



The  
Building  
Center  
of  
Japan

BR-KO-500-04  
Adopted: November 1, 2001  
Amended: July 16, 2002  
Amended: February 25, 2003  
Amended: April 1, 2004

*High Rise Building Performance Evaluation Committee*  
*Reinforced Concrete Structure Performance Evaluation Committee*  
*Steel Structure Performance Evaluation Committee*  
*Wood Structure Performance Evaluation Committee*  
*Isolated Building Performance Evaluation Committee*  
*Membrane Structure Performance Evaluation Committee*

# Performance Evaluation Application Procedures

(For Applications Relating to Article 68-26  
of the Building Standard Law)



財団法人日本建築センター  
The Building Center of Japan

Technical Appraisal Department, Structural Safety Section

# Contents

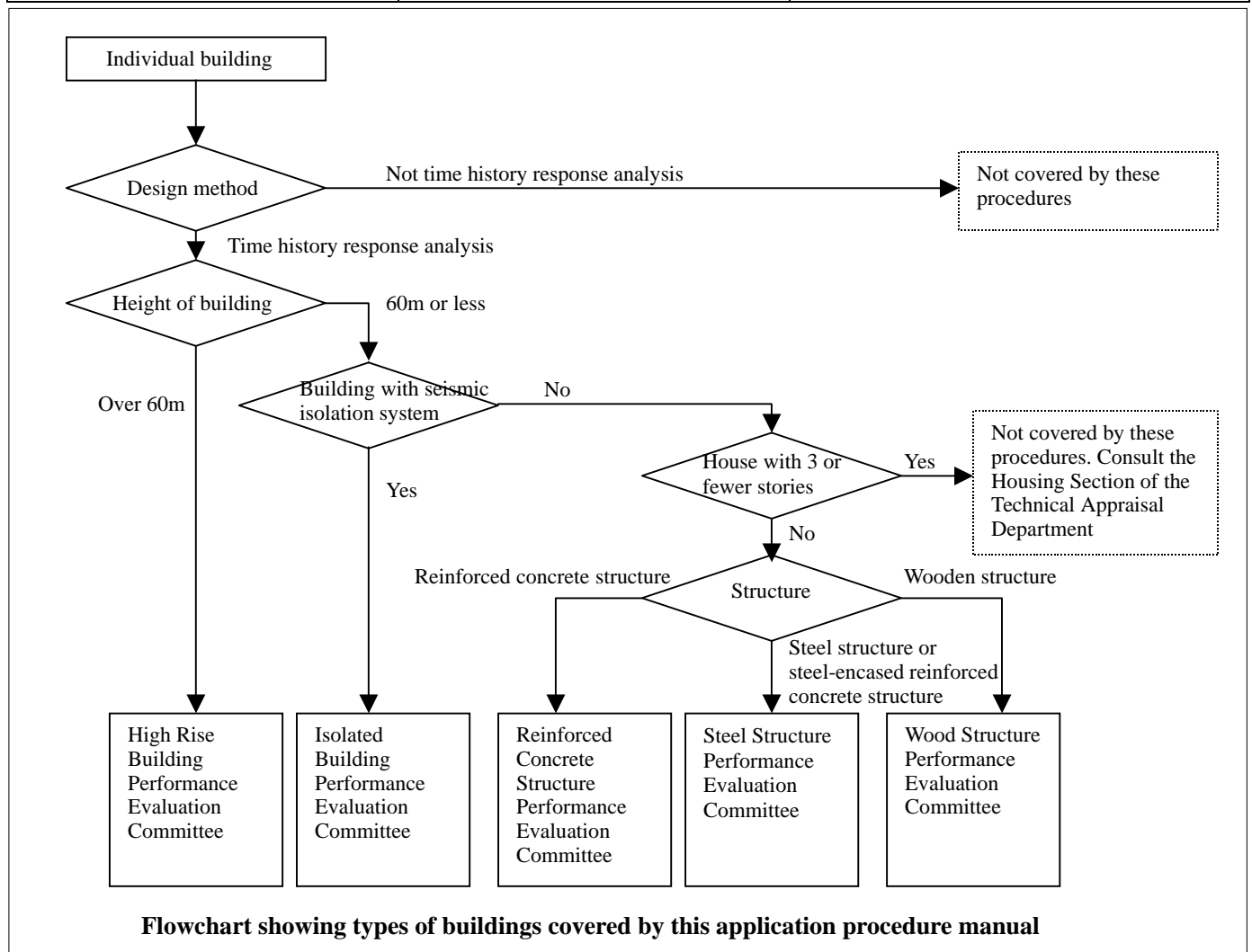
- Section 1: Scope of Performance Evaluations.....2
  - (1) Individual buildings.....2
  - (2) Building materials .....3
  - (3) Connections, joints, etc., in steel structure.....3
- Section 2: Performance Evaluation Criteria.....4
  - (1) Individual buildings.....4
  - (2) Building materials .....4
  - (3) Connections, joints, etc., in steel structure.....4
- Section 3: Application Process for New Performance Evaluations.....5
- Section 4: Performance Evaluation Application Process for Design Changes ..... 12
- Section 5: Cautionary Information..... 14
  - 5-1 Ascertain whether or not performance evaluation is required for special building materials ..... 14
  - 5-2 Ascertain whether or not disaster prevention performance evaluations, etc., are required for individual buildings ..... 14
  - 5-3 Withdrawal of Application and Extension of Examination Period..... 14
  - 5-4 Examination Period ..... 14
- Section 6: Contacts for Further Information ..... 16

