is located to advise them that the construction can continue	DAPSAE

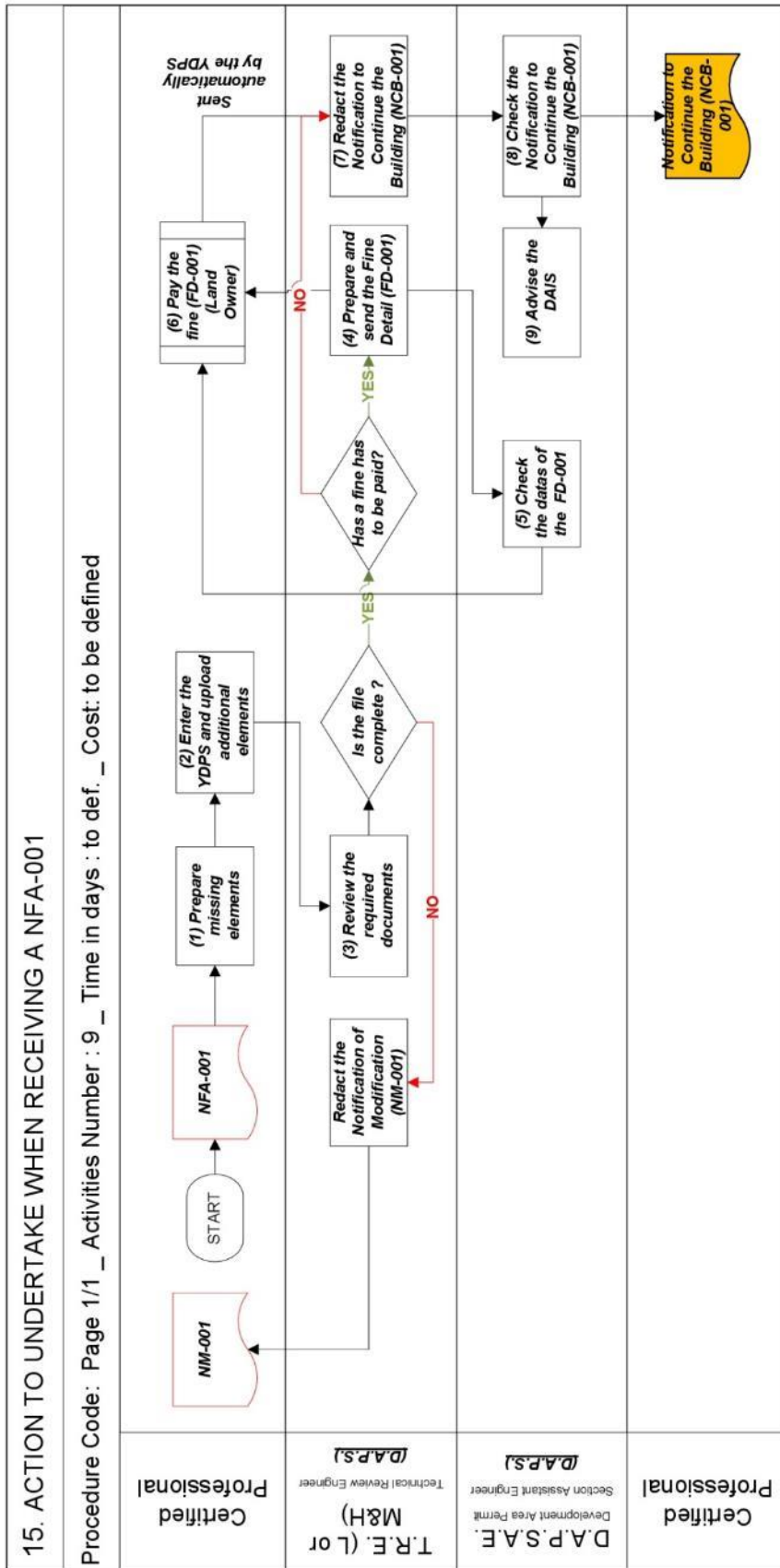
15.4. FORMS USED.

The forms used within the procedure are:

- The NFA-001: The Notice of Further Action 01;

- The NCB-001: The Notification to Continue the Building (NCB-001);
- The FD-001: The Fine Detail.

