SUBIC BAY
METROPOLITAN AUTHORITY

CHECKLIST FOR THE APPLICATION OF SIGN & SIGN STRUCTURE PERMIT

☐ - NEW APPLICATION ☐ - RESUBMISSION

Date/Time of Application: _____
Applicant : _____
Address : _____
_____
_____
Project : _____
_____

Date/Time of Return : _____
Business Name : _____
Tel/Mobile & Fax No. : _____
Email Ad. : _____
BIR TIN No. : _____
Contact Person : _____

MANDATORY REQUIREMENTS:

CLEARANCES FROM OTHER SBMA DEPARTMENTS:

	Requirements:	Submitted: Yes	No	Remarks:
1.	**BUSINESS GROUP (BG)** - (Bldg. 225, Dewey Ave., CBD, SBFZ)			
a.	Valid copy of Certificate of Registration & Tax Exemption (CRTE) or Certificate of Registration (CR)			
2.	**LAND & ASSET DEVELOPMENT DEPARTMENT (LADD)** located at Bldg. 332, Burgos St., CBD, SBFZ – Tel. No. 252-4148			
a.	LADD Property Evaluation			
3.	**TOURISM DEPARTMENT (TD)** located at 2/F Subic Bay Exhibition & Convention Center (SBECC), Efficiency St., SBGP, SBFZ – Tel. No. 252-4200			
a.	TD Clearance/Evaluation			
4.	**ECOLOGY CENTER (EC)** located at G/F, Regulatory Bldg., Labitan St., SBFZ Tel. No. 252-4416			
a.	Environmental Clearance for the proposed work/construction			
5.	**ENGINEERING DEPARTMENT (ED)** located at Rm. 223, Bldg. 255 Barryman Road, Subic Bay Freeport Zone – Tel . No. 252-4713			
a.	Road Right of Way Clearance			
6.	**MAINTENANCE & TRANSPORTATION DEPARTMENT (MTD)** Located at Bldg. 275, Aguinaldo St., Subic Bay Freeport Zone – Tel. No. 252-4111			
a.	Ground Restoration/Preservation Clearance			
7.	Endorsement letter from various SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee.			
8.	**OTHER SBMA DEPARTMENT/S & UTILITIES PROVIDER AS MAY BE REQUIRED:**			
a.				
b.				
c.				

BUILDING PERMIT & SAFETY DEPARTMENT (BPSD) REQUIREMENTS:

	Requirements:	No. of Copies	Submitted Yes	No	Remarks
1.	Letter of Intent addressed to BPSD	1			
2.	Letter of authorization from the locator to transact in their behalf. *(as applicable)*	1			
3.	Sign and Sign Structure Application Form duly signed and sealed by a licensed architect or civil engineer and concurred by the owner – (Form to be provided by BPSD)	5			
4.	Signage detail reflecting dimension, exact location on site, elevation, heights, etc.	5			
5.	Structural plan, design & computation for pylon type;	5			
6.	Signage Design (colored)	5			

Note: All requirements identified under item nos. 3 to 6 shall be submitted duly signed and sealed by their respective designing professionals.

Result of Submission of Requirements:

☐ - APPLICATION RECEIVED

☐ - APPLICATION RETURNED

Assessed by:

BPSD - SBMA Representative / Designation
(Signature over Printed Name)
Date /Time:_____

Acknowledged & Accepted by:

Applicant – Representative
(Signature over Printed Name)
Date /Time:_____

NOTE:
APPLICANTS WITH INCOMPLETE REQUIREMENTS (MANDATORY/BPSD) WILL NOT BE ACCEPTED.

Subic Bay Metropolitan Authority
BUILDING PERMIT AND SAFETY DEPARTMENT
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