## Section 1: Scope of Performance Evaluations

This application procedure manual describes procedures for examinations for the following types of performance evaluations under the provisions of Article 68-26 Paragraph 3 of the Building Standards Law.

### (1) Individual buildings

Scope of Examinations		Examining Committee
<ul style="list-style-type: none"> <li>Examination of high-rise buildings over 60m in height for approval under Article 36 Paragraph 4 of the Building Standards Law Enforcement Order</li> </ul>		High Rise Building Performance Evaluation Committee
<ul style="list-style-type: none"> <li>Examination of buildings 60m or less in height for approval under Article 36 Paragraph 2 Item (3) of the Building Standards Law Enforcement Order (including buildings stipulated in Article 36 Paragraph 3 Item (2) of the Order)</li> </ul>	Reinforced concrete structure buildings (except houses with 3 or fewer stories)	Reinforced Concrete Structure Performance Evaluation Committee
	Steel structure and steel encased reinforced concrete structure buildings (except houses with 3 or fewer stories)	Steel Structure Performance Evaluation Committee
	Wooden buildings (except houses with 3 or fewer stories)	Wood Structure Performance Evaluation Committee
	Buildings with seismic isolation systems	Isolated Building Performance Evaluation Committee
	Membrane structure buildings	Membrane Structure Performance Evaluation Committee



## (2) Building materials

The following building materials are listed in Article I of the Notification No.1446 (2000) of the Ministry of Construction, which concerns approval under Article 37 Item (2) of the Building Standards Law.

Scope of Examinations		Examining Committee
4. 7. 8. 19.	Steel bars Concrete blocks Concrete Ceramic masonry unit	Reinforced Concrete Structure Performance Evaluation Committee
1. 2. 3. 5. 6. 14. 15. 16. 17.	Structural steel and steel castings High-strength bolts, bolts Structural cables Welding materials (welding of carbon steel, stainless steel) Turn buckles Tapping screws and similar thereto (limited to those with an internal thread on structural steel or those that cut and pass through structural steel) Fire bolts Aluminum alloy Mechanical joints for space frame structure	Steel Structure Performance Evaluation Committee
10. 11. 12. 13.	Wood-based glued axial material (referring to axial materials manufactured by laminating veneers or bonding forming strands with adhesive) Wood-based composite axial material (referring to axial materials manufactured by composing sawn lumber, glued laminated timber, wood-based glued axial material or other wood material with adhesives to cross-sectional shape such as I-shape, squares, etc) Wood-based composite insulated panels (referring to panel products manufactured by sandwiching organic foamed material by structural plywood, etc. with adhesives, no framing inside) Wood-based glued composite panels (referring to panel products manufactured by composing sawn lumber, glulams, etc. with structural plywood, using adhesives)	Wood Structure Performance Evaluation Committee
9.	Seismic isolation devices (referring to seismic isolation devices stipulated in I item (1) of Ministry of Construction Notification No. 2009 of 2000 and others similar thereto)	Isolated Buildings Performance Evaluation Committee
18.	Membrane materials and membrane materials for tent warehouses	Membrane Structure Performance Evaluation Committee

## (3) Connections, joints, etc., in steel structure

Special joining methods in steel structures requiring approval under Article 67 Paragraph 1 of the Building Standards Law Enforcement Order	Steel Structure Performance Evaluation Committee
Special connections and joints in steel structures requiring approval under Article 67 Paragraph 2 of the Building Standards Law Enforcement Order	
Special high-strength bolts not covered by the bolt-hole diameter regulations and requiring approval under Article 68 Paragraph 3 of the Building Standards Law Enforcement Order	

