



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


PRE-CONSTRUCTION

Submission four (4) sets of initial plan

<input checked="" type="checkbox"/>	Approved Electrical Plans (Signed and Sealed)
<input checked="" type="checkbox"/>	Approved Sanitary/Plumbing Plans (Signed and Sealed)
<input checked="" type="checkbox"/>	Approved Mechanical Plans (Signed and Sealed)
<input checked="" type="checkbox"/>	Approved Structural Plans (Signed and Sealed)
<input checked="" 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 checked="" type="checkbox"/>	Building Permit from the Office of Building Official (OBO)
<input checked="" type="checkbox"/>	Comprehensive General Liability Insurance (CGLI, minimum of P500,000 coverage)
<input checked="" type="checkbox"/>	Renovation Bond Receipt for Major Renovation (P50,000 or 5% of the total project cost; Refundable)
<input type="checkbox"/>	Security & Maintenance Fee Receipt (P250/day, maximum of P2500 for Minor Renovation; non-refundable)
<input checked="" 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

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