**Reform Leading Group Document of**

**Shanghai Municipal Engineering Construction Project Approval System**

Shanghai Construction Approval System Reform File No. [2019]3

**Notice of Shanghai Municipal Engineering Construction Project Approval System Reform Leading Group on Printing and Distributing the *Implementation Measures for Further Optimizing the Business Environment and Deepening the Water Connection Reform of Connection works on water supply and drainage services***

To the people's governments of all districts, the municipal government committees, offices, bureaus, specific regional management committees, and relevant units:

Notice is hereby given that according to the national and municipal requirements to further optimize the environment of doing business, the Municipal Housing and Urban-Rural Construction Management Committee and the Municipal Water Authority, together with the relevant departments, have formulated the *Implementation Measures for Implementation Measures for Further Optimizing the Business Environment and Deepening the Water Connection Reform of Connection works on water supply and drainage services*, which is now issued to you. Please follow the Implementation Measures carefully.

Shanghai Municipal Engineering Construction Project Approval System Reform Leading Group

April 3, 2019

**Implementation Measures for Further Optimizing the Business Environment and Deepening the Water Connection Reform of Connection works on water supply and drainage services**

In order to further optimize the city's connection business of connection works on water supply and drainage services, improve efficiency, reduce time consumption and improve services, according to the national and municipal requirements for optimizing the business environment and deepening the reform of the administrative examination and approval system, combined with the actual situation of the city, the Implementation Measures are hereby formulated.

1. **Guidelines**

Deeply implement the spirit of the 19th National Congress of the Communist Party of China, according to General Secretary Xi Jinping’s request for Shanghai to continuously enhance its attractiveness, creativity and competitiveness, conscientiously implement the requirements of the *Notice of the General Office of the State Council on Piloting the Reform of the Examination and Approval System for Engineering Construction Projects* (General Office of the State Council Notice No. [2018] 33) and *Shanghai Municipal Engineering Construction Project Approval System Reform Piloting Implementation Plan* (Shanghai Government Regulation No. [2018]14), comprehensively follow the requirements of “Creating a New Highland for Business Environment”, and fully promote the reform of connection works on water supply and drainage services. Start from the point of improving user satisfaction, provide strong support for the city to further create a business environment of internationalization, rule of law and convenience by further reducing time consumption, optimizing process, simplifying approval, strengthening coordination and implementing responsibilities, and effectively improving the efficiency and service level of connection works on water supply and drainage services.

1. **Implementation Object**

The Measures are applicable to connections works of water supply and drainage for all construction projects in Shanghai including new connection, expansion and other relative services.

The connection works on connection works on water supply and drainage services referred to in the Measures include small projects (including the water supply service of DN40 and below for non-residential users and the drainage service for projects with a construction area of 3,000 square meters or less) and general projects.

1. **Working targets**
2. **Water Supply and Drainage Department Service Time Limits**

For user application for connection works on water supply and drainage services, the service time of the water supply and drainage department shall not be longer than 2 procedures for a total of 9 working days. For users who do not need to build a dedicated external pipeline project (hereinafter referred to as “no external pipeline project required users”), the service time shall not be more than 4 working days, including “site survey (2 working days)” and “access to water (2 working days)”; for users who need to build a dedicated external pipeline project (hereinafter referred to as “external pipeline project required users”), the service time shall not be more than 9 working days, including “site survey (4 working days)” and “access to water (5 working days)”.

1. **External Pipeline Project Approval Department Service Time Limits**

If a user has an external pipeline project involving road excavation and needs to apply for road excavation permit, road occupation permit or other administrative licenses, the water supply and drainage department can provide one-stop, full-process agency services for the user. The road administration, traffic police, planning, landscaping and other relevant examination and approval departments will handle the service on the Joint Audit Platform within the time limit. The service time limit for small projects involving the approval of road excavation and occupation for external pipeline projects is 5 working days; the service time limit for the remaining general projects involving the approval of road excavation and occupation for external pipeline projects is 10 working days.

1. **Free External Pipeline Connection Project for Small Projects**

In order to further reduce the cost of the enterprise and continuously stimulate the vitality of the market, the external pipeline project is free for the small projects of supply and drainage services in the city, the enterprises do not have to pay for the construction of dedicated external pipelines and corresponding road repairs.

1. **Main Missions**
2. **Optimizing the Process to Further Reduce the Service Time**

According to the *Notice of the General Office of the State Council on Piloting the Reform of the Examination and Approval System for Engineering Construction Projects* (General Office of the State Council Notice No. [2018] 33), the water supply and drainage service application shall be processed in advance after the construction permit is issued and the relevant water supply and drainage facilities shall be completed simultaneously during the construction phase of the project. The connection works on water supply and drainage services shall be handled directly after the completion of the project construction. Through the information sharing on the “Shanghai Construction Project Joint Audit and Sharing Platform” (hereinafter referred to as “Joint Audit Platform”), the water supply and drainage service application can be done online after the construction permit is issued, users no longer need to go to the reception hall to inquire and apply for connection works on water supply and drainage services.

