



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:

- Electrical Plans
- Sanitary/Plumbing Plans
- Mechanical Plans
- Structural Plans
- Architectural Plans
- Other: _____

PRE-CONSTRUCTION

Submission four (4) sets of initial plan

- Approved Electrical Plans (Signed and Sealed)
- Approved Sanitary/Plumbing Plans (Signed and Sealed)
- Approved Mechanical Plans (Signed and Sealed)
- Approved Structural Plans (Signed and Sealed)
- Approved Architectural Plans (Signed and Sealed)

OTHERS:

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

1. 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
2. That the proposed renovation shall be in conformity with the Condo. Corp. Rules & Regulations
3. That all pertinent fees shall be settled before application of the Renovation Permit
4. 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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