## **Section 2: Performance Evaluation Criteria**

**Examinations for performance evaluations will be conducted according to the following evaluation criteria.**

### **(1) Individual buildings**

**Evaluation standards in Article 4 of the physical performance evaluation manual for time history response analysis buildings (BR-KO-02-01)**

### **(2) Building materials**

**Evaluation standards in Article 3(2) of the quality performance evaluation manual for building materials (BR-KYO-01-02)**

### **(3) Connections, joints, etc., in steel structure**

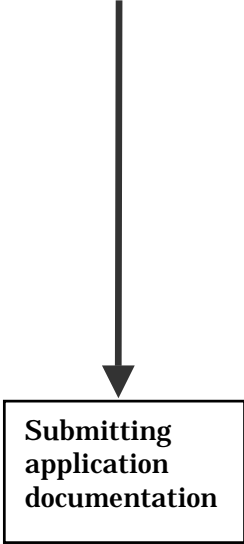
**Evaluation standards in Article 3(2) of the performance evaluation manual for special connection methods for steel structure (BR-KO-04-01)**

**Evaluation standards in Article 3(2) of the performance evaluation manual for connections and joints in steel structure (BR-KO-05-01)**

**Evaluation standards in Article 3(2) of the performance evaluation manual for high-strength bolts not covered by the bolt-hole diameter regulations (BR-KO-06-01)**

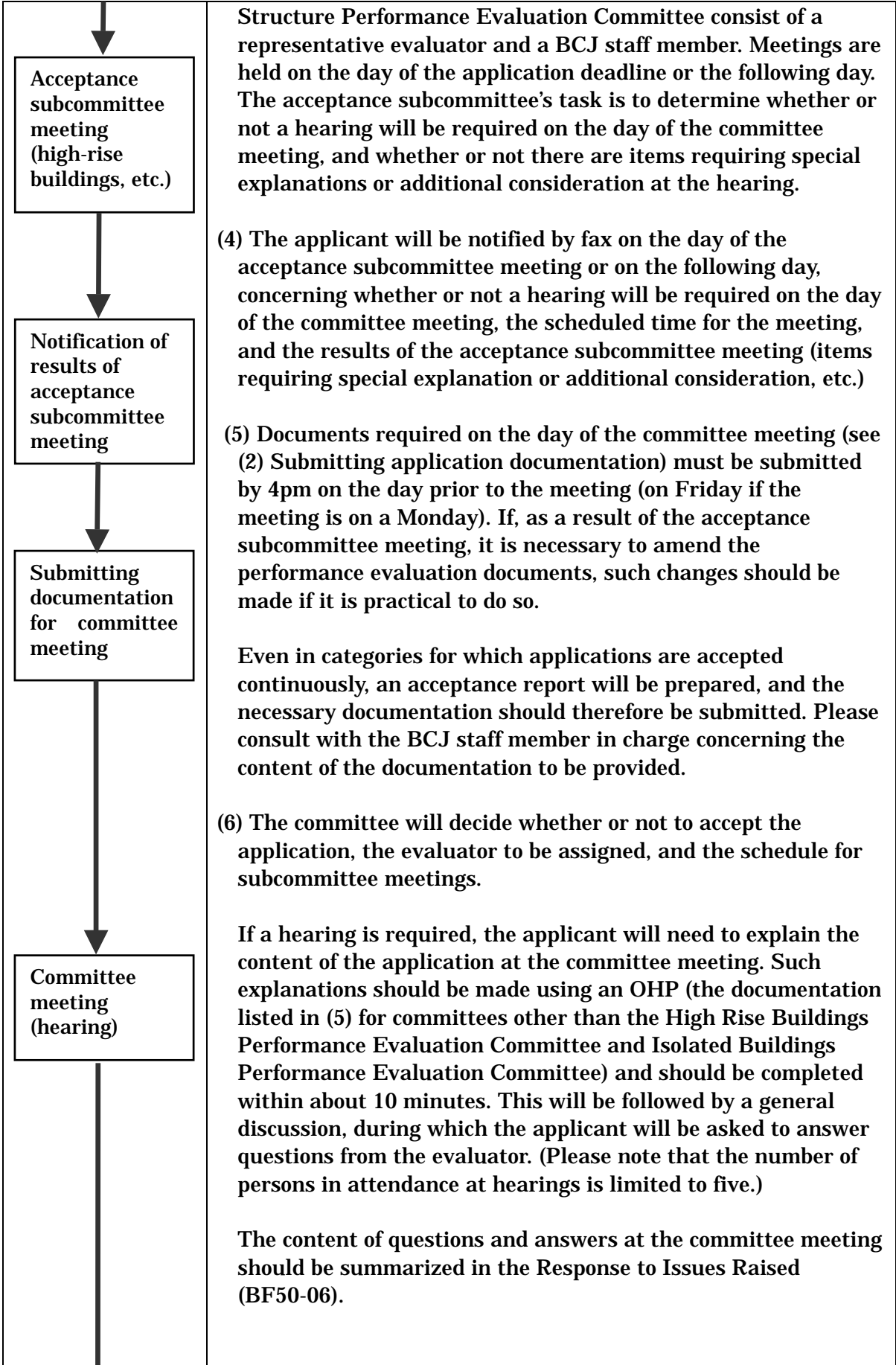
### Section 3: Application Process for New Performance Evaluations

