

**Notice of the Office of the Leading Group for the Pilot Reform of
the Construction Project Review and Approval System in
Guangzhou on the Issuance of the *Guangzhou Pilot Work Plan for the
“Checklist System + Notification & Commitment System” Reform of
Construction Project Review and Approval***

To all district-level governments and parties concerned:

The *Guangzhou Pilot Work Plan for the “Checklist System + Notification & Commitment System” Reform of Construction Project Review and Approval*, approved by the Guangzhou Municipal People’s Government and filed with the Ministry of Housing and Urban-Rural Development, is hereby issued for your due implementation. Problems encountered during the course of implementation should be directly reported to the Office of the Leading Group for the Pilot Reform of the Construction Project Review and Approval System in Guangzhou (established under the Guangzhou Municipal Housing and Urban-Rural Development Bureau).

Office of the Leading Group for the Pilot Reform of the Construction Project Review and
Approval System in Guangzhou (Seal)

July 6, 2020

Guangzhou Pilot Work Plan for the “Checklist System + Notification & Commitment System” Reform of Construction Project Review and Approval

In order to implement the guiding principles of the 19th CPC National Congress, further enhance the efficiency and service quality of review and approval for construction projects in Guangzhou, and continue to optimize and improve the business environment in Guangzhou, this Plan is formulated pursuant to the provisions of the *Letter from Ministry of Housing and Urban-Rural Development Regarding Pilot Work on “Checklist System + Notification Commitment System” Review and Approval Reform (Jian Fa Han [2019] No. 207)* and in conjunction with the realities of Guangzhou Municipality.

1. Work Objectives

Based upon the new service mechanisms established by Guangzhou for the review and approval of construction projects led by private investment, requirements regarding “Checklist System + Notification & Commitment System” reforms will be thoroughly implemented for simple and low-risk industrial projects, small industrial and civil building projects, and modifications to existing buildings to further streamline procedures, reduce processing time and costs, and enhance quality control. The notification & commitment checklist is hereby issued to formulate category-based procedures and enhance the convenience of relevant procedures for enterprises.

In particular, the time needed for full review and approval of simple and low-risk industrial projects, i.e. from obtaining a site to property title registration, shall be 11 working days. The time needed for full review and approval of small industrial projects and civil building projects, i.e. from project initiation to completion acceptance, shall be controlled within 23 working days. The categorization of modifications to existing buildings will be refined by formulating targeted reform measures. In addition, the exemption of administrative review and approval procedures for building construction permits and fire protection matters by means of “Notification + Commitment” will be explored.

2. Scope of Application

2.1 Simple and low-risk construction projects led by private investment refer to: new ordinary warehouses and workshops that are financed wholly or primarily by private enterprises, foreign enterprises, or Hong Kong, Macao, or Taiwan enterprises, and that have, for any individual building within the boundaries of the lot, a constructed area of less than 2,500 square meters, a building height of no more than 24 meters, an annual comprehensive energy consumption below 1,000 metric tons of coal equivalent, a single function and simple technical requirements, and which do not produce, store or use inflammable, volatile, toxic, harmful or dangerous goods.

2.2 Small industrial and civil building projects refer to industrial and civil building projects with a constructed area less than 5,000 square meters for any individual building within the administrative jurisdiction of Guangzhou that are

required by relevant state and provincial requirements to apply for a building construction permit.

2.3 Modifications to existing buildings refer to construction projects that carry out modifications to existing buildings within the administrative jurisdiction of Guangzhou, including the renovation of existing buildings and projects that alter the main structure (or function) of existing buildings.

3. Reform Tasks

3.1 Streamlining of Review and Approval Procedures by Category

Based on project nature, procedures and processing time limits for various review and approval items have been comprehensively integrated, and the review and approval flowcharts for small industrial and civil building projects, simple and low-risk industrial projects, and modifications to existing buildings have been streamlined by category (see Annex 1-3 for details), in order to provide greater convenience to enterprises.

3.2 Continued Promotion of the “Notification + Commitment System”

All procedures from project initiation to completion acceptance and access to public utilities shall be comprehensively streamlined. The “Notification + Commitment System” will be implemented for review and approval items and documents where acts in contravention of review and approval criteria can be corrected during interim or post-works oversight, provided that no severe adverse consequences would arise (see Annex 4 for details). Relevant review and approval authorities shall timely issue detailed guidelines to the general public.

3.3 One-Stop Free Agency Services

Municipal and district-level government affairs service centers will establish enterprise agency service offices (dedicated counters), which will provide whole-process one-stop free agency services, individualized point-to-point services for relevant enterprises, and implement tailored policies for each enterprise. They will also offer consulting, guidance, coordination, and agency services based on the service requirements put forth by enterprises to help address their difficulties and efficiently promote project progress through targeted services.

