

CHECKLIST FOR LOCATORS APPLICATION FOR BUILDING/RENOVATION 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.	All Building Permit Application Form/s* (duly signed and sealed by the designing professional and the applicant) – 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	
	All Building Plans* for submittal shall conform to Standard Form Type A0, A1, A2 and A3 of the National Building Code of the Philippines, Philippine Electronic Code, Philippine Electrical Code, Plumbing Code, Fire Code, Mechanical Code, and National Structural Code of the Philippines, duly signed and sealed by their respective designing professional □ – A0, □ – A1, □ – A2, □ – A3		
6.	Architectural Plan/s* (Standard NBCP Format)	3	Must be stamped "approved" by LADD & PDO
7.	Civil/Structural Plan/s*	3	
8.	Structural computation and analysis* (required for structure with an area of 21 square meters and above);	2	
9.	Electrical Plan/s*	3	
10.	Sanitary Plan/s*	3	
11.	Plumbing Plan/s*	3	
12.	Mechanical Plan/s*	3	
13.	Fire Protection Plan/s*	3	
	a. For all types of occupancy except for one/two family dwelling units	3	
	b. One/Two Family dwelling units provide single station smoke detector and portable fire extinguisher.	3	
	c. Hydraulic / Flow computation for Drainage/ Fire Protection	1	
14.	Electronic Plan/s*	3	
15.	Construction Specifications*	2	
16.	Bill of Materials & scope of work*	2	
17.	Geo-Technical Investigation Report (required for three (3) storey building structure and above)	1	<i>As applicable. Refer to Section 303 of NSCP for Minimum Requirements</i>
18.	Contractors (or In-House) Construction Safety Program signed by Safety Officer (include copy of Safety Officer's COSH Training Certificate)	1	For new constructions, major repairs or renovations above 3.0 meters



Particulars	Remarks
19. 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. 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 if there is demolition works prior renovation/construction
e. PLANNING and DEVELOPMENT OFFICE (PDO) located at 2/F, Bldg. 662, Taft St., Central Business District, SBFZ – Tel. No. 252-4097	Zoning Clearance <i>-applicable for New Constructions or Extensions</i>
f. FIRE DEPARTMENT c/o BPSD Detailed Personnel , located at Room 206, Regulatory Bldg., Labitan St., Central Business District, Subic Bay Freeport Zone, Tel. No. 252-4574	Fire Safety Evaluation Clearance <i>-for New Constructions or as applicable</i>
g. CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP) Bldg. 8050, Argonaut Highway, SBFZ – Tel. No. 252-7035/5050	Height Clearance Permit (HCP) <i>– applicable only for new construction or renovation involving construction of additional floor/s.</i>
h. 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) <i>– applicable only for projects with excavation works</i>
i. 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>Applicability to be determined upon submission of scope of works</i> <i>i.e. Seaport Clearance – for projects within the port area, port facility, piers, wharves, and those adjacent to shore</i> <i>Clearance from Maintenance Dept. – for projects within the Road Right of Way and other areas maintained by MTD</i> <i>Clearance from Engineering – applicable to projects within the Road Right of Way</i>

Notes:

1. All requirements identified under item nos. 4 to 16 shall be submitted duly signed and sealed by their respective designing professionals.
2. Please check out this link for the various SBMA departments <https://www.mysubicbay.com.ph/about-us/departments>
3. For Subic Bay Town Center Inc. (SBTCI) Applicant, please include in the submission of electrical plan the following:
 - a) Commented electrical plan
 - b) Certification of electrical load
4. Please note that any excavation works/new construction works that may affect existing roads and underground utilities requires securing clearances from Utility providers like Subic Water, Subic Enerzone, PLDT, Globe, Converge, DITO Telecommunity as well as Engineering and Maintenance Departments of SBMA).
5. If Project is to be undertaken by Contract (with Contractor)-please submit a copy of the Contractors Accreditation Certificate with SBMA.
6. ***** To be submitted in "Original" Form once application has been approved and Client is advised to submit hardcopies