

**Standards for Electronic Application of  
Low-Risk Construction Projects with  
Non-government Investment in Beijing  
(Trial)**

**Beijing Municipal Commission of Planning and Natural  
Resources**

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# Part One: General Provisions

## 1.1 Purpose

This standard is formulated based on requirements of related laws, regulations and standards of Beijing Municipality to unify contents and formats of deliverables of technical documents, planning and design drawings and other electronic application materials involved in application for the construction project planning permit (including tree cutting and relocation) of low-risk construction projects with non-government investment in Beijing, standardize planning and application material related works, and facilitate data archiving and database building.

## 1.2 Basis of Preparation

Following documents and standards are used as bases and references during formulation of this Standard:

- (1) *Guidelines for Application for Construction Engineering Planning Design and Technological Documents* (Shi Gui Hua Guo Tu Fa [2018] No. 87)
- (2) *General Rules for Planning and Design of Construction Projects in Beijing* (2003 Version)
- (3) *Indicators for Configuration of Residential Public Service Facilities in Beijing* (Jing Zheng Fa [2015] No. 7)

## 1.3 Submission of Deliverables

A project owner shall make online application for submitting application materials, and the website address is <http://tzxm.beijing.gov.cn/slre>.

## **Part Two : Standard of Electronic Application Materials**

Electronic application materials shall be prepared, and catalogues shall be sorted out pursuant to requirements on application materials prescribed in the *Construction Project Application Form* for “One-Form” acceptance of low-risk projects with non-government investment, and file names in the catalogue shall be consistent with names of PDF and compressed package of files. Application materials shall be divided into two categories: non-drawing documents and drawing documents (including tree cutting and relocation).

### **2.1 Non-drawing Documents**

#### **2.1.1 Requirements on Application Materials**

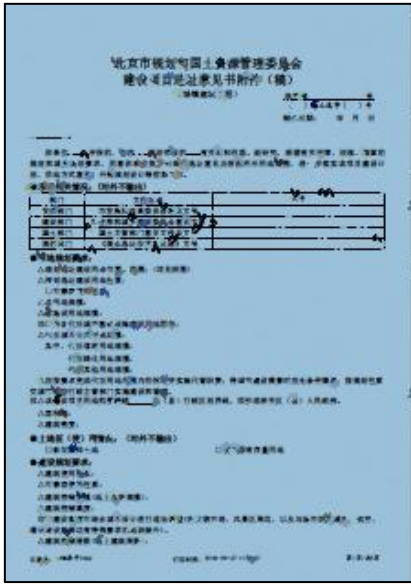
PDF electronic files shall be created for non-drawing documents by means of scanning.

#### **2.1.2 Size of Electronic Files**

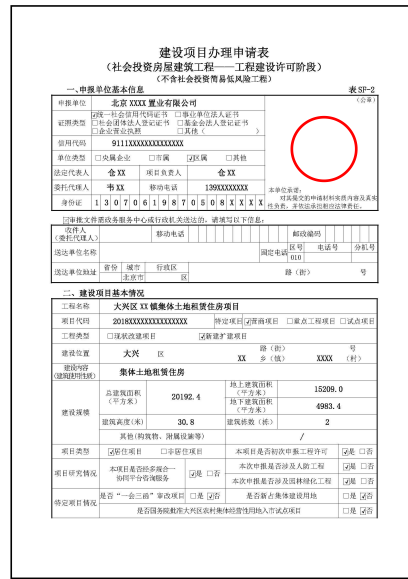
In principle, Each PDF file is not allowed to exceed 200MB, and it shall be split into multiple PDF files and saved as "File Name-1.pdf" and "File Name-2.pdf" if it exceeds 200MB.

#### **2.1.3 Quality Requirements of Scanned Files**

- (1) Electronic files created through scanning shall be PDF files;
- (2) Paper materials shall be uniformly scanned by color scanning with resolution of no lower than 100dpi, size of single page in PDF files shall not exceed 5MB, size of PDF files with more than one page shall not exceed 200 MB, and the scanned file names shall be consistent with names of paper materials;
- (3) The page number sequence of electronic files shall be consistent with paper materials;
- (4) Text of electronic scanned files shall be clear under 1:1 display ratio;

