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Shanghai Municipal Commission of
Housing and Urban-Rural Development
Shanghai Municipal Bureau of Planning
and Natural Resources

H. J. J. G. L. [2019] No. 132

Circular on Uploading Electronic As-built Documents
(including Drawings) of Building Construction Projects
to the Platform for Integrated Final Inspection and
Related Requirements

To all related units:

In order to implement the regulations of documents
*Regulations on Integrated Final Inspection of
Construction Projects in Shanghai* (H. Z. J. G. F. L. [2018]
No. 10) and *Key Points of Implementing Digitalization
of Engineering Design, Construction and As-built*

Drawings, and Delivery of Design Drawings (H. J. J. G. L. [2016] No. 596) (hereinafter referred to as “Key Points” , hereby notify the uploading electronic as-built documents (including drawings) of building construction projects in Shanghai onto the platform for integrated final inspection and its related requirements:

I. Scope of projects

All kinds of new, renovation, expansion building construction projects which are required to have integrated final inspection.

II. Content of electronic as-built documents (including drawings)

“Electronic as-built documents (including drawings)” referred in this circular means, when an owner company applies for integrated final inspection of building construction project, the as-built documents for pre-review that the owner company should upload to the Shanghai Construction Projects Review and Approval Management System (which is also known as joint review and sharing platform for construction projects, hereinafter referred to as “Review and

Approval Management System”). The website of Review and Approval Management System is <http://gcls.sh.gov.cn>. Please check *List of As-built Documents for Pre-review* for detailed documents required to submit (see Appendix 1).

For other as-built archival documents in addition to the *List of As-built Documents for Pre-review*, construction-participated companies may also choose to upload them to the Review and Approval Management System.

III. Format of electronic as-built documents (including drawings)

Electronic as-built documents (including drawings) adopt PDF file format and are uploaded through Review and Approval Management System. Urban construction archives administrative agencies can download or by means of data exchange to get documents related to final inspection and archive.

IV. Compilation of electronic as-built documents (including drawings)

An owner company should organize construction-participated parties to prepare

electronic as-built documents (including drawings) according to *Compilation of and Rules of Upload on Electronic As-built Documents (including Drawings) for Integrated Final Inspection of Building Construction Projects* (see Appendix 2).

V. Upload of electronic as-built documents (including drawings)

After filling out online required basic project information, the owner company sends online notification to design company, construction company and other construction-participated companies to upload their own prepared electronic as-built documents (including drawings). After upload of all electronic as-built documents (including drawings) is complete, the owner company will confirm project information of application for final inspection and make formal submission.

Upload of documents should meet the following requirements:

(I) Projects that are required to have integrated final inspection should upload electronic as-built

drawings according the requirements of catalogue on “Review and Approval Management System” ;

(II) Filing documents with electronic signatures should be uploaded with electronic signatures, and stamped paper documents (without electronic signatures) should be scanned and uploaded;

(III) If all kinds of reviews and approvals of a project from obtaining land use to before obtaining construction permits are included on Review and Approval System, there is no need to upload the documents (including drawings) that the owner company has submitted and the review and approval documents issued by administrative departments again;

(IV) If a project is only required to be included on Review and Approval System at the stage of integrated final inspection, the owner company may upload scanned construction drawings in PDF format (in black and white); or after submitting a written commitment, the owner company may submit documents within 3 months after passing integrated final inspection and filing of completion to the urban construction archives administrative agency (*Letter of Commitment for*

Handling Filing of Construction Project Completion Archive within Required Time see Appendix 3)

(V) If a project requests for preliminary inspection service, the owner company should upload relevant as-built drawings, survey and test reports etc. before applying for preliminary inspection service.

VI. Other issues

In order to further strengthen the promotion of "One Online Platform for Government Services", it's highly encouraged to adopt electronic stamps and digitalized filing for completion documents of urban construction archives, construction drawings and as-built drawings.

The as-built drawings submitted to the urban construction archive administrative agency should be consistent with the electronic as-built drawings uploaded by the owner company to the Review and Approval Management System.

If the owner company submits *Letter of Commitment for Handling Filing of Construction Project Completion Archive within Required Time*, the completion archive preserved by the owner company should be submitted for

review within 3 months after obtaining final inspection and filing of completion to the urban construction archive administrative agency.

