

APPLICATION FOR RENOVATION PERMIT

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

Name of Contractor: _____ **Office Phone No.:** _____

Address: _____ **Mobile Phone No.:** _____

E-mail Address: _____

TYPE OF RENOVATION:

	Electrical
	Sanitary/ Plumbing
	Mechanical
	Structural
	Architectural
	Others:_____

NOTES:

[illegible]

REQUIREMENTS:

PRE-CONSTRUCTION

Submission in four (4) sets

	Approved Electrical Plans (signed and sealed)
	Approved Sanitary/ Plumbing Plans (signed and sealed)
	Approved Mechanical Plans (signed and sealed)
	Approved Architectural Plans (signed and sealed)
	Approved Structural Plans (signed and sealed)
	Others (Specify): _____

OTHERS:

	Scope of Works
	Date of Renovation and Target Completion (Timetable)
	Detailed Schedule of Works
	Specimen Signature
	Appointment Letter of the Contractor
	Deed of Undertaking
	List of workers, Tools and Equipment
	Renovation Bond Receipt
	Security and Maintenance Fee Receipt

BY:

PRINTED NAME AND SIGNATURE OF UNIT OWNER

DATE _____

TO BE ACCOMPLISHED BY THE ADMINISTRATION

FOR THE ACCOUNTING GROUP

	AMOUNT DUE	ASSESSED BY	O.R. NUMBER	DATE PAID	REVIEWED BY
Condo. Corp. Dues					
Renovation Bond					
Security & Maintenance Fee					
Processing Fee					
Administrative Fee					
Others (Specify)					
TOTAL:					

FOR THE ARCHITECTURAL 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 Plan Evaluation Sheet is followed.
2. That the proposed renovation shall be in conformity with the Condominium Corporation Rules and Regulations.
3. That all pertinent fees shall be settled before application of the Renovation Permit.
4. That a copy of the "Move-in Permit" shall be submitted to the Association Office before actual occupancy of the unit.

**RECOMMENDING
APPROVAL:**

BUILDING ENGINEER

PROPERTY MANAGER

DATE _____