

## CHECKLIST FOR LOCATORS APPLICATION FOR OCCUPANCY PERMIT

**APPLICATION REQUIREMENTS:**

Particulars		No. of Copies	Remarks
1.	Letter of Intent*	1	Addressed to: <b>Engr. Nestor C. Santos</b> Manager, BPSD
2.	Letter of authorization from the Locator to transact in their behalf*	1	<i>As applicable</i> Addressed to: <b>Engr. Nestor C. Santos</b> Manager, BPSD
3.	Duly Notarized Certificate of Completion* signed and sealed by the licensed architect or civil engineer in-charge of the construction and by the contractor (Forms to be provided by BPSD or you may access the forms at this link: <a href="http://www.mysubicbay.com.ph/about-us/departments/building-permit-and-safety-department">http://www.mysubicbay.com.ph/about-us/departments/building-permit-and-safety-department</a> )	3	
4.	Copy of Approved Building Permit	1	
5.	Copy of valid PRC ID & PTR of the respective designing professional/s involved in the project (duly signed and sealed)	1	
6.	As-built plans*, signed and sealed by licensed architect/engineer in charge of the construction/installation		
	a. Reproducible copies- <i>Original/tracing sheets with tube</i>	1	
	b. Blue prints- <i>Placed in an expandable envelope</i>	2	
7.	Insulation test result* (megger test) witnessed and signed by licensed electrical practitioner	1	
8.	Logbook and building inspection sheet* duly accomplished by the contractor, and signed and sealed by the architect or civil engineer in charge of construction.	1	
9.	Clearances from Other SBMA Departments/Utility Providers/ Other Agencies		
	a. <b>LAND &amp; ASSET DEVELOPMENT DEPARTMENT (LADD)</b> Located at Bldg. 332, Burgos St., CBD, SBFZ Tel. No. 252-4529		LADD Clearance*
	b. <b>ECOLOGY CENTER (EC)</b> located at G/F, Regulatory Bldg., Labitan St., SBFZ – Tel. No. 252-4321		Ecology Clearance*
	c. <b>FIRE DEPARTMENT</b> located at Building 71, Sampson Road, CBD, SBFZ – Tel. No. 252-4061		Fire Department Clearance*
	d. <b>Endorsement letter from respective SBMA Industrial Parks*</b> (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) <b>or Main Lessee.</b>		For subleased properties
	e. <b>OTHER SBMA DEPARTMENT/S &amp; UTILITIES PROVIDER AS MAY BE REQUIRED:</b> <i>For clarifications as to applicability of this requirement, please contact the BPSD at tel no: 252-4574 or email <a href="mailto:bpsd@sbma.com">bpsd@sbma.com</a></i>		

**Notes:**

- Please check out this link for the various SBMA departments <https://www.mysubicbay.com.ph/about-us/departments>
- \* To be submitted in "Original" Form once Client is advised to submit hardcopies


