

CHECKLIST FOR LOCATORS APPLICATION FOR EXCAVATION, GROUND PREPARATION & SOIL INVESTIGATION 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.	Excavation, Ground Preparation and Soil Investigation Permit Application Form* duly signed and sealed by a licensed Architect / Civil Engineer and concurred by the Owner/Lessee – 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.	Development 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 the their respective designing professional □ – A0, □ – A1, □ – A2, □ – A3		
	a. Location plan and site development plan, (showing the lot boundary & exact location of the area to be excavated, structures and trees to be affected by the ground preparation);	3	
	b. Excavation plans with volume computation;	3	
	c. Grading plans / Borehole location / Drainage plans / Disposal Plans/ Pavement and Utilities Plans;	3	<i>Refer to Section 303 of NSCP for Minimum Requirements for Soil Investigation Application</i>
7.	Contractors (or In-House) Construction Safety Program signed by Safety Officer (include copy of Safety Officer's COSH Training Certificate)	1	
8.	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. ECOLOGY CENTER (EC) located at G/F, Regulatory Bldg., Labitan St., SBFZ – Tel. No. 252-4321		Environmental Clearance for the proposed work/construction
	c. SUBIC WATER & SEWERAGE COMPANY INC. (SWSCI) Former Sub-com Area, Rizal Highway, SBFZ – Tel. No. 252-2961/2963 (Engineering Dept.)		SWSCI Clearance – (to issue clearance that the project will not affect their utilities)
	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>		As applicable

Notes:

- All requirements identified under item nos. 4 to 6 shall be submitted duly signed and sealed by their respective designing professionals.
- 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