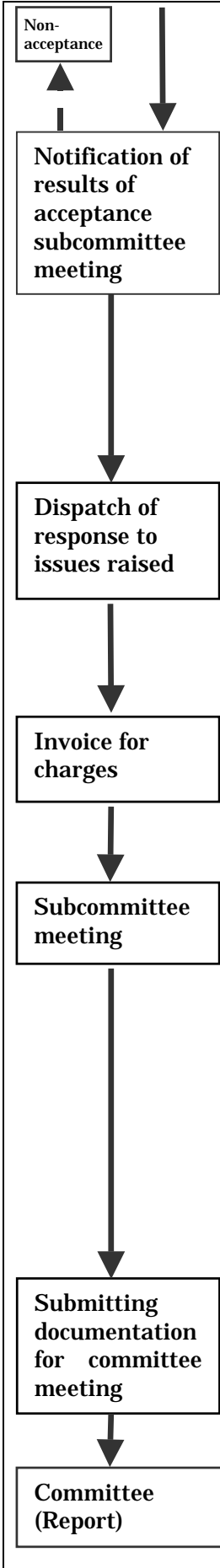
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Preliminary consultation</div>	<p>(1) Performance evaluation applicants should begin by clarifying the following items through a preliminary consultation with BCJ staff member(s).</p> <p>If necessary, it is also possible to have a prior consultation with an internal evaluator (such as when it is necessary to check the content of the examination in advance) or with a private building inspector (such as when making a confirmation application to BCJ). If such a consultation is required, please inform a BCJ staff member.</p> <p>(a) For individual buildings</p> <ul style="list-style-type: none"> <li>Overview and structural characteristics, etc. of building</li> <li>Conformance with evaluation standards in physical performance evaluation manual for time history response analysis buildings</li> <li>Building materials covered by Article 37 of the Law</li> <li>Conformance with provisions concerning durability, etc., in Article 36 Paragraph 2 Item (2) of the Order</li> <li>Scope of examinations for performance evaluations and confirmation applications (e.g. a low-rise separate building, such as a parking structure, that is integrated with its foundation)</li> <li>To determine whether or not a disaster prevention performance evaluation application is required</li> <li>To determine whether or not an application is required for approval of a special evaluation under the provisions of Article 53 Paragraph 4 of the Housing Quality Assurance Act</li> <li>Schedule for performance evaluation, etc.</li> </ul> <p>(b) For building materials</p> <ul style="list-style-type: none"> <li>Conformance with technical standards defined in Ministry of Construction Notification 1446 (2000)</li> <li>Applicant, manufacturing plant, etc.</li> <li>Schedule for performance evaluation, etc.</li> </ul> <p>* There are no processes for additions or changes, etc., to performance evaluations for building materials. If there are additions or changes, etc., it will be necessary to make a new application.</p> <p>(c) Connections, joints, etc., in steel structure</p> <ul style="list-style-type: none"> <li>Overview and structural characteristics, etc., of connection method</li> <li>Conformance with evaluation standards in the performance evaluation manual for connections in steel structure</li> <li>Schedule for performance evaluation, etc.</li> </ul> <p>* There are no processes for additions or changes, etc., to performance evaluations for bonds, connections, joints, etc., in</p>
--	--

