



D. Standard Operating Procedure for Building Construction



D. Building Construction

An EZ Unit Investor, planning to construct factory building(s) in the EZ, is required to obtain necessary permission/approval of building construction, firefighting floor plans (NOC) and environmental clearance certificate through BEZA-OSS Center. The required procedures to be followed are summarized below according to the stages of construction:

Step 1: Preparatory stage for starting building construction

After receiving Investment Clearance from BEZA-OSS Center and Certificate of Corporation issued by RJSC through BEZA-OSS Center, an EZ Unit Investor may apply for approval of building construction, firefighting floor plan (NOC) and environmental clearance certificate to start the construction works of the factory building(s) following the sequence as mentioned below:

- a) At first, the EZ Unit Investor shall obtain approval of **Land Use Plan** from BEZA-OSS Center in order to confirm that the land use plan has been prepared according to the required standard following the master plan of the EZ approved by BEZA.
- b) After obtaining approval of Land Use Plan from BEZA-OSS Center, the EZ Unit Investor shall apply for **approval of Building Construction** and **Fire Fighting Floor Plan (NOC)**, and also **obtain environmental clearance*** from BEZA-OSS Center.
- c) The BEZA-OSS Center reviews and examines all the submitted documents and drawings prepared following the applied laws and regulations such as, the Bangladesh Economic Zones (Construction of Building) Rules, 2017, Fire Prevention and Extinction Rules 2014, Bangladesh Environmental Conservation Rules 1997 (Amendments-2010) and **Bangladesh National Building Code (BNBC) 2006/2015**.
- d) If the submitted documents and drawings are confirmed their conformity, BEZA-OSS Center shall issue a **Building Permit** upon approval of the Fire Fighting Floor Plan (NOC) and the Building Construction Plan and issuance of environmental clearance certificate and hand it over to the EZ Unit Investor
- e) After receiving the Building Permit, the EZ Unit Investor may **commence their construction works**.

** If the proposed industry falls under red category (following the list of DOE), the EZ Unit Investor requires approval of Environmental Impact Assessment (EIA) report before commencing factory building construction works. On the other hand, for category Green, Orange A and Orange B; ECC is required for starting of construction works.*

Step 2: Construction stage

- a) Before appointing a Contractor for construction of the building (s)/factory(ies) of which Building Permit is obtained from BEZA-OSS Center, the EZ Unit Investor shall submit a formal request along with required information about the Contractor to BEZA-OSS Center for registration.
- b) Seven (7) days prior to the commencement of construction works, the EZ Unit Investor shall submit prescribed **Project Information Sheet** duly filled-in to BEZA-OSS Center informing them about the responsible person(s) assigned for the construction of factory building such as Project Manager/ Site Supervisor /Site Engineer.
- c) During the construction period, the designated official(s) of the BEZA-OSS Center conducts following **Intermediate Inspections** to monitor the compliance of approved construction plans and firefighting floor plan (NOC) as well as progress of construction works:
 - (i) First Inspection: at the stage of Foundation Works
 - (ii) Second Inspection: at the stage of Structure Framing Works
- d) It should be noted that the Intermediate Inspections will be made aiming to confirm whether the

construction work is done in line with the approved plans of Building Permit and Fire Fighting Floor Plan. However, such inspections by BEZA official does not aim to assure the safety of the building (s)/ factory(ies).

- e) The EZ Unit Investor shall ensure that the building construction plan and related structural designs and drawings are prepared by the qualified and competent professionals registered with respective professional bodies in conformity with the national rules and regulations and BNBC 2006/2015. Furthermore, for supervision of construction work the EZ Unit Investor shall engage the same engineering firm, who were engaged in design in order to ensure safety.
- f) As for Mechanical, Electrical & Plumbing (MEP) works the EZ Unit Investor shall submit **Mechanical, Electrical & Plumbing (MEP) Plans** along with required documents and drawings to the BEZA-OSS Center, prepared by a professional engineering consultancy firm and obtain necessary approval before starting the Mechanical, Electrical & Plumbing (MEP) works.
- g) When the Mechanical, Electrical, plumbing works are completed, the EZ Unit Investor shall request BEZA-OSS Center for inspection. If the EZ Unit Investor passes the inspection, BEZA-OSS Center issues an **approval of Electricity Connection and Plumbing**.
- h) In case of natural gas connection, the EZ Unit Investor shall submit **Natural Gas Connection Plans** along with required documents and drawings prepared by a professional engineering consultancy firm and obtain necessary approval from BEZA-OSS Center.

Step 3: Completion stage of construction

- a) After completion of all construction & installation works, the EZ Unit Investor shall request BEZA-OSS Center to conduct **Final Inspection** on the followings:

Building work:	Inspection for the conformity of the actual building work with the documents and drawings attached with Building Permit
Fire safety:	Inspection for the conformity of the actual fire protection system with the documents and drawings according to Approved Fire Fighting Floor Plan (NOC).
Mechanical, Electrical & Plumbing (MEP):	Inspection for the conformity of the actual MEP works with the documents and drawings approved by BEZA-OSS Center.
Natural gas connection:	Inspection for the conformity of the actual gas connection works with the documents and drawings approved by BEZA-OSS Center
- b) When the EZ Unit Investor passes the Final Inspection, BEZA-OSS Center arranges issuance of Effectiveness Certificate in favor of Fire Safety Arrangement **and thereafter, the EZ Unit Investor is provided with an Occupancy Certificate**.
- c) After obtaining the Occupancy Certificate, the EZ Unit Investor can **use the building(s) / factory (ies)**.

