



CHECKLIST FOR THE APPLICATION OF BUILDING/RENOVATION PERMIT

- NEW APPLICATION

- RESUBMISSION

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

MANDATORY REQUIREMENTS:

CLEARANCES FROM OTHER SBMA DEPARTMENT, LOCATORS & AGENCY/IES:

Requirements:		Submitted:		Remarks:
		Yes	No	
1.	BUSINESS GROUP (BG) - (Bldg. 225, Dewey Ave., CBD, SBFZ)			
a.	Valid copy of Certificate of Registration (CR)			
b.	Certification that the proposed construction is based on business activity and development commitment (Applicant to submit to business group copies of the Architectural drawing including perspective based on the approved contract).			
2.	LAND & ASSET DEVELOPMENT DEPARTMENT (LADD) Located at Bldg. 332, Burgos St., CBD, SBFZ – Tel. No. 252-4148			
a.	LADD Property Evaluation			
3.	ECOLOGY CENTER (EC) located at G/F, Regulatory Bldg., Labitan St., SBFZ – Tel. No. 252-4416			
a.	Environmental Clearance for the proposed work/construction			
4.	SUBIC WATER & SEWERAGE COMPANY INC. (SWSCI) Former Sub-com Area, Rizal Highway, SBFZ – Tel. No. 252-2960/65			
a.	SWSCI Clearance – (to issue clearance that the project will not affect their utilities) – <i>applicable only for projects with excavation works</i>			
5.	CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP) Bldg. 8050, Argonaut Highway, SBFZ – Tel. No. 250-2176 – <i>applicable only for new construction or renovation involving construction of additional floor/s.</i>			
a.	Height Clearance Permit (HCP) – (height clearance requirements)			
6.	Endorsement letter from various SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee.			
7.	OTHER SBMA DEPARTMENT/S & UTILITIES PROVIDER AS MAY BE REQUIRED:			
a.				
b.				
c.				



BUILDING PERMIT & SAFETY DEPARTMENT (BPSD) REQUIREMENTS:

Requirements:	No. of Copies	Submitted		Remarks
		Yes	No	
1. Letter of Intent addressed to BPSD	1			
2. Letter of authorization from the locator to transact in their behalf (as applicable)	1			
3. Copy of Occupancy Certificate of Main Sub-Lessee (if subleased)	1			
4. All Building Permit Application Form/s (duly signed and sealed by the designing professional and the applicant) – (Forms to be provided by BPSD)	5			
5. All Building Plans for submittal shall conform to Standard Form Type A0, A1, A2 and A3 of the National Building Code of the Philippines, Philippine Electronic Code, Philippine Electrical Code, Plumbing Code, Fire Code, Mechanical Code, and National Structural Code of the Philippines, duly signed and sealed by the their respective designing professional – (submit photocopy of the latest PRC ID & PTR of the respective Designing Professional/s involved in the project: □ – A0, □ – A1, □ – A2, □ – A3				
6. Architectural Plan/s	5			
7. Civil/Structural Plan/s	5			
8. Structural computation and analysis (required for structure with an area of 21 square meters and above);	5			
9. Electrical Plan/s	5			
10. Sanitary Plan/s	5			
11. Plumbing Plan/s	5			
12. Mechanical Plan/s	5			
13. Fire Protection Plan/s	5			
a. For all types of occupancy except for one/two family dwelling units				
b. One/Two Family dwelling units provide single station smoke detector and portable fire extinguisher.				
c. Hydraulic / Flow computation for Drainage/ Fire Protection;	1			
14. Electronic Plan/s	5			
15. Construction Specifications;	5			
16. Bill of Materials & scope of work	5			
17. Geo-Technical Investigation Report (required for three (3) storey building structure and above);	1			
18. Construction Safety Policy and Guidelines of the Company and Risk Assessment signed by accredited DOLE Safety Officer – (copy of certification from DOLE)	1			

Note: All requirements identified under item nos. 4 to 16 shall be submitted duly signed and sealed by their respective designing professionals.

Result of Submission of Requirements:

- APPLICATION RECEIVED

- APPLICATION RETURNED

Assessed by:

Acknowledged & Accepted by:

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

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

NOTE:

1. For SBTICI Applicant, please include in the submission of electrical plan the following:
 - b) Commented electrical plan
 - c) Certification of electrical load
2. APPLICANTS WITH INCOMPLETE REQUIREMENTS (MANDATORY/BPSD) WILL NOT BE ACCEPTED.