



CHECKLIST FOR THE APPLICATION OF REPAIR / REPAINTING 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 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. 4148			
a.	LADD Property Evaluation			
3.	ECOLOGY CENTER (EC) , G/F, Regulatory Bldg., Labitan St., SBFZ Tel. No. 252-4416			
a.	Environmental Clearance for the proposed work/construction			
4.	Endorsement letter from various SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee.			
5.	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.	Bill of Materials / Construction Cost	5			
4.	Scope of Work	5			

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.