Step 4: Operation Stage

1. Once occupying the factory building, the EZ Unit Investor shall ensure renewal of the relevant permission/approvals at certain intervals as required by the building, fire safety, electrical & natural gas related rules and regulations. Accordingly, the EZ Unit Investors shall time to time request BEZA-OSS Center to conduct necessary inspections as required to renew licenses including Fire License.
2. When the EZ Unit Investor passes the inspections, BEZA-OSS Center renews the Fire License and electricity safety certificate.

Other Procedures:

1. Design Modification

If the EZ Unit Investor wants to change the design of the building(s)/ factory (ies), or interior of the office(s), at first, the Investor shall consult with BEZA-OSS Center. BEZA-OSS Center shall decide whether a new application for Building Permit/Approval of Fire Fighting Floor Plan (NOC) will be required or not. For any kind of modification, the unit investor requires obtaining approval from BEZA-OSS Center.

2. Partial Use of Building

If the EZ Unit Investor wants to start using the building(s)/ factory (ies) partially during installation of machinery and equipment and/or for conducting training of employees, etc. before obtaining Occupancy Certificate, the EZ Unit Investor shall submit an Application for Partial Use of the building /factory along with required documents and drawings such as plan for safety construction work, evacuation route in case of fire, fire protection plan to BEZA-OSS Center. Before submitting such application for partial use, the unit investor must consult with the BEZA OSS Center. However, such permission for partial use is time bound.

D1-1. Land Use Plan Permit

Required Documents	<ul style="list-style-type: none"> a) Application Form (FORM-BP-01-A). b) Location and plot map of EZ. c) Land Use Plan (which is showing position of building, internal road, green area, setback line, gate and gate house, Fence and other facilities) d) Utility Connection Plan (connection route of Electricity, Water, Sewage, Rainwater, Fence & others). e) Other documents and drawings required by BEZA-OSS Center.
Legal Basis	<ul style="list-style-type: none"> a) The Bangladesh Economic Zones Act, 2010. b) The Bangladesh Economic Zones (Construction of Building) Rules, 2017. c) BNBC 2006/ 2015.
Actual Procedures	<ul style="list-style-type: none"> a) The Applicant will visit BEZA-OSS web site and fill out online application form and submits above mentioned required documents. b) BEZA-OSS Center reviews the submitted documents. c) If submitted documents are confirmed their conformity, BEZA-OSS Center issues Land Use Plan Permit and provides it to the Applicant in both soft/hard copy signed by authorized officers at BEZA-OSS Center.
Time Frame	Within 7 Working days after officially receiving the application.
Application Fee	BDT 500 /-
Remarks	<ul style="list-style-type: none"> - If the EZ developer has own “Internal Regulations for land use and construction”, approved by BEZA, the Applicant shall obtain an evidence of confirmation from the EZ developer and attach to the application documents. - Submit one (1) original for review then two (2) originals for approval later: BEZA (1), EZ (1), Investor (1) and set of pdf data by CD.