 <p>Submitting application documentation</p>	<p>steel structure building materials. If there are additions or changes, etc., it will be necessary to make a new application.</p> <p><b>(d) Cautionary Information</b>  When making an application, please study the following regulations, etc., in addition to this application manual.  Guide to performance evaluation service (BR-500)  Performance evaluation service regulations (BR-01)  Performance evaluation service agreement (BR-505)  List of charges : performance evaluations (BR-510)</p> <p><b>(2) Please submit the following application documentation to the BCJ staff member concerned for each item to be examined. The documentation must be hand delivered by the applicant or sent by courier. If required, a receipt will be issued. Please ask the staff member concerned. After the documentation has been submitted, the staff member will confirm that the required documents have been provided, check their content, and explain subsequent procedures.</b>  Please note that an application cannot be accepted if the documentation is incomplete.  Performance Evaluation Application (BF01-01)  Documents to be Submitted for Performance Evaluation (*)</p> <p><b>* Content of documents, etc., to be submitted and number of copies</b>  Information about the content of documents and the number of copies required can be found in the following manuals for preparation of application documents, which will be distributed according to the item covered by the application and the committee concerned.</p> <ul style="list-style-type: none"> <li>• Manual for preparation of application documents for performance evaluation of high-rise buildings (BR-KO-HR501)</li> <li>• Manual for preparation of application documents for performance evaluation of reinforced concrete buildings (BR-KO-RC501)</li> <li>• Manual for preparation of application documents for performance evaluation of concrete-related building materials (BR-KO-ST502)</li> <li>• Manual for preparation of application documents for performance evaluation of buildings with steel structures (BR-KO-ST501)</li> <li>• Manual for preparation of application documents for performance evaluation of building materials (steel, etc.) (BR-KO-ST502)</li> <li>• Manual for preparation of application documents for performance evaluation of buildings with seismic isolation systems (BR-KO-IB501)</li> <li>• Manual for preparation of application documents for performance evaluation of seismic isolation materials</li> </ul>
---	---

	<p>performance evaluation of seismic isolation materials (BR-KO-IB502)</p> <ul style="list-style-type: none"> <li>• Manual for preparation of application documents for performance evaluation of wood-based materials (BR-KO-WD502)</li> <li>• Manual for preparation of application documents for performance evaluation of steel structure connections (BR-KO-ST503)</li> <li>• Manual for preparation of application documents for performance evaluation of membrane structures (BR-KO-MS501)</li> </ul> <p>The deadlines for applications are as follows. Please inform the BCJ staff member in charge if there are any requests regarding inspection schedules, subcommittee meeting dates, etc.</p> <p>(a) High-rise buildings The High Rise Buildings Performance Evaluation Committee meets approximately twice a month. The deadline for applications is normally one week before each meeting. Application documents must, in principle, be submitted by 4pm, one week prior to the meeting.</p> <p>(b) Individual buildings (except high-rise buildings), membrane materials and wood-based materials Applications for individual buildings (other than high-rise buildings), membrane materials and wood-based materials are accepted continuously, regardless of committee meeting dates. Please consult fully with the BCJ staff member concerned and then submit the application documents as soon as they are ready.</p> <p>(c) Connections, joints, etc., in steel structure and building materials The deadline for applications is normally one week before each meeting. Application documents should in principle be submitted by 4pm one week prior to the meeting.</p> <p>(d) Committee meeting dates Information about committee meeting dates can be obtained from a BCJ staff member or from the following website:  Telephone: +81-3-3434-7165 (Structural Safety Section, Technical Appraisal Department) URL: <a href="http://www.bcj.or.jp/schedule/schedule.html">http://www.bcj.or.jp/schedule/schedule.html</a></p> <p>(3) Acceptance subcommittees for the High Rise Buildings Performance Evaluation Committee, Isolated Buildings Performance Evaluation Committee and Reinforced Concrete</p>
--	--







(7) The applicant will be notified of the results of the committee meeting by the following day. If no fax, etc., is received by the day after the committee meeting, please contact the BCJ staff member in charge.

(a) If the application is accepted, the applicant will receive a fax notification stating the evaluator in charge and the date for subcommittee meeting. An approval notice or the performance evaluation application form stamped as approved will also be faxed.

(b) If the application is not accepted, the applicant will be contacted by telephone. A non-acceptance notice will be sent within about 10 days from the completion of the committee meeting. The documentation submitted for the performance appraisal will be returned.

(8) If an item has been the subject of a hearing, please e-mail or fax a response form (BF50-06) concerning issues raised on the day of the committee meeting within approximately one week from the completion of the committee meeting. If necessary, the response may be forwarded in advance to the evaluator in charge.

