



CHECKLIST FOR THE APPLICATION OF DEMOLITION 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:		Remarks:
		Yes	No	
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.	PROPERTY PROCUREMENT & MANAGEMENT DEPARTMENT (PPMD) Located at Bldg. 709, Burgos St., SBFZ – Tel. No. 252-4587			
a.	Demolition Clearance			
4.	ECOLOGY CENTER (EC) ,G/F, Regulatory Bldg., Labitan St., SBFZ (Tel. No. 252-4416)			
a.	Environmental Clearance for demolition works			
5.	Endorsement letter from various SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee.			
6.	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. <i>(as applicable)</i>	1			
3.	Demolition Permit Application Form duly signed and sealed by a designing professional concurred by the lessee – (Form to be provided by BPSD)	5			
4.	Building Plans for submittal shall conform to Standard Form Type A0, A1, A2 and A3 of the National Building Code of the Philippines (duly signed and sealed by the their respective designing professional); <input type="checkbox"/> – A0, <input type="checkbox"/> – A1, <input type="checkbox"/> – A2, <input type="checkbox"/> – A3	5			
a.	Location Plan	5			
b.	Removal / Demolition Plan	5			
c.	Photograph of the facility / structure showing at least four (4) Sides of the structures.	1			

Note: All requirements identified under items Nos. 3 to 4 shall be submitted duly signed and sealed by their respective designing / preparing 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:

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

Subic Bay Metropolitan Authority
BUILDING PERMIT AND SAFETY DEPARTMENT
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