D1-2. Building Permit

Required Documents	<ul style="list-style-type: none"> a) Application Form (FORM-BP-02-A) b) Architectural Drawing <ul style="list-style-type: none"> i) Project Description (refer to FORM-BP-02-A no.1), Floor area ratio (FAR) calculation ii) Recent Photographs of the site (not more than 7 days before) iii) Digital Survey Report identifying Plot size and dimensions. (with soft copy) iv) Floor Plans (every floor and roof plan with soft copy) v) All Elevations and Sections (min.3 nos. major section with soft copy) vi) 3D View indicating building names (Axonometric view of plot) vii) Sewage Treatment Plant & Effluent treatment plant with capacity viii) Copy of Approved Hazardous storage/ Fuel Tank / CNG Tank plan ix) Machinery Installation Plan x) Chart of BEZA rules 2017 (Building) (FORM-BP-02-C) xi) Building materials and typical finishing materials list (name & quantity) c) Structural Analysis <ul style="list-style-type: none"> i) Structural Drawings (certified by structural engineer)
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	<ul style="list-style-type: none"> ii) Soil Investigation Report iii) Calculation Report (for the purpose of reference) d) Electrical Plan e) Mechanical and Plumbing Plan f) Copy of Approved Firefighting floor Plan (NOC) g) Information of Licensed Engineers/ Architects (FROM-BP-02-B) h) Engineer's confirmation on compliance of BNBC Code i) Copy of ECC (Green & Orange-A, B category) j) Copy of EIA approval (Red category) k) E-data of all documents and drawings by PDF format l) Other documents and drawings required by BEZA-OSSC 																				
Legal Basis	<ul style="list-style-type: none"> a) Building Construction Act, 1952. b) BNBC Code 2006/2015. c) The Bangladesh Economic Zones (Construction of Building) Rules, 2017. 																				
Actual Procedures	<ul style="list-style-type: none"> a) The Applicant will visit BEZA-OSS website and fill out online application form and submit above mentioned required documents with required application fee. b) BEZA-OSS Center reviews the submitted documents. c) If submitted documents are confirmed their conformity, authorized BEZA-OSS officer issues the electronic letter of approval to applicant as well as hard copies signed by authorized officers at BEZA-OSS Center. 																				
Time Frame	Within 30 working days after officially receiving the application																				
Application Fee	<table border="1"> <thead> <tr> <th>Floor area up-to (m2)</th> <th>BDT</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>400</td> </tr> <tr> <td>500</td> <td>1,500</td> </tr> <tr> <td>1,000</td> <td>4,200</td> </tr> <tr> <td>3,000</td> <td>30,000</td> </tr> <tr> <td>5,000</td> <td>72,000</td> </tr> <tr> <td>10,000</td> <td>96,000</td> </tr> <tr> <td>20,000</td> <td>150,000</td> </tr> <tr> <td>30,000</td> <td>240,000</td> </tr> <tr> <td>30,000 over</td> <td>420,000</td> </tr> </tbody> </table> <p>**BEZA can set up their own system regarding application fee.</p>	Floor area up-to (m2)	BDT	100	400	500	1,500	1,000	4,200	3,000	30,000	5,000	72,000	10,000	96,000	20,000	150,000	30,000	240,000	30,000 over	420,000
Floor area up-to (m2)	BDT																				
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30,000 over	420,000																				
Remarks	<ul style="list-style-type: none"> - The application shall be submitted by the EZ Unit investor; however, in case of situation where Investor entrusts to the Contractor, the Investor needs to prepare a Power of Attorney and attach to the application documents. - If the EZ developer has own "Internal Regulations for Building Construction", the Applicant shall obtain an evidence of confirmation of the building construction plan from the EZ developer and attach to the application documents. - Building Permit shall not be issued until the Fire Safety Plan is approved by BEZA-OSS Center. - Submit one (1) original for review then two (2) originals for approval later; BEZA (1), EZ (1), Investor (1) and set of pdf data by CD 																				

D1-3. Submission of Project Information Sheet

Required Documents	<ul style="list-style-type: none"> a) Project Information Form (FORM-BC-01) b) Temporally Facilities Location Plan c) Construction Safety Plan d) Construction Schedule by Chart
Actual Procedures	<ul style="list-style-type: none"> a) The Applicant will visit BEZA-OSS web site and fill out online Project Information Form and submit above mentioned required documents by seven (7) days prior to the commencement of construction. b) BEZA-OSS Center reviews the submitted documents c) If submitted documents are confirmed their conformity, Authorized BEZA-OSS officer stamps “RECEIVED” to the Project Information Sheet and returns to the Applicant
Required Processing Time	01 working day
Application Fee	Free of Charge.
Remarks	Submit two (2) originals; BEZA (1), EZ (1)

D1-4. Registration Form of Contractor

Required Documents	<ul style="list-style-type: none"> a) Registration Form of Contractor. (FORM-BC-02) b) Copy of Company Registration Certificate of Contractor. c) Company Profile (including organization chart) of Contractor and Mother company d) Project Experience in Asia (5 years) of Contractor and Mother Company. e) Financial Statements (3 years) of Contractor and Parent Company f) Letter of Confirmation for Appointment, if any
Actual Procedures	<ul style="list-style-type: none"> a) The Applicant visits BEZA-OSS web site and fills out online application form and submit above required documents b) BEZA-OSS Center reviews the submitted documents c) If submitted documents are confirmed their conformity, Authorized BEZA-OSS officer issues the Contractor Registration Certificate to applicant.
Required Processing Time	01 working day, if the all required documents are submitted
Application Fee	BDT 50,000 /-
Remarks	Submit two (2) originals; BEZA (1), EZ (1).

D1-5. Intermediate Inspection

Required Documents	a) Application Form (FORM-BP-03-A)
Actual Procedures	<p>a) The Applicant will visit BEZA-OSS web site and fill out online application form at least 14 days prior to the requested inspection date.</p> <p>b) The Applicant pays application fee through BEZA-OSS online website.</p> <p>c) BEZA-OSS Center informs the actual date of Intermediate Inspection and the name of Inspector to the Applicant within 5 days after the receiving the application.</p> <p>d) The Inspector (Architect/Engineer) conducts the Intermediate Inspection at the Project Site.</p> <p>e) The Inspector prepares the Inspection Record.</p> <p>f) If receiving any comment or instruction by the inspector for improving construction works, the Applicant will take necessary actions and submit the implementation report with photos to BEZA-OSS Center.</p> <p>g) BEZA-OSS Center gives a stamp “Approved” to the Inspection Record and return it to the applicant within 3 days.</p>
Required Processing Time	One working day for inspection.
Application Fee	BDT 1,000 /- for one inspection
Remarks	<ul style="list-style-type: none"> - First Intermediate Inspection at the stage of Foundation Work - Second Intermediate Inspection at the stage of Structure Framing Work - BEZA Engineers can also visit the site any time to see the progress of construction works - Submit two (2) originals; BEZA (1), EZ (1)

D1-6. Building Completion Certificate

Required Documents	<p>a) Application Form (FORM-BP-04-A)</p> <p>b) As built drawing (pdf version)</p>
Actual Procedures	<p>a) The Applicant submits the application form for Final Inspection to BEZA-OSS Center at least 14 days prior to the requested inspection date.</p> <p>b) The BEZA-OSS Center informs the actual date of Final Inspection and the name of Inspector to the Applicant within 5 days after the receiving the application.</p> <p>c) The Inspector (Engineer/ Architect) conducts the Final Inspection at the Project Site.</p> <p>d) The Inspector adds result of Inspection on the Final Inspection Record and returns original to the Applicant.</p> <p>e) When Applicant passes the Final Inspection, authorized BEZA-OSS officer issues “Occupancy Certificate” to the Applicant.</p>
Required Processing Time	07 working days, if no objections.
Application Fee	BDT 2,000 /- (for one inspection)
Remarks	Occupation certificate is issued by BEZA-OSSC after “Effectiveness Certificate in favor of Fire Safety Arrangement” and other necessary licenses are issued.

D2-1. Application for Design Modification

Required Documents	<ol style="list-style-type: none"> 1. Application Form (FORM -BC-03) 2. Design change/ notification by Unit investor 3. Documents and drawings after the modification (Signed by professional) 4. Fire safety drawings after the modification. 5. Structural Drawings and Calculation Report (the structural design modification and Engineering certificate)
Actual Procedures	<ol style="list-style-type: none"> 1. The Applicant consults with the BEZA-OSS Center. 2. The Applicant will visit BEZA-OSS web site and fill out online application form and submit above mentioned required documents. 3. BEZA-OSS Center reviews the submitted documents 4. If submitted documents are confirmed their conformity, BEZA-OSS Center issues the electronic letter of approval to Applicant as well as hard copies signed by authorized officers at BEZA-OSS Center.
Required Processing Time	Within 7 Working days if no objection
Application Fee	BDT 20,000/- (or same as Building Permit application)
Remarks	<ul style="list-style-type: none"> - Before the submission of Application for Design modification, the EZ Unit Investor is required to consult with BEZA-OSS Center on the design change to confirm whether the new Application for Building Permit/Approval of Fire Safety Plan is required or not. If it is not required, the EZ Unit Investor can submit Application for Design Modification to BEZA-OSS Center. - Submit one (1) original for review then two (2) originals for approval: BEZA (1), EZ (1), Investor (1)

D2-2. Application for Partial Use of the Building

Required Documents	<ol style="list-style-type: none"> 1. Application Form (FORM-BC-04) 2. Safety Plan for partial use* 3. Planned Drawings for partial use** 4. Fire Safety Drawings for partial use*** 5. Construction Schedule for partial use****
Actual Procedures	<ol style="list-style-type: none"> 1. The Applicant consults with the BEZA-OSS Center. 2. The Applicant visits BEZA-OSS web site and fill out online application form and submit above mentioned required documents 3. BEZA-OSS Center reviews the submitted documents 4. If submitted documents are confirmed their conformity, BEZA-OSS Center issues electronic letter of permit to Applicant as well as hard copies signed by authorized officers at BEZA-OSS Center.

	<p>5. When the Applicant is ready for Partial Use, the Applicant undergoes Inspection by the BEZA-OSS Center.</p> <p>6. The Inspector adds result of Inspection on the Record of Inspection and returns one original to the Applicant</p> <p>7. When Applicant passes the Inspection, the BEZA-OSS Center issues Applicant can start to use the building partially.</p>
Required Processing Time	Within 7 Working days, if no objection
Application Fee	To be confirmed (Free)
Remarks	<p>Safety Plan for partial use*:</p> <ul style="list-style-type: none"> - To explain proposed plan how take measures on work safety, fire safety including evacuation route and other proposals on safety during the partial using of building in both areas of construction work and partial use. <p>Planned Drawings for partial use**:</p> <ul style="list-style-type: none"> - To show the partial using area on the approved drawings such as Site Plan, Floor Plans, Elevations and Sections <p>Fire Safety Drawings for partial use***:</p> <ul style="list-style-type: none"> - To show the fire safety measures on the approved drawings such as fire alarming, firefighting, and evacuation route in both areas of construction work and partial use. <p>Construction Schedule for partial use****:</p> <ul style="list-style-type: none"> - To explain the construction schedule and show the duration of partial use, connection date of utilities, final inspection date and the date of start operation <p>Submissions:</p> <ul style="list-style-type: none"> - Submit one (1) original for review then two (2) originals for approval: BEZA (1), EZ (1), Investor (1) and set of pdf data by CD

List of FORMS

Form No.	Name
FORM-BP-01-A	Application for Land Use Plan Permit
FORM-BP-01-B	Land Use Plan Permit
FORM-BP-02-A	Application for Building Permit
FORM-BP-02-B	Information of Licensed Engineers/Architects
FORM- BP-02-C	Chart of BEZA rules 2017 (Building)
FORM-BP-02-D	Building Permit
FORM-BP-03-A	Application for Intermediate Inspection
FORM-BP-03-B	Record of Intermediate Inspection
FORM-BP-04-A	Application for Final Inspection
FORM-BP-04-B	Record of Final Inspection
FORM-BP-04-C	Occupancy Certificate
FORM-BC-01	Project Information Sheet
FORM-BC-02	Registration form of Contractor
FORM-BC-03	Application for Design Modification
FORM-BC-04	Application for Partial Use Permit
FORM-BC-05	Record of Inspection for Partial Use

