

CHECKLIST FOR LOCATORS APPLICATION FOR REPAIR / REPAINTING 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.	Bill of Materials / Construction Cost*	2	
5.	Scope of Works*	2	
6.	Contractors (or In-House) Construction Safety Program signed by Safety Officer (include copy of Safety Officer's COSH Training Certificate)	1	For major repairs or repainting works above 3.0 meters
7.	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. Endorsement letter from respective SBMA Industrial Parks (e.g. SBDMC, Subic Techno-Park, SCDC, SCLIP, Global Terminals) or Main Lessee.		For subleased properties
	d. PLANNING and DEVELOPMENT OFFICE (PDO)-(AESTHETICS COMMITTEE) located at 2/F, Bldg. 662, Taft St., Central Business District, SBFZ – Tel. No. 252-4097		PDO Clearance <i>-applicable for repainting of exterior wall</i>
	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:

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