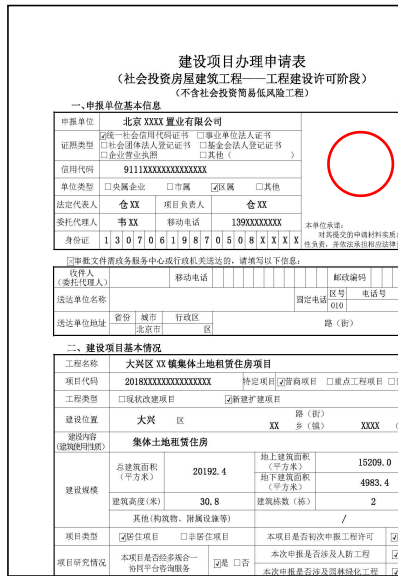


Incorrect: Illegible scanned copy

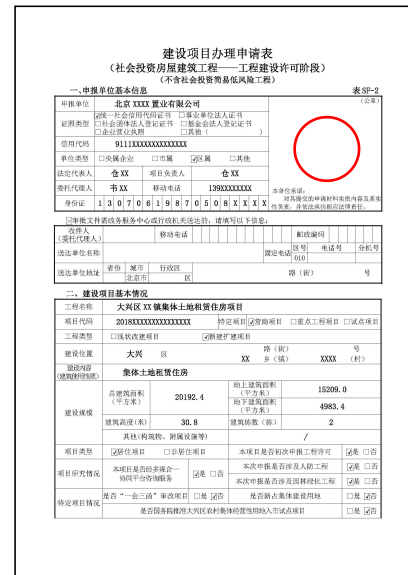


Correct: Clear scanned copy

- (5) Missed scans and repeated scans are unacceptable;
- (6) Incomplete scans are unacceptable (such as incomplete page number, text and seal or file deformation);

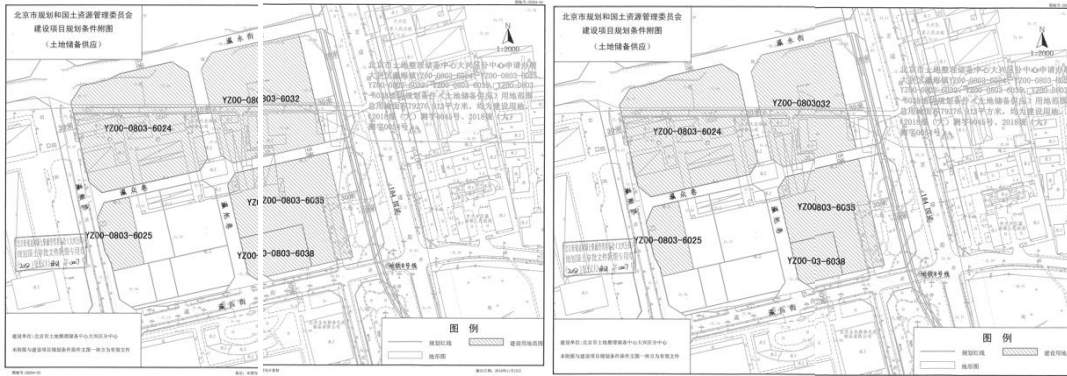


Incorrect: Incomplete scanned file (missing content and black edge)



Correct: Accurate scanned copy (black edge over 1mm in width or file page rotation are unacceptable)

- (7) All electronic scanned files shall be saved by categories in accordance with application catalogue, and the same document shall be saved as one PDF file;
- (8) Image in excess of A4 shall be scanned by a large image scanner, or put together upon block scanning (in case of block scanning, the image shall be put together neatly without seam and asymmetry);



Incorrect: Seam between papers

Correct: Perfect combination

## 2.2 Drawing Documents

Drawing documents shall be prepared and sorted out pursuant to technical requirements of the construction project planning permit stage prescribed in *Guidelines for Application for Construction Engineering Planning Design and Technological Documents* (Shi Gui Hua Guo Tu Fa [2018] No. 87).

### 2.2.1 Requirements on Application Materials

- (1) Design drawings shall be consolidated into a PDF file. In case of multiple buildings, drawings of each building shall be made a PDF file;
- (2) A general layout plan includes a BDB file and a PDF file of the same name, which are placed in a separate compressed package of files;

Among which, the general layout plan shall use the "electronic drawing application tool for planning permit" provided by Beijing Municipal Commission of Planning and Natural Resources (<http://ghzrzyw.beijing.gov.cn/zhengwuxinxi/zxzt/yhyshjgcjsxmzpdgg/zcwj/>) for drawing sorting, attribute definition and other procedures, afterwards, the testing of key indexes of planning review shall be completed, and BDB file and PDF file of the same name shall be exported.

### **2.2.2 Size of Electronic Files**

- (1) In principle, each PDF file is not allowed to exceed 200MB, and it shall be split into multiple PDF files and saved in the names of "-1.pdf" and "-2.pdf" if it exceeds 200MB.
- (2) BDB file of the general layout plan and PDF file of the same name shall be placed separately in a compressed package of files (suffix of files shall be either \*.zip or \*.rar). Aforesaid files are not allowed to exceed 200MB, files more than 200MB shall be compressed into different packages and named as follows: document name-1.zip and document name-2.zip; or document name-1.rar and document name-2.rar.

### **2.2.3 Description of BDB Format**

BDB is the standard file format of electronic design drawings designated for planning and application materials of construction projects in Beijing, and the data structure and relation of the file are as follows:

- (1) A BDB file is a data file that consists of two parts: geometric information and data information of review indicators, between which there shall be interconnectivity.
- (2) A BDB file supports data extension, so comments, opinions and other vector data added during the review process will be included in the BDB file.

### **2.2.4 Electronic Seal**

Special electronic seals for qualification need to be affixed to PDF electronic design drawings in deliverables of electronic application materials of construction projects in Beijing pursuant to requirements, which include the following: the designer's special seal for review request, the seal for registered architect qualification, the seal for registered structural engineer qualification and other electronic seals. An electronic seal shall be certified by the Certificate Authority (CA) to ensure its validity and integrity.