



## CHECKLIST FOR THE APPLICATION OF OCCUPANCY PERMIT

<b>Applicant</b> : _____	<b>Business Name</b> : _____
<b>Address</b> : _____	<b>Tel/Mobile &amp; Fax No.</b> : _____
_____	<b>Email Ad.</b> : _____
_____	<b>BIR TIN No.</b> : _____
<b>Project</b> : _____	<b>Contact Person</b> : _____
_____	_____

**Classification:**

<input type="checkbox"/> Commercial	<input type="checkbox"/> Theme Parks	<input type="checkbox"/> Residential
<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Mixed use

**For: All SBMA Department Managers (concerned)**

Please extend assistance to the applicant in securing from your office the necessary **Inspection Clearance** as supporting documents for the issuance of the Occupancy Permit.

**Mandatory Checklist of Requirements for:**

1. Letter of Intent addressed to BPSD.
2. Letter of authorization from the locator to transact in their behalf (as applicable).
3. Clearances from other SBMA Departments:
  - Land and Asset Development Department (LADD), Bldg. 332, Burgos St., SBFZ – Tel. No. 252-4148
  - Ecology Department (EC), G/F, Regulatory Bldg., Rizal Highway coner Labitan St., SBFZ – Tel. No. 252-4416
  - Fire Department, Bldg. 71, Sampson Road, CBD, SBFZ – Tel. No. 252-4061
  - Other Departments: as may be required
4. Clearances/Endorsement from the Respective Engineering Department of the Main Lessee:
  - SBDMC Inc. (Administration Bldg., Argonaut Highway corner Rizal Highway, Subic Bay Gateway Park I, SBFZ)
  - Subic Technopark Corp. (Subic Techno Center Bldg., Argonaut Highway, Boton Area, SBFZ)
  - Subic Commercial and Light Industrial Park (Boton Lights, SBFZ)
  - Building Owner/Sub-lessee
  - \_\_\_\_\_
5. Checklist of Requirements for Engineering Plans
  - Duly Notarized Certificate of Completion signed and sealed by the licensed architect or civil engineer in-charge of the construction and by the the contractor (if construction is undertaken by contract). – **3 copies**
  - Approved building permit (photo copy) – **1 copy**
  - As-built plans, signed and sealed by licensed architect/engineer(s) in-charge of the construction/installation
    - a. Reproducible copies           **1 set original / tracing sheets with tube**
    - b. Blue-prints                       **2 sets with expandable envelope**
  - Insulation test result (megger test)witnessed and signed by licensed electrical pactitioner
  - Log Book and building inspection sheet duly accomplished by the contractor and signed and sealed by the architect or civil engineer in charge of the construction

Assessed by:

Name: \_\_\_\_\_

Applicant / Representative: \_\_\_\_\_  
*(Signature over Printed Name)*

Date: \_\_\_\_\_

Date / Time: \_\_\_\_\_

