



Doc. No.: \_\_\_\_\_

**APPLICATION FOR TECHNICAL CLEARANCE**

**THIS FORM IS TO BE FILLED OUT BY THE APPLICANT (LESSEE/RESIDENT/SUBLESSEE)**

Lessee/Company/Resident's Name: \_\_\_\_\_

Unit Address/Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**Type of Application** (Please Check Appropriate Box)

- Building Permit \_\_\_\_\_
- Occupancy Permit \_\_\_\_\_
- Repair/Repainting Permit \_\_\_\_\_
- Excavation/Soil Investigation \_\_\_\_\_
- Electronics Permit \_\_\_\_\_
- Temporary Power/Permanent Power/Power Reconnection \_\_\_\_\_
- Fencing Permit  Temporary  Permanent
- Others: (Please Specify) \_\_\_\_\_

**For SBFZ Housing Area Applicants Only:**

**House Extension:**

- Side  Rear  Both

**Repainting:**

- Interior  Exterior

(Specify Exterior Color) \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Registered Lessee / Authorized Representative

**NOTE:**

**KINDLY ACCOMPLISH THE BELOW REQUIREMENTS PRIOR TO SUBMISSION OF THIS APPLICATION FORM. INCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED.**

**Do not fill out beyond this point, for LADD Personnel only**

**Requirements to be Submitted**

- Duly Accomplished Form
- Lease Agreement/Sublease Agreement/MOA
- Certificate of Registration & Tax Exempt (CRTE)/ Certificate of Registration (CR)
- Lot Plan/Lot Boundary Survey
- Plans (Architectural/Civil Engineering/Electrical/Mechanical/ Plumbing/ Electronic), Signed & Sealed - \_ set/s
- Bill of Materials & Scope of Works (signed & sealed by a Professional Architect/Engineer or signed by the Lessee)
- Duly Notarized Certificate of Completion (for Occupancy Permit Application)
- Copy of Approved Building Permit (for Occupancy Permit Application)
- Authorization letter signed by the Lessee
- Others: (Please Specify) \_\_\_\_\_

Kindly return to this office after the applicable period depending on the type of your permit application as specified below. Processing time reckons from the date of your submission.

- SIMPLE** Three (3) Working Days       **COMPLEX** Six (6) Working Days       **HIGHLY TECHNICAL** Fifteen (15) Working Days

**Action Taken**

APPLICATION CLEARED

APPLICATION DENIED

**REMARKS:**

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Evaluated by:

Checked by:

Approved by:

MANUEL Y. PALCON III  
Engineer I

MELISSA G. AGUSTIN  
Estate Management Chief

NOLAN T. SUDARIO  
Manager, LADD

**Releasing of Document**

Released By:

Received By:

Date:

Date:

