

JOHN HAY MANAGEMENT CORPORATION

OFFICE OF THE JHMC BUILDING OFFICIAL

Company: _____
Location: _____
Contractor: _____

REQUIREMENTS FOR ISSUANCE OF BUILDING PERMIT

- _____ 1. Request Letter for application of building permit addressed to the :
JHMC Building Official
- _____ 2. Application Form (in 5 sets) for BUILDING PERMIT & ANCILLARY PERMITS :
ARCHITECTURAL, CIVIL/STRUCTURAL, SANITARY/PLUMBING, MECHANICAL,
ELECTRICAL & ELECTRONICS PERMITS, Accessory Permits : FENCING,
EXCAVATION, SCAFFOLDING, ETC. *signed and sealed by duly licensed professionals
and signed by the owners.*
- _____ 2. Photo copy of PEZA Certificate of Registration as applicable.
- _____ 3. Five (5) sets (3 Standard size - 20"x 30" and 2 - A3 size) of plans (ARCHITECTURAL,
CIVIL/STRUCTURAL, SANITARY/PLUMBING, ELECTRICAL, MECHANICAL,
ELECTRONICS) *signed and sealed by duly licensed professionals and signed by owner or
his authorized representative. Standard sized plans must be fastened and folded, A3 plans
must be fastened in folders. All applications must be accompanied by Site Development
Plan/Project Location Plan signed and sealed by Architect/Civil Engineer and signed by
Owner. Plans must be in appropriate scale as per National Building Code.*
- _____ 4. Five (5) copies of Structural computations, signed and sealed by Structural Engineer,
- _____ 5. Five (5) copies of Detailed Cost and Material Estimate, *signed and sealed by duly
licensed professionals and signed by the owner.*
- _____ 6. Five (5) copies of Specifications and Scope of Works, *signed and sealed by duly
licensed professionals and signed by owner.*
- _____ 7. Five (5) copies of Lists of Materials and Equipment to be imported (if any), *signed and
sealed by duly licensed professionals and signed by the owner.*
- _____ 8. Layout of Temporary Facilities (site location, floor plan, electrical layout, load schedule,
single line diagram, list of all electrical/mechanical equipment with capacity.
- _____ 9. List of Designers and Project Engineers for the different works as per attached form.
- _____ 10. Photo copy for Designers and Project Engineer's valid PRC license and latest PTR with
three (3) specimen signature.
- _____ 11. Name and phone number of Architect/Civil Engineer, In-charge of construction, in the site
project.
- _____ 12. Contract of Lease and endorsement letter of lessor to JHMC

Please attach this Form when submitting your application.

NOTE :

Any construction alteration, renovation, repairs installations of Electro-Mechanical, production fixtures and equipment without the necessary Building, Electrical, Mechanical, Sanitary Permits, is subject to 100% penalty in accordance with the National Building Code.



JOHN HAY MANAGEMENT CORPORATION

OFFICE OF THE JHMC BUILDING OFFICIAL

Company: _____
Location: _____
Contractor: _____

REQUIREMENTS FOR ISSUANCE OF BUILDING PERMIT

- I. Any person desiring to obtain a building permit and any ancillary/accessory permit/s together with a Building Permit shall file application/s therefore on the prescribed application forms.

- II. Together with the accomplished prescribed application form/s; the following shall be submitted to the Office of the Building Official (OBO):
 1. in case the applicant is the registered owner of the lot:
 - a. Certified true copy of OCT/TCT, on file with the Registry of Deeds.
 - b. Tax Declaration, and
 - c. Current Real Property Tax Receipt.
 2. In case the applicant is not the registered owner of the lot in addition to the above:
 - a. Duly notarized copy of the **CONTRACT OF LEASE**.

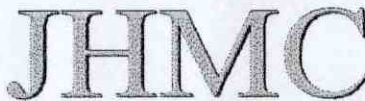
- III. Five (5) sets of survey plans, design plans, specifications and other documents prepared, signed and sealed over the printed names of the duly licensed and registered:
 1. Architect, in case of architectural documents;
 2. Civil Engineer, in case of civil/structural documents;
 3. Professional Electrical Engineer, in case of electrical documents;
 4. Professional Mechanical Engineer, in case of mechanical documents;
 5. Sanitary Engineer, in case of sanitary documents;
 6. Master Plumber, in case of plumbing documents;
 7. Electronics Engineer, in case of electronics documents;
 8. Environmental Planner who is also an architect or civil engineer, in case of developmental/environmental documents;
 9. Interior Designer, in case of interior design documents;
 10. Geodetic Engineer, in case of lot survey documents.