15.5. MAPPING OF THE PROCEDURE.



16. ACTIONS TO UNDERTAKE WHEN RECEIVING A NOTICE OF FURTHER ACTION 02 (NFA-002).

16.1. RELEVANT LEGISLATION

To be defined

16.2. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;
- The Development Area Inspection Section

16.3. ACTIVITIES

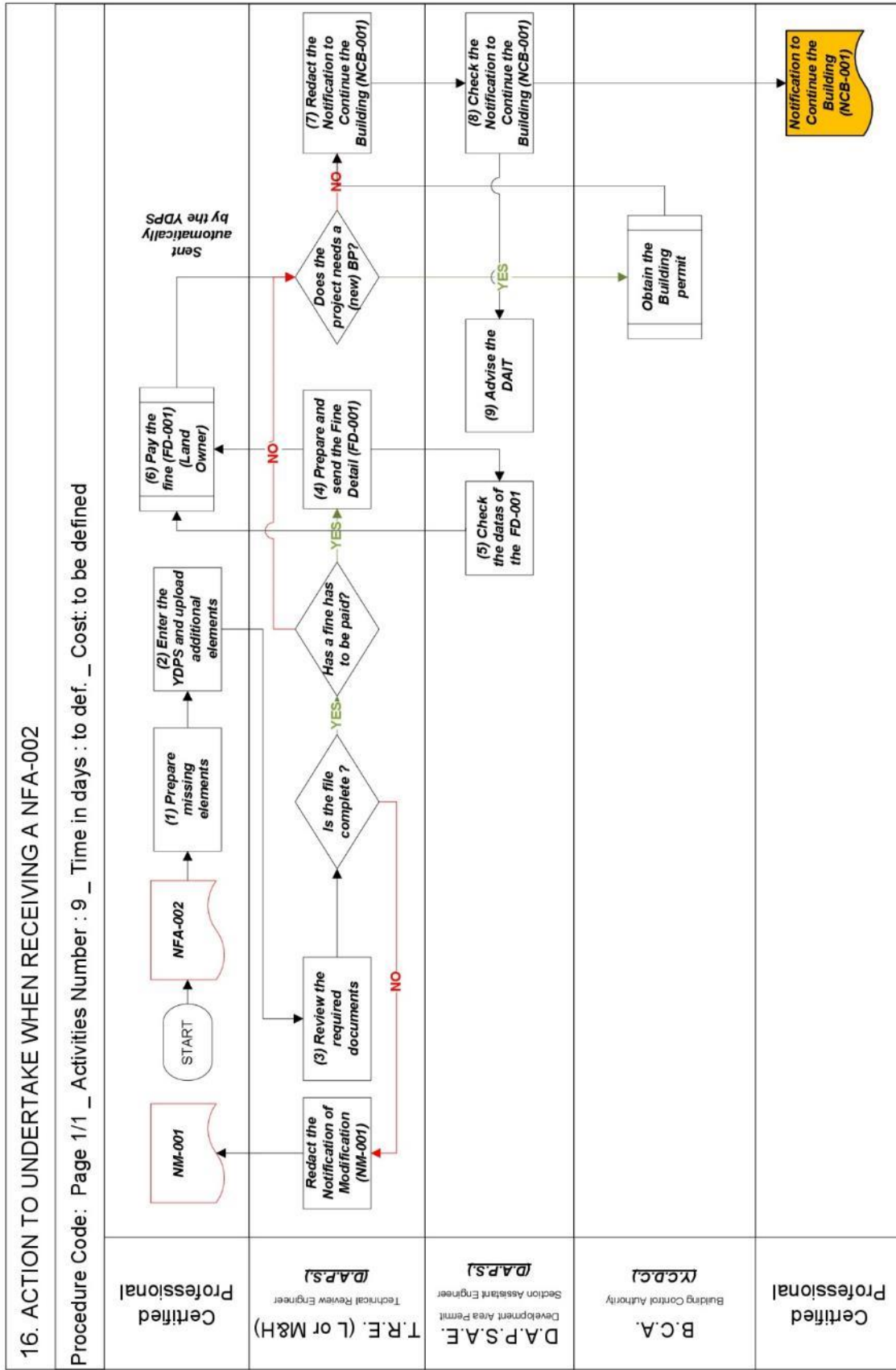
No	STEP DESCRIPTION	DEPARTMENT INVOLVED
1	After having received the NM-001, the certified professional prepares the missing elements and/or corrects his/her previous application.	DAPS
2	The applicant enters the YBPS and upload the corrected, missing elements to his/her application file.	
3	Once the applicant has uploaded his application file into the system, the file is automatically allocated to a Low Risk Building Technical Review Engineer or to a Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The LRBTRE or the MHRBTRE will review the composition of the file	LRBTRE MHRBTRE
4	If the file is complete, the LRBTRE or the MHRBTRE analyse if a fine has to be paid. If a fine has to be paid, the TRE prepares and sends the fine details to the DAPSAE	TRE
	If some elements are missing in the application file, a new notification (NM-001) redacted by the TRE is sent to the user to modify its application file (END OF THE PROCEDURE)	
5	The DAPSAE checks the fine details before sending it to the certified professional through the system.	DAPSAE
6	The certified professional transmit the FD-001 to the applicant so he can process with the payment	Certified professional
7	After having paid the fine the TRE is advised to continue with the procedure. If no building permit is required, he redacts the Notification to Continue the Building (NCB-001). If no fine has to be paid, the TRE redacts the Notification to Continue the Building (NCB-001)	TRE
8	The DAPSAE checks the NCB-001 and sends it to the certified professional so he can continue with the construction	DAPSAE
	If a building permit is required the applicant will have to apply to the BCA in order to get a Building Permit (END OF THE PROCEDURE)	
9	The DAPSAE sends a copy of the NCB-001 to the DAIS where the project is located to advise them that the construction can continue	DAIS