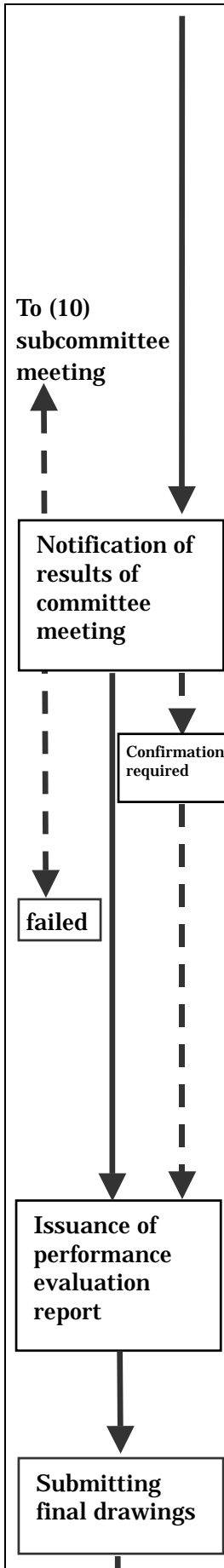
(9) After the completion of the acceptance committee meeting referred to in (6), an invoice will be sent covering the performance evaluation charges. If the charges have not been paid by bank transfer, it may not be possible to issue an evaluation report.

(10) The applicant attends the subcommittee meeting to explain the documentation submitted for the performance evaluation and answer questions from the evaluator as part of a detailed examination process. If a further subcommittee meeting is convened, please submit a response form (BF50-06) in relation to issues raised, and additional documentation for consideration, if required. The applicant should bring sufficient copies of the documentation for subcommittee meetings for all of the evaluators and BCJ staff members concerned.

If the response form is sent in advance, it will be forwarded to the evaluator.

(11) After the completion of its deliberations, the subcommittee will report to the committee. The applicant must submit documentation for the committee report (see (2) Submitting application documentation) by 4pm on the day before the committee meeting.

(12) At the committee meeting, the evaluator in charge will present a report based on the committee report documentation referred to in (11). (In principle, it is not necessary for the applicant to attend.)



applicant to attend.)

The committee will consider the application on the basis of the evaluator’s report and then reach a decision to class the application as “Passed,” “Passed (with items requiring confirmation),” “Deferred,” or “Failed.”

- (a) Passed: The examination was completed with no problems.
- (b) Passed (with items requiring confirmation): The examination was completed, but confirmation is required for some items (such as minor corrections).
- (c) Deferred: The item will be further examined at another subcommittee meeting.
- (d) Failed: Further examination is not possible and the examination process has been terminated.

(13) The applicant will be informed of the results of the committee meeting by the following day as detailed below. If no fax, etc., has been received by the day after the committee meeting, please contact the BCJ staff member in charge.

(a) Passed, or passed with items requiring confirmation: Examination completion notice

- Please check the examination completion notice for details of items to be confirmed and confirmation methods, etc.

(b) Deferred: Deferment notice


- If the committee considers it inappropriate to terminate the examination process, the item will be examined again at another subcommittee meeting. Please check the deferment notice for details of the date, etc., of the meeting.

(c) Failed: Notification, followed by examination completion notice

- If the committee judges that further examination is unlikely to result in compliance with the standard, or if the examination process has continued for over six months, a notice will be issued stating that there will be no further evaluation of the item. (The notice will be sent approximately 10 days after the completion of the committee meeting referred to in (12). The applicant will be informed as soon as the notice is ready.)

(14) If the committee’s decision is “passed” or “passed (with items requiring confirmation),” an evaluation report will be issued about one week after the completion of the committee meeting referred to in (12). The applicant will be informed by fax as soon as the notice is ready. Please notify the BCJ staff member concerned if the report is needed urgently.

