

CHECKLIST FOR LOCATORS APPLICATION FOR SIGN & SIGN STRUCTURE PERMIT

APPLICATION REQUIREMENTS:

Particulars		No. of Copies	Remarks
1.	Letter of Intent*	1	Addressed to: Engr. Nestor C. Santos Manager, BPSD
2.	Letter of authorization from the Locator to transact in their behalf*	1	<i>As applicable</i> Addressed to: Engr. Nestor C. Santos Manager, BPSD
3.	Copy of valid Lease or Sublease Agreement (LA/SLA) or its equivalent	1	
4.	Sign and Sign Structure Application Form* duly signed and sealed by a licensed architect or civil engineer and concurred by the owner – Forms to be provided by BPSD or you may access the forms at this link: http://www.mysubicbay.com.ph/about-us/departments/building-permit-and-safety-department	3	
5.	Copy of valid PRC ID & PTR of the respective designing professional/s involved in the project	1	
6.	Structural plan, design & computation for pylon type*	3	
7.	Signage Design (colored)* with details reflecting dimension, exact location on site, elevation, heights, etc.	3	
8.	Contractors (or In-House) Construction Safety Program signed by Safety Officer (include copy of Safety Officer's COSH Training Certificate)	1	For erection of pylon sign and installation of signage above 3.0 meters
9.	Clearances from Other SBMA Departments/Utility Providers/ Other Agencies		
	a. LAND & ASSET DEVELOPMENT DEPARTMENT (LADD) Located at Bldg. 332, Burgos St., CBD, SBFZ Tel. No. 252-4529		LADD Property Evaluation
	b. TOURISM DEPARTMENT (TD) located at 2/F Subic Bay Exhibition & Convention Center (SBECC), Efficiency St., SBGP, SBFZ – Tel. No. 252-4200		Tourism Department Clearance/Evaluation
	c. ECOLOGY CENTER (EC) located at G/F, Regulatory Bldg., Labitan St., SBFZ – Tel. No. 252-4321		Environmental Clearance for the proposed work/construction
	d. Endorsement letter from respective SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee.		For subleased properties
	e. OTHER SBMA DEPARTMENT/S & UTILITIES PROVIDER AS MAY BE REQUIRED: <i>For clarifications as to applicability of this requirement, please contact the BPSD at tel no: 252-4553 or email bpsd@sbma.com</i>		<i>As applicable</i> <i>i.e.- Engineering Dept.- Road Right of Way Clearance</i> - -Maintenance and Transportation Dept. - Ground Restoration/Preservation Clearance -CAAP for Pylon Type Signage

Notes:

- All requirements identified under item nos. 4 to 7 shall be submitted duly signed and sealed by their respective designing professionals.
Exemption: If with existing structural frame, and scope of works is only replacement of canvass or tarpaulin, no sign and seal required.
- Please check out this link for the various SBMA departments <https://www.mysubicbay.com.ph/about-us/departments>
- If Project is to be undertaken by Contract (with Contractor)-please submit a copy of the Contractors Accreditation Certificate with SBMA.
- * To be submitted in "Original" Form once application has been approved and Client is advised to submit hardcopies