16.4. FORMS USED.

The forms used within the procedure are:

- The NFA-002: The Notice of Further Action 02;
- The NCB-001: The Notification to Continue the Building (NCB-001);
- The FD-001: The Fine Detail

16.5. MAPPING OF THE PROCEDURE.



17. OBTAINING THE BUILDING PERMIT VALIDITY EXTENSION APPROVAL.

17.1. RELEVANT LEGISLATION

- YCDC Building rules

17.2. OBJECTIVES

The objectives of this procedure are:

- a) To extent the validity of a building permit already issued
- b) Issue the Building Permit validity extension approval (BPE-002)

17.3. APPLICATION FRAMEWORK

This procedure applies for the following types of building: All building that have received a Building Permit

17.4. INDICATORS

- **Number of building permit validity extension approval issued per year:** Number of building permit validity extension approval issued in one year;

- **Average duration of the procedure:** Sum of the number of days for each application between the submission of the application in the YBPS and the issuance of the Building permit validity extension approval to the user / Number of applications which are concerned by the procedure (in days).

17.5. DEPARTMENTS INVOLVED

Internal Departments of the YCDC (at the Development Area level):

- The Development Area Permit Section;

17.6. DOCUMENTS TO PRESENT

Documents to present (document to be filled online through the YBPS:
1. Application form for the building permit validity extension (BPE-001);

17.7. RESULTS

The result of the procedure leads to the issuance of the Building permit Validity Extension Approval (BPE-002).

17.8. ACTIVITIES

No	STEP DESCRIPTION	DEPARTMENT INVOLVED	Number of days required
1	The applicant enters the YBPS. He fills the application form (BPE-001) and upload it into the YBPS.	DAPS	1
2	Once the applicant has uploaded his application file into the system, the file is automatically allocated to the Medium and High Risk Building Technical Review Engineer of the Development Area where the project is located. The MHRBTRE will review the application form and the reasons for which the applicant is asking a Building Permit Validity Extension.	MHRBTRE	
	If some elements are missing in the application form, a notification (NM-001) redacted by the MHRBTRE is sent to the user to modify its application file (END OF THE PROCEDURE)		

3	If the application form is complete, the MHRBTRE sends to the DAHPS so he can review and approve the reason for extension	DAHPS	
4	The HAD also approves the reason for the Building Permit Validity Extension	HDA	1
5	The MHRBTRE redacts the Building Permit Validity Extension Approval (BPE-001), the SFI -001 and sends them to the user	MHRBTRE	
5a	Once the payment has been made, the user receives automatically the BEP-002 in order to continue with the construction of the building	Certified professional / applicant	1
		TOTAL	3

17.9. DURATION.

The duration of this procedure is:

a) Number of days between the application is made through the YBPS and the moment when the user effectively receives its building permit validity extension approval.