VII. Joint punitive action against bad faith

If an owner company fails to fulfill its commitment or has other dishonest acts, the relevant administrative departments shall record the dishonest behavior in the enterprise's credit file and disclose it to the public in accordance with the relevant provisions; if the behavior is serious, it shall be listed in the list of serious dishonest enterprises, which will further strengthen the punishment for the dishonest enterprises.

VIII. Supervision, services and information sharing

Municipal urban construction archives administrative agency should set up supervising administration mechanism together with the department in charge of comprehensive coordination and supervising administration of construction projects integrated final inspection, supervise and urge municipal and district archives administrative

agencies to implement corresponding administrative requirements and provide advisory services, departments of construction administration, planning and natural resources and others should facilitate the information sharing of related reviews and approvals by uploading reviews, approvals and other relevant documents to the Review and Approval Management System in time.

This Circular shall be implemented on a trial basis from the date of issuance.

- Appendix:
1. List of As-built Documents for Pre-review
 2. Compilation of and Rules of Upload on Electronic As-built Documents (including Drawings) for Integrated Final Inspection of Building Construction Projects
 3. Letter of Commitment for Handling Filing of Construction Project Completion Archive within Required Time

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Appendix 1:

List of As-built Documents for Pre-review

No.	Name of Document
I.	Application Form
1	Application Form for Construction Project Integrated Final Inspection
II.	Documents for Final Inspection Preparation
1	Construction Project Final Inspection Report
2	Letter of Commitment for Handling Filing of Construction Project Completion Archive within Required Time
3	Report on Survey and Mapping Results of Land, Planning, Building, Landscape, Civil Defense etc.
4	Real Estate Certificate of Title or Shanghai Certificate of Real Estate Ownership
5	Payment Certificate of Fee of Land Use
6	Construction Project Final Inspection Report (Fire)
7	Qualification Certificate of Fire Facility Testing
8	List of Fire Products and List of Building Components, Building Materials, Decoration Materials and Thermal Insulation Materials with Fire Protection Performance

	Requirements
9	Payment Certificate of Building Civil Defense Facility Fee
10	Photos that can reflect all the traffic safety facilities at vehicle entrances and exits
11	Videos (which should fully reflect the actual on-site situation of entrance and exit settings, fences etc. of a project along the road)
12	Letter of Approval for the Use of Place Names of the Construction Project, Notice of Road Naming and Schematic Map (It' s required to submit if the project name or road name are changed from the ones approved in <i>Notice of Review of Construction Project Traffic Design</i>) issued by Place Name Administration Office
13	Situation Explanation if there is inconsistency with what have been approved in Notice of Review of Construction Project Traffic Design (1. Those prepared for final inspection this time are inconsistent with Approval Letter; 2. The roads surrounding the project are not completed within the same construction duration; 3. If the project will be carried out by phases, it' s required to submit

	corresponding approval documents on phased development issued by planning and natural resources department and explanation).
14	Setting Plan of Traffic Facilities
15	<i>Notice of Review of Construction Project Traffic Design</i> (for projects that haven' t been previously reviewed on the Joint Review Platform only)
16	Approved master plan (for projects that haven' t been previously reviewed on the Joint Review Platform only)
17	Evaluation report on the effect of radioactive protection control on occupational hazards
18	Test Report on Secondary Supply of Water
19	Evaluation Report on Final Inspection of Centralized Air Conditioning and Ventilation System in Public Places
20	Hygiene Evaluation Report on Final Inspection of Unit Suppling Centralized Water (including Water Quality Test Reports on Water Source and Treated Water)
21	Hygiene Evaluation Report on Swimming Pool
22	Test Report on Microclimate and Air Quality in Public Places
23	Test Report issued by the testing agency entrusted by

	the meteorological department
24	Lightning protection project contract or accessory lightning protection products sales contract (including product list)
25	Architectural Design Drawings and Traffic Flow Plan of Public Transportation Hub
26	Survey and Mapping Report on Final Inspection of Parking Lot (Garage)
27	Certification Material for Construction of Charging Facilities in Parking Lot (Garage)
28	Traffic Facilities Setting Plan of Parking Lot (Garage)
29	Final Inspection Information Charts of Parking Lot (Garage)
III	As-built Drawings
1	Whole Set of As-built Drawings

Appendix 2:

Compilation of and Rules of Upload on Electronic As-built Documents (including Drawings) for Integrated Final Inspection of Building Construction Projects

In order to facilitate handling on-line final inspection procedure for enterprises, pursuant to *Procedure Guide for Integrated Final Inspection Phase of Construction Project, Key Points of Implementing Digitalization of Engineering Design, Construction and As-built Drawings, and Delivery of Design Drawings* and other regulations, it hereby states the format, the naming standards and the rules of upload of electronic as-built documents (including drawings) of integrated final inspection as follows:

I. Format of electronic documents and drawings

Electronic documents and drawings adopt PDF format. The size of single PDF file should not exceed 20M.