Application for Land Use Plan Permit

Date: ____/____/20__

1	Applicant	
	Name of Applicant:	
	Present Address:	
	Usage type of Proposed Building	<input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Others
	Contact:	Tel No.: _____ Email: _____
2	Building Information	
	Location / Plot No./ Name of EZ	
	Purpose of Construction:	<input type="checkbox"/> New Construction <input type="checkbox"/> Extension <input type="checkbox"/> Renovation <input type="checkbox"/> Retrofitting
	Type of Structure	<input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Pre-Fabricated <input type="checkbox"/> Others
	Storey: / Max Height:	_____ storey / _____ m
	Number of Building	
	Land area (sqm):	_____ sqm
	Building area (sqm):	_____ sqm
	Ground Coverage (%)	_____ %
	Total Floor Area (sqm)	_____ sqm
	Floor Area Ratio (FAR)	
3	Construction Schedule	
	Date of Commencement	
	Date of Completion	
4	Attached Documents and Drawings	
	<input type="checkbox"/> Master Plan of Economic Zones Identifying the Plot <input type="checkbox"/> Individual Plot Layout Plan <input type="checkbox"/> Utility connection (connection route of Electricity, Water, Sewage, Rainwater, others) <input type="checkbox"/> Other items	

We hereby certify that the above information is true and correct.

Applicant:

Name _____

Signature: _____

OSS/BEZA record:

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

FORM-BP-01-B

**THE PEOPLE'S REPUBLIC OF BANGLADESH
BANGLADESH ECONOMIC ZONES AUTHORITY**

Land Use Plan Permit

Memo No: xxx-LUP-xx

Date:

Your Reference: Land use Plan Permit (Application No. xxx) submitted by (Company Name) on (Date)

Attention: (Company Name)

Company Address

In reference to the above-mentioned application, land use plan approval committee reviewed and examined all the documents and drawings submitted by (Company Name) at the meeting held on (Date). The committee found the conformity of all the drawings with the BEZA Construction rules,2017. Consequently, BEZA-OSS Center hereby approves the Land use Plan to (Company Name) for constructing the factory in (Name of Economic Zone);

(i) This Land use Plan Permit shall be valid only for the factory construction as under;

Name of the Economic Zone :
Plot Number :
Land Area(sqm) :
Building Area(sqm) :
Total Floor Area(sqm) :

(ii) In case you make any modification by adding /extending /deducing or in any other form to the construction design or plan approved under this Land use Plan Permit or if you intend to construct a factory in any place other than Plot No., xxx, (name of Zone, BEZA), you shall be required to apply for a new Land Use Plan Permit to BEZA-OSS Center.

(iii) This Land Use Plan Permit is issued based on the details furnished by you in your Land Use Plan Permit Application No. xxx.

Enclose:

- Approved Land use Plan (one set)

(Authorized officer)

BEZA-OSS Center

Copy forwarded to:

- Member (P & D), BEZA
- General Manager (P & D), BEZA
- Manager (O.S.S), BEZA
- PS to Chairman, BEZA (for kind information of the Executive Chairman)
- Office Copy
- Guard File

FORM-BP-02-A**Application for Building Permit**

Date: ____/____/20__

1 Applicant	
Name of Applicant:	
Company Name:	
Company Address:	
Usage type of Proposed Building (Kind of Manufacturing):	
Contact:	Tel No.: _____ Email: _____
2 Building Information	
Location / Plot No. Name of EZ	
Purpose of Construction:	<input type="checkbox"/> New Construction <input type="checkbox"/> Extension <input type="checkbox"/> Renovation <input type="checkbox"/> Retrofitting
Type of Structure	<input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Prefabricated <input type="checkbox"/> Others
Storey: / Max Height:	_____ storey / _____ m
Number of Building	
Land area (sqm):	_____ sqm
Building area (sqm):	_____ sqm
Floor area (sqm)	GF: _____ 1F: _____ 2F: _____ 3F: _____ 4F: _____ 5F: _____
Total Floor Area (sqm)	_____ sqm
Ground Coverage (%)	_____ %
Floor Area Ratio (FAR)	
3 Construction Schedule	
Date of Commencement	
Date of Completion	
4 Attached Documents and Drawings (including Engineer's/Architect's statement on compliance of BNBC)	
<input type="checkbox"/> Site Layout Plan (with soft copy) <input type="checkbox"/> Finish Schedule and Specific quantity <input type="checkbox"/> Floor Plans (every story with soft copy) <input type="checkbox"/> All Elevations and Sections (min. 3 nos. major section with soft copy) <input type="checkbox"/> 3D View indicating building names (Axonometric view of plot) <input type="checkbox"/> Sewage Treatment Plant & Effluent treatment plant with capacity <input type="checkbox"/> Machinery Installation Plan <input type="checkbox"/> Copy of Approved Hazardous storage/fuel/CNG tank Plan <input type="checkbox"/> Chart of BEZA rules2017(FORM-BP-02-C)	<input type="checkbox"/> Structural Drawings (certified by structural engineer) <input type="checkbox"/> Soil Investigation Report <input type="checkbox"/> Calculation Report (for purpose of reference) <input type="checkbox"/> Copy of Approved Fire Fighting Floor Plan (NOC) <input type="checkbox"/> Electro-mechanical & Plumbing Plan <input type="checkbox"/> Copy of ECC(Green & Orange A,B category) <input type="checkbox"/> Copy of EIA approval (Red Category) <input type="checkbox"/> Information of Licensed Engineers/Architects (FORM-BP-02-B) <input type="checkbox"/> Digital Survey report identifying plot size and dimension (with soft copy)