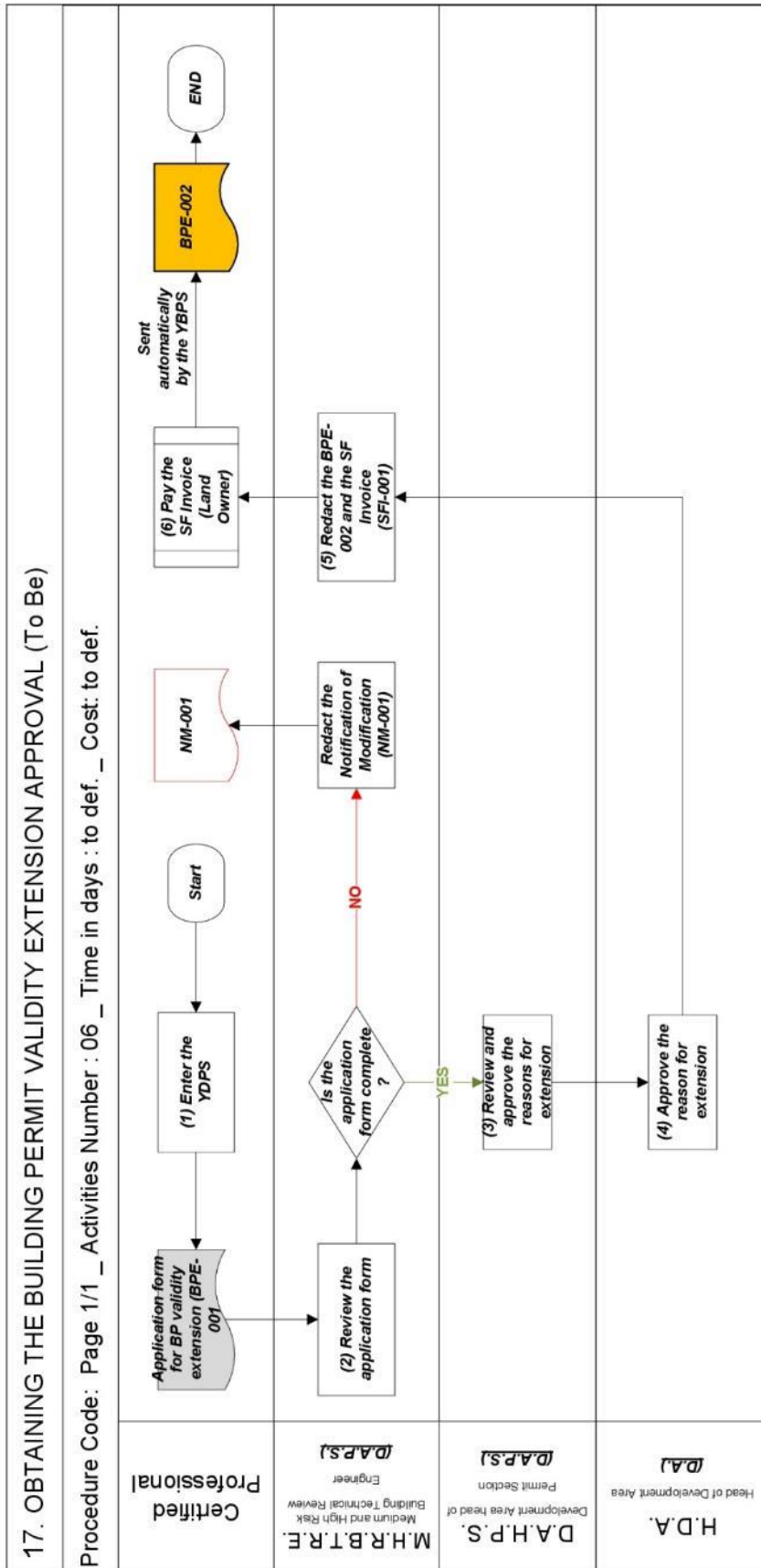
TOTAL: 3 Days

17.10. FORMS USED.

The forms used within the procedure are:

- The BPE-001: The Building permit validity extension Application Form;
- The BPE-002: The building permit validity extension approval.
- The SFI-001: The Scrutinization fees invoice

17.11. MAPPING OF THE PROCEDURE.



ANNEX 02: CRITERIAS FOR THE NFA-001 OR NFA-002 NOTICE.

1. Criteria for NFA-001:

- If changes to the external envelope were made without affecting the external dimensions of the envelope itself. It means that the dimensions of the external envelope are the same as the ones that were approved and changes only concerns the appearance of the envelope (relocate a window, etc.)
- If internal changes could be seen during the inspection but none of them concern the structural integrity of the building (move of non-bearing walls, etc.).

2. Criteria for NFA-002:

- If changes concerning the external envelope of the building could be seen during the inspection (dimensions of the building, setbacks, etc.). It means that there were changes concerning the external dimensions of the building comparing to the plans that were approved.
- If internal changes affecting the structural integrity of the building could be seen during the inspection without changing the dimensions of the external envelope.
- If a change concerning the future function has been seen during the inspection.
- Any construction being built or demolished without a Building or a Demolition Permit