(I) Documents which are hard copies with stamps should be scanned and preserved in PDF format. If the original documents can be saved in PDF format, they

should be electronically signed by required enterprises and individuals to form the deliverables.

Scanned copies in PDF format should be saved separately and consistent with the procedure requirements, if a single file is over 20M, it should be saved in several files.

(II) Construction drawings and as-built drawings are produced by software such as CAD, and are exported into PDF format (including layer information), which include design and as-built electronic drawings and documents with digital signatures of related design company, project lead and review and approval departments. Electronic drawings should contain drawings, specifications and design calculation, and be delivered in PDF format, considering the actual situation of computer-aided design software, ISO32000-1:2008 (PDF 1.7) format is recommended to be adopted, and when it can be ensured that the delivered PDF electronic drawings have no information loss, content inconsistency and other situations, electronic drawings can be delivered in PDF 1.4 and versions above. Construction drawings in hard copies with stamps

indicating that the drawings have been reviewed should be scanned and saved in PDF format.

When a single file is over than 20M, it should be saved into several PDF files and electronically signed separately.

II. Naming Rules

(I) The documents are named according to the names of specifications and codes or abbreviations (which can reflect the content or purposes of the documents). The several files that are split from an electronic file over 20M should be added “()” with continuous Arabic numerals, e.g. “(1)” .

(II) Construction drawings and as-built drawings
Construction drawings and as-built drawings
(including related design calculation and geological survey documents) should follow requirements of *Key Points of Implementing Digitalization of Engineering Design, Construction and As-built Drawings, and Delivery of Design Drawings*, in which electronic signatures and stamps on construction drawings should be at designated places. The several files that are split from an electronic file over 20M documents should

be added “()” with continuous Arabic numerals, e.g. “(1)” .

III. Rules of Upload

(I) When applying for integrated final inspection, if there are other documents required to be uploaded to the system and specialty departments involved for inspection, the owner company should upload by following the catalogue set in the Review and Approval Management System.

(II) If there are several individual buildings having same construction documents or supervision documents, either construction company or supervising company may choose either of the individual buildings as the first one and upload the documents to its catalogue.

(III) As-built drawings should be uploaded to the system building by building (unit work) by design company or construction company whoever prepares it and match the catalogue set in the Review and Approval System. As-built drawings should be uploaded in electronic format, the electronic signatures and

stamps of enterprises and individuals should comply with the requirements of *Key Points*.

IV. Review Requirement

Urban construction archives administrative agencies review the documents uploaded to the Review and Approval Management System in terms of completeness, formality etc.

Appendix 3:

Letter of Commitment for Handling Filing of Construction Project Completion Archive within Required Time

Urban Construction Archives Administrative Agency:

Construction completion archive of project
is found the following issues in the construction
archive check on mm/ dd/ yyyy:

- 1.
- 2.

We' re committed to upload complete and accurate
electronic as-built documents (including drawings) of
construction project for integrated final inspection to the
Shanghai Construction Projects Review and Approval Management
System before we apply for integrated final inspection.

We' re committed to submit to the urban construction
archives management agency a set of construction completion
archive conforming to the compilation standards of
construction completion archives within three months after

completing final inspection and filing of completion in accordance with relevant laws and regulations.

We will preserve the construction completion archives by ourselves and are committed to complete the compilation of archives conforming to the relevant standards and to submit to the urban construction archives management agency for their review within three months after issuance of certificate of completion and final inspection

If failing to fulfill the above commitments, we voluntarily assume the corresponding legal responsibilities, and voluntarily accept the administrative results from the relevant departments.

The Owner Company: (company stamp):

Project Manager of the Owner Company (signature):

Date: (YYYY) (MM) (DD)

Office of Shanghai Municipal Commission of Housing and

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