We hereby certify that the above information is true and correct. The Authority may cancel the construction approval in future due to giving incorrect information or discrepancy.

Licensed Architect;**Licensed Engineer;****Applicant;**

Name _____ Name: _____ Name: _____

Signature: _____ Signature: _____ Signature: _____
 Professional No.: _____ Professional No.: _____ Professional No.: _____
 BEZA-OSS record: _____

Received: ____/____/20__	Checked: ____/____/20__	Approved: ____/____/20__
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____

FORM-BP-02-B

Information of Licensed Engineers/Architects

Date: ____/____/20__

1. Licensed Engineer's Information

A: REGISTERED ARCHITECT

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

B: STRUCTURE ENGINEER

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

C: EQUIPMENT ENGINEER / (FIRE FIGHTING SYSTEM)

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

2. Documents to be attached for each Engineer:

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

We hereby inform that the above Engineers will take necessary responsibility to design of the building under the Bangladesh National Building Code.

Applicant:
 Company Name: _____
 Representative: _____
 Signature: _____

Stamp

FORM-BP-02-D

**THE PEOPLE’S REPUBLIC OF BANGLADESH
BANGLADESH ECONOMIC ZONES AUTHORITY**

BUILDING PERMIT

Memo No: xx-BCP-xxx

Date:

Your Reference: Building Permit (application No. xxx) submitted by (Company Name) on (Date).

Attention: (Company Name)

Company Address

With reference to the above-mentioned application, Building Committee reviewed and examined all the documents and drawings submitted by (Company Name) at the meeting held on (Date). The Committee found the conformity of all the drawings with the Bangladesh Economic Zones (construction of Building) Rules, 2017 and the Bangladesh National Building Code 2006/2015. Consequently, BEZA-OSS Center hereby grants a Building Permit to (Company Name) for constructing its factory in (Name of Economic Zone) as under;

I. Terms and Conditions for Approval:

i) This Building Permit shall be valid only for the factory construction as under;

Name of the Economic Zone	:
Plot Number	:
Land Area(sqm)	:
Building Area(sqm)	:
Total Floor Area(sqm)	:

ii) In case you make any modification by adding /extending /deducing or in any other form to the construction design or plan approved under this Building Permit or if you intend to construct a factory in any place other than Plot No., xxx, (name of Zone, BEZA), you shall be required to apply for a new Building Permit to BEZA-OSS Center.

iii) This Building Permit shall become invalid unless the construction work on the permitted site commences within one (1) year from the date of issuance, or if the construction work permitted on the site is suspended or abandoned for a period of one (1) year after the construction work has commenced. For the extension of the validity period of this Building Permit, a request letter shall be submitted to BEZA-OSS Center with justifiable cause demonstrated.

iv) This Building Permit is issued based on the details furnished by you in your Building Permit Application No. xxx.

v) When a Contractor for the factory construction permitted under this Building Permit is appointed, you shall submit “Request for Contractor Registration” with other required documents to BEZA-OSS Center.

vi) The construction works permitted under this Building Permit shall be implemented in compliance with the Bangladesh National Building Code 2006/2015.

- vii) The construction works permitted under this Building Permit shall be implemented in compliance with the terms and conditions and/or restrictions provided for in the Fire Fighting Floor Plan Approval No. xxx-xxx dated (Date) issued by the FSCD.
- viii) The construction permitted under this Building Permit shall be implemented in compliance with the terms and conditions of Environmental Clearance Certificate (ECC) for orange A,B Category or EIA approval for Red Category Project.No. ~~xxx-xx-xxx~~ issued by the DOE on (Date).
- ix) You shall submit “Project Information Sheet” with other required documents to the BEZA-OSS Center by seven (7) days prior to the commencement of construction work.
- x) You shall submit the application form with other required documents for the Inspections to BEZA-OSS Center and receive their inspections at each stage described below. ;
 - 1) First Inspection : at the stage of foundation work
 - 2) Second Inspection : at the stage of structure framing work
 - 3) Final Inspection : at the stage of completion of construction work
- xi) If you plan to import construction materials, you shall proceed with necessary import procedures in accordance with the provisions of the Bangladesh Economic Zone Act 2010 and orders made thereunder.
- xii) You shall abide by the provisions of Bangladesh Economic Zone Act 2010 act and orders made thereunder.
- xiii) If you fail to comply with the terms and conditions stipulated herein, this Building Permit shall be cancelled.
- xiv) All future correspondence in terms of this Building Permit shall be addressed to BEZA-OSS Center.