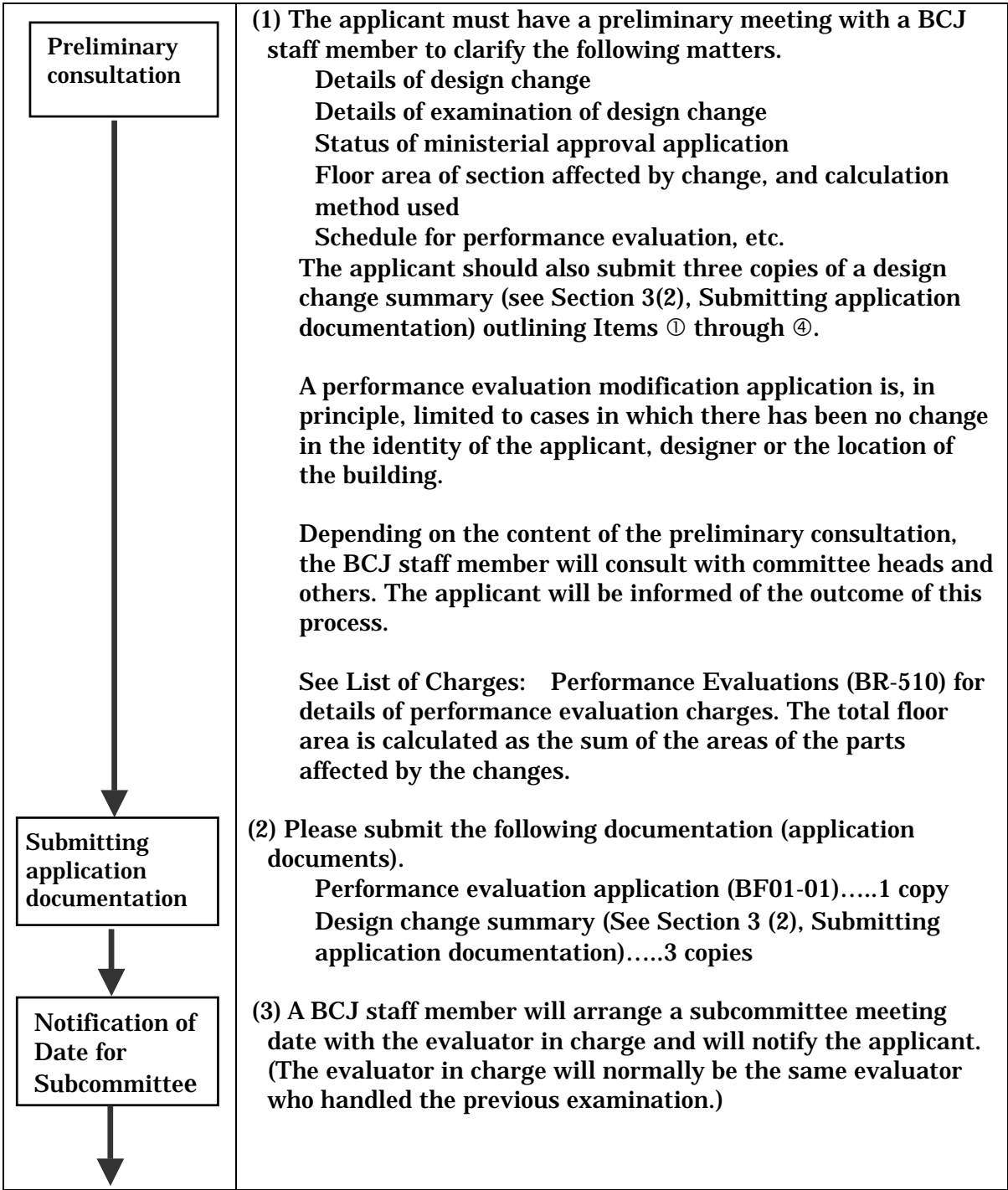
(15) If the committee’s decision is “passed” or “passed (with items requiring confirmation),” the applicant must submit two copies of final drawings based on the performance evaluation documents (see (2) Submitting Application Documentation) within approximately one month of the completion of the



 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>Application for ministerial approval</b></p> </div>	<p>committee meeting. The final drawings must include the additional documentation for consideration and the response to issues raised. One copy will be returned bearing the confirmation seal of the BCJ.</p> <p>(16) After the performance evaluation report has been issued, the next step is to apply to the Ministry of Land, Infrastructure and Transport for ministerial approval. The application method is described in a separate publication called “Applying for Approval for Construction Method, etc.” (Ministry of Land, Infrastructure and Transport, Housing Bureau, Building Guidance Division, Kozo-kakari).</p> <p>The Administration Section of the BCJ’s Technical Appraisal Department can provide free assistance with approval applications. For details contact the Technical Appraisal Department, Administration Section (Telephone: +81-3-3434-7166).</p>
---	---

# Section 4: Performance Evaluation Application Process for Design Changes

If there are modifications in the construction method, etc. used in a building (design changes) after the completion of performance evaluation, the first step should be to consult with a confirmation and inspection body, etc., concerning confirmation application procedures.

If planning changes necessitate an application to change a performance evaluation, please contact a BCJ staff member as soon as possible and seek advice.



<div data-bbox="209 210 454 331" style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Subcommittee Meeting</b> </div> <div data-bbox="304 331 336 611" style="text-align: center;">  </div> <div data-bbox="209 611 454 712" style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Subsequent Procedures</b> </div> <div data-bbox="304 712 336 790" style="text-align: center;">  </div>	<p>(4) The applicant will attend the subcommittee meeting, which will deliberate on design changes in the performance evaluation documents. If another subcommittee meeting is convened, the applicant must submit a response to issues raised (BF50-06) and supplementary documentation for consideration. The applicant must bring sufficient copies of the documentation for subcommittee meetings for all of the evaluators and BCJ staff members concerned.  Performance evaluation documents (design change information, supplementary documentation for consideration).... 3 copies  Attachments, tables, additional tables, documentation...3 copies</p> <p>(5) Subsequent procedures are the same as in Section 3 (Application Process for New Performance Evaluations), from Stage (9) onwards.</p>
--	---

