



## CHECKLIST FOR LOCATORS APPLICATION FOR ELECTRONICS PERMIT

**Please submit the following requirements for:**

- |                                   |  |
|-----------------------------------|--|
| <b>I. NEW INSTALLATION:</b>       | <b>Item nos. 1, 3, 4a.1, 4a.2 or 4a.3, 4a.5, 4a.7, 5, 6 and 8a</b>                       |
| Proposed Electronics Plan         | <i>Item nos. 2, 3a, 4a.4, 4a.6, 4b, 4c, 4d, 7, 8b, 8c, 8d and 8e (as applicable)</i>     |
| <b>II. EXISTING INSTALLATION:</b> | <b>Item nos. 1, 3, 4a.1, 4a.2 or 4a.3, 5 and 6</b>                                       |
| As-Built Electronics Plan         | <i>Item nos. 2, 3a, 4a.4, 4a.5, 4a.6, 4a.7, 7, 8a, 8b, 8c, 8d and 8e (as applicable)</i> |

**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.	Copy of Lease or Sublease Agreement or Equivalent Documents (i.e. Co-Location Agreement for Telecommunication Companies, Industrial Lease Agreement, etc.)	1	
	a. Endorsement by Lessee (If applicant is Sub-Lessee)	1	<i>As applicable</i>
4.	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 their respective designing professional);		
	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) and conformed by the owner]	3	
	b. Civil / Structural Plans	3	<i>As applicable</i>
	c. Electrical Plans	3	<i>As applicable</i>
	d. Others: Mechanical Plans/Fire Protection Plans	3	<i>As applicable</i>
5.	Accomplished Electronics Permit Application and Data Sheet Form* [duly signed and sealed by Professional Electronics Engineer (PECE)]	3	
6.	Copy of valid PRC License, PTR and IECEP ID with three (3) specimen signature of the Design Professional who signed and sealed the plans / documents;	1	
7.	Contractors (or In-House) Construction Safety Program signed by Safety Officer (include copy of Safety Officer's COSH Training Certificate)	1	For underground installation and overhead installation above 3.0 meters
8.	Clearances from Other SBMA Departments/Utility Providers/ Other Agencies		
	a. SBMA Land and Asset Clearance (Tel. No. 252-4529)		
	b. SBMA Ecology Clearance; (Tel. No. 252-4321)		
	c. Endorsement letter/Clearance from respective SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals)		<i>As applicable</i>
	d. <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>		(i.e. Engineering Dept., Planning & Dev't Office, Telecommunications, MTD, LED, BID-ICT, Utilities Dept., Subic Enerzone, Subic Water, NTC Frequency Clearance and Equipment Type Approved, Telcos, etc.)
	e. Civil Aviation of the Philippines "CAAP" (Tel. No. 252-7035/5050)		Height Clearance Permit "HCP"- If application involved new Antenna Tower

**Notes:**

1. Please check out this link for the various SBMA departments <https://www.mysubicbay.com.ph/about-us/departments>
2. If Project is to be undertaken by Contract (with Contractor)-please submit a copy of the Contractors Accreditation Certificate with SBMA
3. \* To be submitted in "Original" Form once application has been approved and Client is advised to submit hardcopies



Fini  
7/10/23