1. **Relying on the Platform to Further Improve Service Efficiency**

Rely on the “Joint Audit Platform”, streamline the approval materials, optimize the process of each department, establish a green channel of connection works on water supply and drainage services for users, and fully implement the online approval and time-limited application of planning permission, landscaping permit, road excavation permit and road occupation opinion, etc., to further improve the efficiency of service.

1. **Improving Mechanisms to Further Improve Service Levels**

Clarify the responsible units of each procedure, and ensure that the approval procedures are processed on time for qualified external pipeline projects. Encourage the water supply and drainage department to provide users with one-stop, full-process agency services without charging any service fees.

1. **Reforming and Innovating to Further Improve User Satisfaction**

Relevant examination and approval departments and water supply and drainage department shall intervene in advance, take the initiative to provide services, disclose the procedures and service specifications, and provide convenience for users to apply connection works on water supply and drainage services. Through information tools and credit management measures, establish a transparent and efficient working mechanism to provide support for optimizing the examination and approval services and post-supervision.

1. **Connection Works Procedures on Water Supply and Drainage Service**

During the process of design and construction permit Approval, users can consult on the service plan with the water supply and drainage department through the “Joint Audit Platform”. The water supply and drainage department shall also obtain user information and proactively provide relevant consulting services to users through the interconnection with the “Joint Audit Platform”.

1. **Site Survey**

For no external pipeline project required users, the water supply and drainage department shall complete the site survey of the project within 2 working days after confirming the water supply and drainage application information on the “Joint Audit Platform” (Responsible Unit: each water supply and drainage department; Time Limit: 2 working days).

For external pipeline project required users, the water supply and drainage department shall complete the site survey of the project within 4 working days after confirming the water supply and drainage application information on the “Joint Audit Platform” (Responsible Unit: each water supply and drainage department; Time Limit: 4 working days).

1. **Access to Water**

For no external pipeline project required users, the water supply and drainage department shall complete the connection works on water supply and drainage services within 2 working days after receiving the application for access to water (Responsible Unit: each water supply and drainage department; Time Limit: 2 working days).

For external pipeline project required users, the water supply and drainage department shall complete the external pipeline project and the connection works on water supply and drainage services within 5 working days from the date of approval of the construction (Responsible Unit: each water supply and drainage department; Time Limit: 5 working days).

1. **Road Excavation Permit, Road Occupation Permit and Other Administrative licenses**

If there are external pipeline projects involving road excavation and need to apply for road excavation permit, road occupation permit or other administrative licenses, the water supply and drainage department can distribute the materials to the relevant departments such as planning, transportation, road administration, landscaping and traffic police through the Joint Audit Platform to apply for road excavation permit and road occupation permit. All departments shall handle the examination and approval procedures on the Joint Audit Platform within 5 working days for small projects, or within 10 working days for the remaining general projects.

1. **Approval Process for Small Projects**
   1. **Planning Permission Approval**

The planning department will work with relevant industry authorities to coordinate the facilities and stakeholders along the pipeline and issue planning permission within 2 working days after receiving the application materials (Responsible Unit: resource planning department; Time Limit: 2 working days).

* 1. **Road Excavation Plan Approval**

The road administration department will simultaneously complete the road excavation plan (granting the road excavation permit number) within 2 working days after receiving the application materials (Responsible Unit: transportation and road administration departments; Time Limit: 2 working days)

* 1. **Landscaping Permit Approval**

The landscaping department will issue a temporary green land administrative license within 5 working days after receiving the application materials (Responsible Unit: landscaping and city appearance department; Time Limit: 5 working days).

* 1. **Road Occupation Opinion Approval**

The traffic police department will complete the preliminary construction review, site survey and traffic organization plan confirmation within 2 working days after receiving the application materials and issue a road occupation opinion within 3 working days (Responsible Unit: traffic police department; Time Limit: 5 working days).

* 1. **Road Excavation Permit Approval**

The road administration department will organize the project unit and the road maintenance unit to conduct site survey and complete the pre-approval work within 2 working days after receiving the application materials. After collecting the materials including the road excavation permit number and the planning permit documents, the road administration department will issue a road excavation permit with the traffic police department within 3 working days (Responsible Unit: transportation, road administration, traffic police departments; Time Limit: 5 working days).

1. **Approval Process for General Project**
   1. **Planning Permission Approval**

The planning department will work with relevant industry authorities to coordinate the facilities and stakeholders along the pipeline and issue planning permission within 5 working days after receiving the application materials (Responsible Unit: resource planning department; Time Limit: 5 working days).

* 1. **Road Excavation Plan Approval**

The road administration department will simultaneously complete the road excavation plan (granting the road excavation permit number) within 5 working days after receiving the application materials (Responsible Unit: transportation and road administration departments; Time Limit: 5 working days)

* 1. **Landscaping Permit Approval**

The landscaping department will issue a temporary green land administrative license within 8 working days after receiving the application materials (Responsible Unit: landscaping and city appearance department; Time Limit: 8 working days).