## **Section 5: Cautionary Information**

### **5-1 Ascertaining whether or not performance evaluation is required for special building materials**

- ① **If special building materials will be used as principal parts necessary for structural strength in individual buildings, such as high-rise buildings, in principle it will be necessary to obtain prior ministerial approval of the building material under the provisions of Article 37 Item 2 of the Law. Please consult a BCJ staff member.**
- ② **If special building materials will be used in connections and joints, etc., in steel structure, the examination of the connections and joints, etc., can be conducted at the same time as the performance evaluation for the building materials. Please consult a BCJ staff member.**

### **5-2 Ascertaining whether or not disaster prevention performance evaluations, etc., are required for individual buildings**

**If multiple performance evaluations are obtained for a single building, the application for ministerial approval will, in principle, be made at the same time.**

**In particular, if isolation materials are installed in a dedicated isolation layer in a middle story of the building that has seismic isolation devices, or if isolation devices are installed on a floor, etc., that is in use (except where a dedicated isolation layer is installed in the lowest level that is treated as part of the foundation structure), the isolation devices may be regarded as an important structural elements (columns), and it may be necessary to meet fireproof performance requirements. In such cases, a fire safety performance evaluation will be required for the ministerial approval application. After checking with a confirmation and inspection body, etc., please consult the Building Equipment and Fire Safety Section of the BCJ's Technical Appraisal Department (Telephone: 03-3434-7169).**

**It should also be noted that if a fire safety assessment results in major modifications to parts that are important for structural strength, it will be necessary to apply for a performance evaluation of the design modification.**

### **5-3 Withdrawal of Application and Extension of Examination Period**

**If the applicant needs to withdraw an application, a withdrawal notice (BF01-06) should be submitted, clearly stating the reasons for the withdrawal. Please note that charges cannot be refunded in such cases.**

**If the applicant wishes to extend the examination period, such as when it is necessary to carry out additional tests or to re-compile documentation, an examination period extension request (BF50-07) must be submitted, clearly stating the reasons for the extension. If there are reasonable grounds, an examination period extension approval will be issued.**

### **5-4 Examination Period**

**The examination period is six months from the time of the meeting of the acceptance subcommittee. The examination process will be terminated if the examination period**

**exceeds six months.**

**(E.g. If the application is made on April 18, the examination period will end on October 17 of the same year.)**

**Because of committee meeting schedules, applicants should be aware that the examination period may be terminated before six months if the next committee meeting date falls after the six-month deadline.**



## Section 6: Contacts for Further Information

Performance evaluation applications and documentation must be submitted to BCJ staff members listed in the following table. Contact the departments shown in the table to inquire about committee meeting schedules, request documents referred to in this manual, or to obtain assistance with an approval application.

Content of Inquiry	Contact
Prior consultation Performance evaluation application Submitting documentation	The Manager Structural Safety Section, Technical Appraisal Department, The Building Center of Japan (Note: These items are not usually handled at the Osaka Branch Office).
Committee meeting dates Requests for documents, etc.  (If you wish to have documents forwarded by mail, please apply by e-mail or fax, stating the documents required.)	Structural Safety Section, Technical Appraisal Department, The Building Center of Japan Telephone: +81-3-3434-7165 Fax: +81-3-3431-3301 URL: <a href="http://www.bcj.or.jp">http://www.bcj.or.jp</a> e-mail: <a href="mailto:kozo_1@bcj.or.jp">kozo_1@bcj.or.jp</a>
	Technical Appraisal Section, Osaka Branch Office, The Building Center of Japan Telephone: +81-6-6947-2725 Fax: +81-6-6947-7706 e-mail: <a href="mailto:bcjos@bcjos.com">bcjos@bcjos.com</a>
	Committee meeting dates URL: <a href="http://www.bcj.or.jp/schedule/schedule.html">http://www.bcj.or.jp/schedule/schedule.html</a>
Assistance with approval applications	Administration Section, Technical Appraisal Department The Building Center of Japan Telephone: +81-3-3434-7166 Fax: +81-3-3431-3301

### Addresses:

The Building Center of Japan  
30 Mori Bldg.,  
3-2-2 Toranomom, Minato-ku, Tokyo, Japan 105-8438

The Building Center of Japan  
Osaka Branch Office  
Meiji Yasuda Seimei Sakaisujihonmachi Bldg. 8F.,  
1-7-15 Minamihonmachi, Chuo-ku, Osaka, Japan 541-0054