

CHECKLIST FOR THE APPLICATION OF ELECTRONICS PERMIT

- NEW / PROPOSED INSTALLATION

- EXISTING INSTALLATION

Date/Time of Application : _____
 Applicant (Owner/Rep.) : _____
 Ofc Address : _____

 Project Location : _____
 Project : _____

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

Please submit the following requirements for:

I. NEW / PROPOSED INSTALLATION:

item nos. 1, 5a, 5b, 7a.1 (Proposed Plan), 7a.2, 7a.5, 7a.7, 8, 9, 10 and 11
Item nos. 2, 3, 4, 5c, 6a, 6b, 7a.3, 7a.4, 7a.6, 7b, 7c, 7d, 7e and 7f (as applicable)

II. EXISTING INSTALLATION:

item nos. 1, 5a, 5b.1, 7a.1 (As-Built Plan), 7a.2, 8 and 9
Item nos. 2, 4, 7a.3, 7a.5 and 7a.7 (as applicable)

Item	Requirements:	No. of Copies	Submitted		Remarks
			Yes	No	
1	Letter of Intent addressed to BPSD	1			
2	Letter of authorization from the locator for the representative to transact in their behalf	1			
3	Endorsement Letter from various SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee;	1			
4	If done by contract, provide a copy of the Contractor's SBMA Accreditation;	1			
5	For Locators: a. Photocopy of Certificate of Registration & Tax Exempt (CRTE) or Certificate of Registration (CR);	1			
	b. Clearance: 1. SBMA Land and Asset Clearance; (Tel. No. 252-4148) for New/Proposed Installation or Copy of Occupancy Permit for Existing Installation	1			
	2. SBMA Ecology Clearance; (Tel. No. 252-4416)	1			
	3. SBMA Business and Investment Department; (Tel. No. 252-4365)	1			
	4. Others: _____	1			
6	c. Height Clearance Permit "HCP" (Civil Aviation of the Philippines "CAAP" requirement); as applicable	1			
	a. Site Development Plan (reflecting the setbacks, lot dimensions, property line. Proposed and existing building footprint as applicable, to include parking areas, driveways, etc.); as applicable	5			
7	b. Elevation (reflecting Building Height), at least 4 sides; as applicable	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 (duly signed and sealed by the their respective designing professional);	5			
	a. Electronic Documents: 1. General Layout Plans with Legends (include Site Location Map) 2. Single Line Diagram 3. Riser Diagram 4. Isometry of the System 5. Equipment Specifications 6. Design Analysis, as applicable 7. Cost Estimates / Bill of Materials [duly signed and sealed by Professional Electronics Engineer (PECE)];	5			
	b. Site / Civil Work Plans; as applicable	5			
	c. Structural / Civil Plans; as applicable	5			
	d. Electrical Plans; as applicable	5			
	e. Mechanical Plans; as applicable	5			
f. Fire Protection Plans; as applicable	5				
8	Accomplished Electronics Permit Application and Data Sheet Form [duly signed and sealed by Professional Electronics Engineer (PECE)];	5			
9	Photocopy of the latest PRC License, PTR and IECEP ID with three (3) specimen signature of the Professional who signed and sealed the electronics document;	1			
10	Photocopy of Installer / Maintenance Personnel Identification;	1			
11	Construction Safety Policy and Guidelines of the Company and Risk Assessment (As may be required by BPSD).	1			

Result of Submission of Requirements:

- APPLICATION RECEIVED

- APPLICATION RETURNED

Assessed by:

Acknowledged & Accepted by:

BPSD - SBMA Representative / Designation
 (Signature over printed name)

Applicant – Representative
 (Signature over printed name)

Date /Time: _____

Date /Time: _____

NOTE: APPLICANTS WITH INCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED

