

CHECKLIST FOR LOCATORS APPLICATION FOR DEMOLITION 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.	Demolition Permit Application Form* duly signed and sealed by a designing professional concurred by the 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.	Demolition 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	3	
	b. Removal / Demolition Plan	3	
	c. Photograph of the facility / structure showing at least four (4) Sides of the structures	1	
	d. Methodology of Demolition Works	1	
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. PROCUREMENT AND PROPERTY MANAGEMENT (PPMD) located at Rm. 201, Bldg. 255, Barryman Road, Central Business District, Subic Bay Freeport Zone, Tel. No. 252-4613		PPMD Clearance
	c. ECOLOGY CENTER (EC) located at G/F, Regulatory Bldg., Labitan St., SBFZ – Tel. No. 252-4321		Environmental Clearance for the demolition works
	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