* 1. **Road Occupation Opinion Approval**

The traffic police department will complete the preliminary construction review, site survey and traffic organization plan confirmation within 5 working days after receiving the application materials and issue a road occupation opinion within 5 working days (Responsible Unit: traffic police department; Time Limit: 10 working days).

* 1. **Road Excavation Permit Approval**

The road administration department will organize the project unit and the road maintenance unit to conduct site survey and complete the pre-approval work within 5 working days after receiving the application materials. After collecting the materials including the road excavation permit number and the planning permit documents, the road administration department will issue a road excavation permit with the traffic police department within 5 working days (Responsible Unit: transportation, road administration, traffic police departments; Time Limit: 10 working days).

If a road construction involves road safety and pressure delivery pipelines such as gas pipeline, in accordance with relevant regulations, a safety assessment is required when necessary for such construction.

1. **Safety Measures**

**(1) Strengthen government leadership.** The Municipal Housing and Urban-Rural Construction Management Committee and the Municipal Water Authority work with the Municipal Transportation Commission, the Municipal Planning and Natural Resources Bureau, the Municipal Landscaping and City Appearance Administrative Bureau, the Municipal Traffic Police Corps, the Municipal Road Administration Bureau, the Water Supply and Drainage Department, and other departments and units to establish working mechanisms such as regular work meetings, assessment and supervision, and to coordinate the promotion of various tasks. For the departments and units that fail to complete work tasks within the time limits, the Municipal Engineering Construction Project Approval System Reform Leading Group will regularly circulate a notice of criticism.

**(2) Improve related supporting policies.** All relevant units shall, in accordance with the overall requirements and time schedule of the Implementation Measures, timely formulate corresponding supporting policies and operational rules for the optimized and adjusted workflow, further clarify the approval management process, time limits, and pre-positions, update the corresponding service guideline, and prepare a canonical format of a commitment letter.

Encourage suburban governments to adapt to local conditions, further optimize the Approval of relevant administrative permits involving pipeline road excavation, and further reduce the time for connection works on water supply and drainage services.

**(3) Strengthen credit support.** Turn from paying attention to pre-approval to paying more attention to post supervision, promote the establishment of an industry credit system covering all kinds of subjects such as users and water supply enterprises, as well as all aspects including engineering design, construction, supervision and approval. Any failure to honor promises or fraudulent act will be recorded in corporate and personal credit files and incorporated into the municipal public credit platform. Improve the costs of violation and loss of trust of offenders through joint disciplinary action across departments.

1. **Date of Implementation**

The Implementation Measures will be trialed from April 8, 2019, and will be valid until April 7, 2024. The *Implementation Measures for Further Optimizing the Business Environment and Deepening the Water Connection Reform of Connection works on water supply and drainage services (Trial)* (Shanghai Social Approval System Reform File No. [2018]3) issued by the former Shanghai Social Investment Project Approval Reform Leading Group will be abolished simultaneously.

Attachment: 1. Water Supply and Drainage Department Service Flow Chart

1. Administrative Approval Flow Chart of Connection Works on Water Supply and Drainage Service related to Road Excavation and Road Occupation

**Attachment 1: Water Supply and Drainage Department Service Flow Chart**

1. **Water Supply and Drainage Department Service Process for No External Pipeline Project Required Users**

|  |
| --- |
| Site Survey |
| 2 Working Days |
| Water Supply and Drainage Department |

|  |
| --- |
| Access to Water |
| 5 Working Days |
| Water Supply and Drainage Department |

1. **Water Supply and Drainage Department Service Process for External Pipeline Project Required Users**

|  |
| --- |
| Access to Water |
| 5 Working Days |
| Water Supply and Drainage Department |

|  |
| --- |
| Site Survey |
| 4 Working Days |
| Water Supply and Drainage Department |

**Attachment 2: Administrative Approval Flow Chart of Connection Works on Water Supply and Drainage Service related to Road Excavation and Road Occupation**

1. **Approval Process for Small Projects**

Planning Permission Approval

2 Working Days

Resource Planning Department

Road Excavation Plan Approval2 Working DaysTransportation and Road Administration Departments

Road Occupation Opinion Issuance3 Working DaysTraffic Police Department

Road Occupation Opinion Approval2 Working DaysTraffic Police Department

Road Excavation Permit Issuance3 Working DaysTransportation and Road

Administration Departments

Road Excavation Permit Approval2 Working DaysTransportation and Road

Administration Departments

Landscaping Permit Approval5 Working DaysLandscaping and City Appearance Department

1. **Approval Process for General Projects**

Planning Permission Approval5 Working DaysResource Planning Department

Road Excavation Plan Approval5 Working DaysTransportation and Road Administration Departments

Road Occupation Opinion Issuance5 Working DaysTraffic Police Department

Road Occupation Opinion Approval5 Working DaysTraffic Police Department

Road Excavation Permit Issuance5 Working DaysTransportation and Road

Administration Departments

Road Excavation Permit Approval5 Working DaysTransportation and Road

Administration Departments

Landscaping Permit Approval8 Working DaysLandscaping and City Appearance Department

Printed and Distributed by Shanghai Municipal Engineering Construction Project Approval System Reform Leading Group on April 8, 2019 (300 copies)