3.4 Enhancing the Use of Regional Appraisal Outcomes

Traffic impact assessments, water impact assessments, energy conservation assessments, and earthquake safety assessments are not required for projects that have conducted regional appraisals and that meet all relevant urban-rural planning or Guangzhou building function management regulations. The transfer of land with pre-determined schematic designs for simple and low-risk industrial projects shall be promoted.

3.5 Exploring BIM and CIM Technical Applications

The registered architect responsibility system may be adopted in the application of construction permits for projects led by private investment that adopt BIM (Building Information Modelling) technology for project design purposes and CIM (City Information Modelling) systems to automatically review drawings. The construction design review certificate will not be required. Competent housing and urban-rural development authorities will conduct interim and post-works inspections instead.

3.6 Enhancing Job Requirements for Industry Practitioners

Supervisory engineers at construction sites must be an accredited Registered Supervisory Engineer and have a bachelor's degree or higher. A construction design reviewers should be a qualified Level I Registered Architect and have a bachelor's degree or higher. Apart from meeting the professional requirements specified by the Ministry of Housing and Urban-Rural Development, quality and safety inspection and management personnel must also obtain an administrative law enforcement certificate issued by the provincial government, and have a bachelor's degree or above.

3.7 Addressing Fire Protection Issues Related to the Revitalization and Utilization of Old Residential Complexes

The *Work Plan for Strengthening Fire Protection Management for the Revitalization and Utilization of Existing Buildings in Old Residential Complexes* has been formulated based on the principle of respecting history, under which special evaluations shall be carried out by fire protection design experts by means of an individual evaluation for each case. On the basis of no modifications to the function of existing buildings in old residential complexes, fire protection acceptance will be conducted based on the past standards in force at the time of design of existing buildings to address issues related to fire protection review and approval for old residential complexes. Technical measures will be adopted to enhance the fire prevention and rescue capabilities of existing old buildings without breaking existing laws and regulations.

3.8 Construction Quality and Safety Insurance Pilot Scheme

A construction quality and safety insurance system will be established. For construction projects not covered under Article 17 of the *Guangdong Provincial Construction Project Supervision Regulations* and that have not engaged a construction supervision company, project developers shall safeguard their rights and interests by means of purchasing construction quality and safety insurance. Insurance companies will engage risk management firms to conduct process management for construction projects. The scope of application may be expanded after the maturity of the pilot scheme.

3.9 Exploring the Exemption of Office Renovations in Existing Buildings from Administrative Review and Approval Procedures

Office renovations in existing buildings with a renovation area of less than 3,000 square meters (apart from those in crowded venues) may be exempt from applying for construction project planning permits, construction permits, and review

and approval procedures related to fire protection if such projects do not involve increases to the constructed area, total building height, or the number of floors, modifications to the building exterior, works that lower structural safety grade, or changes to the building function, provided that the main building has already completed fire protection acceptance (or filing) procedures. The management model for small projects under a designated size will apply to this category of projects, where the project developer shall provide a “notification + commitment” and complete procedures for logging project commencement information with the local town government or sub-district office. The primary responsibility will be borne by the project developer, while works will be conducted under the guidance of the property management company. In addition, construction quality and safety will be safeguarded by means of purchasing construction quality and safety insurance.

3.10 One-Stop Applications for Construction Permits by Category

Enterprises shall submit “one-stop” applications on the Guangzhou Joint Construction Project Review and Approval Platform, on which information is shared among relevant authorities. Project information will be automatically forwarded to public security authorities and water supply, sewerage discharge, and power supply service providers. All procedures will be carried out online, and enterprises will retrieve the review and approval outcomes through the online platform.

3.10.1 The joint processing of construction project permits and building construction permits shall be applicable to simple and low-risk industrial projects. The 15 existing processes, such as construction planning permits, building construction permits, construction drawing reviews, and applications for water supply and sewerage (including administrative review and approval, technical review, and public services), will be optimized and integrated. These shall be integrated into one “construction planning permit and building construction permit” procedure, with automatic processing of applications related to water supply, sewerage discharge, power supply, and street numbers.

3.10.2 Small industrial projects and civil building projects may apply for building construction permits in two phases for the aboveground and underground parts based on the progress of construction works. Matters related to project sites and planning procedures for each application phase shall be clarified to allow enterprises to immediately commence construction works after obtaining a site. Joint processing of construction project permits and building construction permits will be explored.

3.10.3 Modifications to existing buildings outside the scope of Item 9 of this Chapter are exempt from applying for a construction planning permit and may directly apply for a building construction permit if the project does not involve planning adjustments such as increases to the constructed area, total building height, or the number of floors, modifications to the building exterior, works that lower structural safety grade, or changes to the building function.

3.10.4 Projects that involve modifications to the main building structure (or building function) are required to apply for a building construction permit after applying for planning adjustments to the original review and approval authority if the project involves planning adjustments such as increases to the constructed area, total

building height, or the number of floors, modifications to the building exterior, works that lower structural safety grade, or changes to the building function.