- IV. Architectural Documents
 1. Architectural Plans/Drawings:
 - a. Vicinity Map/Location Plan within a two (2) km radius for commercial, industrial, and institutional complex and within a half-kilometer radius for residential buildings, at any convenient scale showing prominent landmarks or major thoroughfares for easy reference.
 - b. Site Development Plan showing technical description, boundaries, orientation and position of proposed building/structure in relation to the lot, existing or proposed access road and driveways and existing public utilities/services. Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.
 - c. Perspective drawn at a convenient scale and taken from a vantage point (bird's eye or eye level)
 - d. Floor Plans drawn to scale of not less than one is to one hundred (1:100) showing gridlines, complete identification of rooms or functional places.
 - e. Elevations, at least four (4), same scale as floor plans showing gridlines, natural ground to finish grade elevations, floor to floor heights, door and window marks, type of material and exterior finishes, adjoining existing structure(s), if any shown in single hatch lines.
 - f. Sections, at least two (2), showing gridlines, natural ground and finish levels; outline of cut and visible structural parts, doors and windows properly labeled reflecting the direction of opening; partitions, built-in cabinets, etc.; identification of rooms and functional spaces cut by section lines.
 - g. Ceiling Plans showing its design, materials and finish to be used, location of lighting fixtures; location of diffusers, air exhausts/return grilles and nozzles, if any.
 - h. Details, in the form of plans, elevations/sections:
 - i. Accessible ramp
 - ii. Accessible functional areas
 - iii. Access symbols/signage(s)
 - iv. Reserved parking for disabled persons
 - v. Audio visual & automatic
 - vi. Typical wall/bay sections from alarm system ground to roof
 - vii. Stairs, interior and exterior



JOHN HAY MANAGEMENT CORPORATION

- viii. Fire escapes/exits
 - ix. Built-in cabinets, counters and fixed furniture
 - x. All types of partitions
 - xi. Others
 - i. Schedule of Doors and Windows showing their types, designations/marks, dimensions, materials, and number of sets.
 - j. Schedule of finishes showing in graphic form surface finishes specified for floors, ceilings, walls and baseboard trims for all building spaces per floor level.
 - k. Details of other major Architectural Elements.
 - 2. Architectural Interiors
 - a. Space Plan/s or layout/s of architectural interior
 - b. Architectural interior perspective/s
 - c. Furniture/finishing/equipment/process layout/s
 - d. Access plan/s, parking plan/s and the like
 - e. Detail design of major architectural interior elements.
 - 3. Other Related Documents
 - a. Technical specifications
 - b. General Conditions of Contract and Special Provisions, and others, if any;
 - c. Detailed Cost Estimates
 - 4. Plans and specific locations of all accessibility facilities of scale of at least one is to one hundred (1:100).
 - 5. Detailed design of all such accessibility facilities outside and around buildings/structures including parking areas, buildings/structures and their safety requirements all at scale of one is to fifty (1:50) or any convenient scale.
 - 6. Fire Safety Documents
 - a. Layout plan of each floor indicating the fire evacuation route to safe dispersal areas, standpipes with fire hose, fire extinguisher, first aid kits/cabinets, fire alarm, fire operations room, emergency lights, signs, rooms with fire sprinkler system, etc.
 - b. Detailed plans of fire suppression systems, location of automatic and smoke detectors and alarm and initiating devices used to monitor the conditions that are essential for the proper operation including switches for the position of gate valves as well as alert and evacuation signals; the detailed layout of the entire safe area to be protected and the heat/smoke ventilation system.
 - c. Details of fire exit of grided system.
 - d. Details of fire-resistive construction of enclosures for vertical openings.
 - e. Schedule of construction materials and interior decorative materials with fire-resistive/fire-retardant/fire-spread ratings.
 - V. Civil/Structural Documents
 - 1. Vicinity Map/Location Plan
 - 2. Civil Engineering Site Development Plan
 - 3. Perspective
 - 4. Floor Plans, Sections, Elevations
- NOTE: The above mentioned documents are required only for building/structures such as silos, barracks, pylons, observation towers, power houses and the like.
- 5. Foundation Plans and Details at scale of not less than one is to one hundred (1:100).
 - 6. Floor/Roof Framing Plans and Details at scale of not less than one is to one hundred (1:100).
 - 7. Details and Schedules of structural and civil works elements
 - 8. Structural Analysis and Design shall be submitted for all buildings/structures except for the following:
 - i. Single detached buildings/structure with a total floor area up to twenty (20) sq. m.
 - 9. For three (3) storeys and above, Boring tests and, if necessary, Load Tests shall be required in accordance with the applicable latest approved provisions of the National Structural Code of the Philippines (NSCP). However, adequate soil exploration (including boring and load tests) shall also be required for lower buildings/structures at areas with potential geological/geotechnical hazards. Boring test or load test shall also be done according to the applicable provisions of the NSCP which set forth requirements governing excavation, grading and earthwork construction, including fills and embankments for any building/structure and for foundation and retaining structures.
 - 10. The soil classification and design bearing capacity shall be shown on plans. Original written report signed and sealed by the civil/geotechnical engineer shall include the following:
 - a. A plot showing the location of all test borings and/or excavations.
 - b. