



APPLICATION FOR RENOVATION PERMIT

Name of Unit Owner:		Home Phone No.:	
Unit Number:		Mobile Phone No.:	
Location of Renovation Bldg:		E-mail Address:	

Name of Contractor:		Office Phone No.:	
Address:		Mobile Phone No.:	
		E-mail Address:	

☐ MINOR RENOVATION

☐ MAJOR RENOVATION

REQUIREMENTS:
INITIAL PLAN

Submission four (4) sets of initial plan

NOTES:

<input type="checkbox"/>	Electrical Plans
<input type="checkbox"/>	Sanitary/Plumbing Plans
<input type="checkbox"/>	Mechanical Plans
<input type="checkbox"/>	Structural Plans
<input type="checkbox"/>	Architectural Plans
<input type="checkbox"/>	Other: _____

PRE-CONSTRUCTION

Submission four (4) sets of initial plan

<input type="checkbox"/>	Approved Electrical Plans (Signed and Sealed)
<input type="checkbox"/>	Approved Sanitary/Plumbing Plans (Signed and Sealed)
<input type="checkbox"/>	Approved Mechanical Plans (Signed and Sealed)
<input type="checkbox"/>	Approved Structural Plans (Signed and Sealed)
<input type="checkbox"/>	Approved Architectural Plans (Signed and Sealed)

OTHERS:

<input type="checkbox"/>	Detailed Scope of Works
<input type="checkbox"/>	Schedule of Works/Timetable/Gantt Chart
<input type="checkbox"/>	Specimen Signature
<input type="checkbox"/>	Appointment Letter of the Contractor
<input type="checkbox"/>	Notarized Deed of Undertaking and Waiver
<input type="checkbox"/>	List of Workers with valid ID and NBI/Police/Barangay Clearance
<input type="checkbox"/>	List of Tools and Equipment
<input type="checkbox"/>	Total Cost of Project
<input type="checkbox"/>	Job Hazard Analysis
<input type="checkbox"/>	Building Permit from the Office of Building Official (OBO)
<input type="checkbox"/>	Comprehensive General Liability Insurance (CGLI, minimum of P500,000 coverage)
<input type="checkbox"/>	Renovation Bond Receipt for Major Renovation (P50,000 or 5% of the total project cost; Refundable)
<input checked="" type="checkbox"/>	Security & Maintenance Fee Receipt (P250/day, maximum of P2500 for Minor Renovation; non-refundable)
<input type="checkbox"/>	Security & Maintenance Fee Receipt (P250/day, maximum of P5000/month for Major Renov; non-refundable)
<input type="checkbox"/>	Clearance from the accounting department for dues and utilities

BY: _____
Signature Over Printed Name

TO BE ACCOMPLISHED BY THE ADMINISTRATION

FOR THE ACCOUNTING GROUP

Condo Corp. Dues	Amount Due	Assessed By	OR No.	Date Paid	Reviewed By
Renovation Bond					
Security & Maintenance Fee					
Processing Fee					
Administrative Fee					
Others (Specify)					
TOTAL					

FOR THE ENGINEERING GROUP

ACTION TAKEN:

Approval is hereby recommended based oin the following conditions:

- That the proposed renovation shall be in accordance with the submitted approved plans with all the required revision/s noted on the plans is followed
- That the poposed renovation shall be in conformity with the Condo. Corp. Rules & Regulations
- That all pertinent fees shall be settled before application of the Renovation Permit
- That copy of the "Move-in Clearance" shall be issued by the Admin Office before actual occupancy of the unit.

RECOMMENDING APPROVAL

BUILDING ENGINEER

ENGINEERING MANAGER

DATE