II. Particular Conditions and/or Restrictions for Approval:

Enclose:

- Approved Building Plan (one set)

(Authorized officer)

BEZA-OSS Center

Copy forwarded to:

- i) Member (P & D), BEZA
- ii) General Manager (P & D), BEZA
- iii) Manager (O.S.S), BEZA
- iv) PS to Chairman, BEZA (for kind information of the Executive Chairman)
- v) Office Copy
- vi) Guard File

FORM-BP-03-A

Application for Intermediate Inspection

Date:

Attention: BEZA-OSS Center

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

Project Name	
Approval No of Building Permit	
Inspection Request (*Select one)	<input type="checkbox"/> Inspection for Foundation Work <input type="checkbox"/> Inspection for Structure Framing Work <input type="checkbox"/> Inspection for Other Work
Request Date and Time for Inspection	

Applicant :

Company Name _____

Address (Plot No.) _____

Applicant Name _____

Signature _____

Record of Intermediate Inspection

- 1. Project Name:
- 2. Plot No., Name of EZ:
- 3. Inspection for Foundation Work Structure Framing Work Other Work
- 4. Date and Time of Inspection:
- 5. Name of Attendants for Inspection:

	Name	Position	Signature
1			
2			
3			
4			
5			

- 6. Instructions for Inspection:

	Inspection Issues	Instructions

Name of Inspector:

BEZA-OSS Center

Name of Investor

Application for Final Inspection

Date:

Attention: BEZA-OSS Center

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

Project Name	
Approval No. of Building Permit	
Approval No. of Fire Fighting Floor Plan Approval Certificate	
Approval No. of TOR for EIA	
Request Date and Time for Inspection	

Applicant

Signature _____

Name _____

Address _____

Record of Final Inspection

1. Project Name:
2. Plot No. / Name of EZ
3. Date and Time of Inspection:
4. Name of Attendants for Inspection:
- 5.

	Name	Position	Signature
1			
2			
3			
4			
5			
6			
7			
8			

4. Instructions for Final Inspection:

	Inspection Issues	Instructions
1.	Building Works	
2.	Mechanical and Electrical Works	

 Name of Inspector:

BEZA-OSS Center

 Name of the Investor

**THE PEOPLE'S REPUBLIC OF BANGLADESH
BANGLADESH ECONOMIC ZONES AUTHORITY**

OCCUPANCY CERTIFICATE

Our Ref: **xx-BCP-xxx**

Date:

Reference: Building Permit : No dated on
 Effectiveness Certificate : No dated on
 Environmental Certificate : No dated on

Attention: **(Company Name)**

With reference to the above Permit and Certificate, BEZA-OSS Center of (Name of EZ) conducted the Final Inspection on the day of _____ and confirmed the building works approved under such Permit and Certificate have been completed in accordance with the approved plan and specification and the applied Building Code. Consequently, BEZA-OSS Center issue the Certificate hereby to (Company Name) situated at the Name of (Economic Zone) as under: -

I. Terms and Conditions for Approval:

i. This Certificate shall be valid only for the following building;

- a. Name of Economic Zone :
- b. Plot Number :
- c. Building Information :
- 1) Land Area(sqm) :
- 2) Building Area(sqm) :
- 3) Total Floor Area(sqm) :
- 4) Nature of Facility :
- 5) Kind of Construction :
- 6) Major Structure /storey :
- 7) Number of Building :

ii. In case you make any modification by adding/extending/reducing or in any other form to the approved design or plan of the building under this Occupation Certificate, you shall be required to apply for a new Building Permit and Approval of Fire Fighting Floor Plan (NOC) to BEZA-OSS Center.

(iii) This Occupation Certificate is issued based on the result of Final Inspection for building works on the day of _____ and the issuance of Effectiveness Certificate No. _____ issued by the FSCD on the day of _____.

(iv) You shall submit "Fire Safety Plan" with other required documents to BEZA-OSS Center within thirty (30) days from the issued date of this Occupation Certificate.

- (v) You shall obtain “Approval of Commercial Operation” from the BEZA-OSS Center before commencement of operation of the factory under this Occupation Certificate.
- (vi) All future correspondence in terms of this Occupation Certificate shall be addressed to BEZA-OSS Center.

II. Particular-Conditions and/or Restrictions for Approval:

- a)
- b)
- c)

(Authorized officer)

Copy forwarded to:

BEZA-OSS Center

- i) Member (P & D), BEZA
- ii) General Manager (P & D), BEZA
- iii) Manager (O.S.S), BEZA
- iv) PS to Chairman, BEZA (for kind information of the Executive Chairman)
- v) Office Copy
- vi) Guard File

Project Information Sheet

Date: _____

Project Name:

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

2. Construction Schedule		
	Commencement Date:	
	Completion Date:	

3. Approval No.		
	Building Permit	xxx-BP-xxx (Date of Issue:)
	Fire Safety Plan Approval	xxx-FSC-xxx (Date of Issue:)
	TOR for EIA	xxx-EP-xxx (Date of Issue:)

