



CHECKLIST FOR THE APPLICATION OF SIGN & SIGN STRUCTURE 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.	TOURISM DEPARTMENT (TD) located at 2/F Subic Bay Exhibition & Convention Center (SBECC), Efficiency St., SBGP, SBFZ – Tel. No. 252-4200			
a.	TD Clearance/Evaluation			
4.	ECOLOGY CENTER (EC) located at G/F, Regulatory Bldg., Labitan St., SBFZ Tel. No. 252-4416			
a.	Environmental Clearance for the proposed work/construction			
5.	ENGINEERING DEPARTMENT (ED) located at Rm. 223, Bldg. 255 Barryman Road, Subic Bay Freeport Zone – Tel. No. 252-4713			
a.	Road Right of Way Clearance			
6.	MAINTENANCE & TRANSPORTATION DEPARTMENT (MTD) Located at Bldg. 275, Aguinaldo St., Subic Bay Freeport Zone – Tel. No. 252-4111			
a.	Ground Restoration/Preservation Clearance			
7.	Endorsement letter from various SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee.			
8.	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.	Sign and Sign Structure Application Form duly signed and sealed by a licensed architect or civil engineer and concurred by the owner – (Form to be provided by BPSD)	5			
4.	Signage detail reflecting dimension, exact location on site, elevation, heights, etc.	5			
5.	Structural plan, design & computation for pylon type;	5			
6.	Signage Design (colored)	5			

Note: All requirements identified under item nos. 3 to 6 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:

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