3.11 Integration of Quality, Safety, Fire Protection, and Civil Air Defense Functions to Achieve “One-Stop” Approval and Oversight

In accordance with plans for government agency reforms made by the CPC Central Committee and the State Council, and in order to integrate building construction project quality, safety, fire protection, and civil air defense functions to achieve “one-stop” review, approval and oversight, competent administrative authorities for construction issuing building construction permits shall be responsible for the review and approval of specific matters related to project quality, safety, fire protection, and civil air defense. Consistency in various completion acceptance procedures shall be ensured by having the same project quality and safety oversight agency conduct whole-process oversight based on a “unified set of drawings.”

3.12 Implementation of Graded Quality and Safety Management

Graded risk checklists shall be established to strengthen internal risk management on the part of participating companies. Differentiated management will be implemented by project quality and safety oversight agencies based on engineering risk factors such as project nature, scale, and degree of technical complexity. Such agencies will prioritize the inspection of parts of the construction works that involve structural safety with greater hazards, and conduct oversight over the fulfillment of primary responsibility by project developers and the on-site implementation of quality and safety measures by construction contractors. Where companies participating in the project are found to have engaged in conduct in violation of relevant laws and regulations, project quality and safety oversight agencies will increase the frequency and intensity of random oversight inspections and adopt measures such as ordering rectifications, recording misconduct, imposing administrative penalties, and prosecuting legal violations.

3.13 Optimization of Joint Mapping and Surveying Procedures

Inconsistencies in standards for verification survey of construction project planning conditions, real estate mapping and surveying, and civil air defense survey will be comprehensively identified and investigated. The roll-out of local technical standards for Guangzhou – the *Technical Specifications for Joint Construction Project Surveying and Mapping* – will be accelerated to promote entrustment to one firm, joint mapping and surveying, and sharing of outcomes.

3.14 One-Stop Joint Completion Acceptance

Enterprises may retrieve relevant acceptance outcome documents online after submitting a one-stop application on the Guangzhou Joint Construction Project Review and Approval Platform. Dedicated acceptance procedures by government authorities involved in project completion acceptance and completion acceptance on the various responsible project participating companies will be completed in one sitting. Enterprises shall apply for first-time real estate registration based on the *Joint Acceptance Opinion* that includes project completion acceptance filing content.

Project information will be concurrently forwarded to the Urban Development Archives.

3.14.1 After successful joint completion acceptance of simple and low-risk industrial projects, street numbers will be concurrently issued. The processing time will be further reduced to five working days.

3.14.2 Modifications to existing buildings that opt for “Notification + Commitment” may go into operation after the project developer completes relevant completion acceptance work and other administrative permit matters.

4. Supporting Measures

4.1 *Strengthening organizational leadership.* The Office of the Leading Group for the Pilot Reform of the Construction Project Review and Approval System in Guangzhou (established under the Municipal Housing and Urban-Rural Development Bureau) will coordinate the advancement of the pilot scheme, strengthen oversight over work related to reforms, and regularly report work progress to the Ministry of Housing and Urban-Rural Development and Guangdong Provincial Housing and Urban-Rural Development Department. Relevant municipal authorities and district-level governments should timely carry out all tasks related to reforms in accordance with the provisions of this Plan.

4.2 *Enhancing interim and post-works oversight.* All relevant review and approval authorities shall establish measures for interim and post-works oversight appropriate for reforms to review and approval procedures in accordance with the “Dual Random and One Publicity” requirements. Acts by enterprises in violation of the “Notification + Commitment” system or relevant laws and regulations shall be timely forwarded to “Credit Guangzhou” for public disclosure. With respect to construction projects with latent risk hazards, targeted measures shall be formulated for routine oversight to strictly address all acts in violation of relevant laws and regulations and form closed-loop management, in order to ensure that fewer procedures do not mean fewer responsibilities and delegation of authority does not lead to poorer services. The use of credit information in the Guangzhou Joint Construction Project Review and Approval Platform will be enhanced. Relevant review and approval authorities shall not allow enterprises that have been blacklisted as discreditable to perform relevant procedures through “notification + commitment” or conditional acceptance. Strict review and approval will be conducted in accordance with the law to achieve “one dishonest behavior leading to restrictions at every turn.”

4.3 *Strengthening policy communication and training.* All relevant authorities and district-level governments should enhance the publicity of relevant pilot measures through multiple channels. Relevant training for staff from review and approval departments, frontline service staff at counters, and various major enterprises should be strengthened to provide quality public consulting and policy interpretation services. A “reform experience system” will be established to invite enterprise representatives to experience the fruits of pilot reforms through actual construction project applications, with enterprise feedback and suggestions timely collected to enhance enterprise satisfaction.

The Plan shall come into effect from the date of issuance. Based on the nature of construction projects in specialized fields, authorities overseeing transportation, water affairs, and forestry and landscaping may further refine operational guidelines within the framework set out in the Plan.