4. Attached Documents		
	Construction Schedule Chart	

BEZA-OSS Use Only		
	Received Date	
	Name	

Registration Form of Contractor

Date: _____

1. Project Outline		
1)	Project Name:	
	Name of Applicant:	
	Address of Project Site:	
	Construction Schedule:	
2. Contractor's Information		
1)	Name of Contractor:	
	Address:	
	Telephone/ Fax:	
	Web-site, if any:	
2)	Legal Representative:	
	Full Name:	
	Position:	
	Date of Birth:	
	ID (Passport) Number	No: (Place of Issue: country, Date of Issue: (dd/mm/yy))
3. Mother Company of the Contractor if any		
1)	Name of Parent Company:	
	Address:	
	Telephone/ Fax:	
	Web-site, if any:	
2)	Legal Representative:	
	Full Name:	
	Position:	

4. Attached Documents			
	Information of Contractor		Information of Mother Company
<input type="checkbox"/>	Copy of Contractor's Company Registration	<input type="checkbox"/>	Copy of Contractor's Company Registration
<input type="checkbox"/>	Company Profile (including organization chart)	<input type="checkbox"/>	Company Profile (including organization chart)
<input type="checkbox"/>	Project Experience in Asia (5years)	<input type="checkbox"/>	Project Experience in Asia (5years)
<input type="checkbox"/>	Financial Statement (3 years)	<input type="checkbox"/>	Financial Statement (3 years)
<input type="checkbox"/>	Letter of Confirmation for Appointment, if any (_____)	<input type="checkbox"/>	Other documents, if any (_____)

We hereby certify that the above information is true and correct. The Authority may cancel the construction approval in future due to giving incorrect information or discrepancy.

Date: _____

Signature of the Contractor

Name in Block Letters

Title

Application for Design Modification

Date:

1. Project Information			
1)	Project Name:		
2)	Name of Applicant		
	Address of Project Site		
	Contact Number / E-mail		
3)	Information on Existing Building		
	Building Permit	xxx-BP-xxx (Date of Issue:)	
	Fire Fighting Floor Plan Approval	xxx-FSC-xxx (Date of Issue:)	
	ECC/EIA Approval	xxx-EP-xxx (Date of Issue:)	
4)	Estimated Construction Schedule		
	Building Floor Area (m2)		
	Modification Floor area (m2)		
	Name of Contractor		
	Name of Supervisor		
10	Contact Number / E-mail		
2. Contents of Design Modification			
1)	Modified Design for	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Fire Safety Certificate <input type="checkbox"/> Interior Modification
2)	Description of Modification:		
	<u>Area Extension</u>		
	<input type="checkbox"/> Change in Floor Area, <input type="checkbox"/> No Change in Floor Area		
	<u>Type of Modification</u>		
	<u>Fire Safety Equipment</u>		
3)	Reasons of Modification		
4. Attached Documents			
<input type="checkbox"/>	Design Change Notification by Developer		
<input type="checkbox"/>	Documents and drawings after modification (signed by professional)		
<input type="checkbox"/>	Structural Drawings & Calculation Report (in case of the structural design modification)		
<input type="checkbox"/>	Fire safety drawings after the modification.		
<input type="checkbox"/>	Other documents, if any (_____)		

Place:

Date:

Signature of the Applicant

Name of the Applicant

Title

Company Name

Official Seal/Stamp

Tel. No.

E-mail

Signature of the Contractor

Name of the Supervisor

Title

Company Name

Official Seal/Stamp

Tel. No.

E-mail

.....
BEZA-OSS Use Only

BEZA-OSS record:

Received: ____/____/20__	Checked: ____/____/20__
Name: _____	Name: _____
Signature: _____	Signature: _____

Comments and Instructions for the Proposed Design Modification

Approved: ____/____/20__

Signature: _____

Name: _____

Title:

Application for Partial Use Permit

Date: _____

1. Project Information		
1)	Project Name:	
2)	Name of Applicant	
3)	Address of Project Site	
4)	Contact Number / E-mail	
5)	Building Permit	xxx-BP-xxx (Date of Issue:)
6)	Fire Fighting Floor Plan Approval	xxx-FSC-xxx (Date of Issue:)
7)	ECC/ EIA Approval	xxx-EP-xxx (Date of Issue:)
8)	Estimated Construction Period	
9)	Name of Contractor	
10)	Name of Supervisor	
2. Contents of Partial Use of the Building		
1)	Period of Partial Use	From: / / 20 To: / / 20
2)	Reasons of Partial Use	
2. Necessary Documents		
	Safety Plan for Partial Use	Other documents, if any ()
	Planned Drawings for Partial Use	
	Fire Safety Drawings for Partial Use	
	Construction Schedule for Partial Use	

Place: _____

Date: _____

 Signature of the Applicant
 Name of the Applicant
 Title
 Company Name
 Official Seal/Stamp
 Tel. No.
 E-mail

 Signature of the Contractor
 Name of the Contractor
 Title
 Company Name
 Official Seal/Stamp
 Tel. No.
 E-mail

Record of Inspection for Partial Use

- 1. Project Name:
- 2. Inspection Area:
- 3. Date and Time of Inspection:
- 4. Name of Attendants for Inspection:

	Name	Position	Signature
1			
2			
3			
4			
5			

- 5. Instructions for Inspection:

	Inspection Issues	Instructions

Name of Inspector:

BEZA-OSS Center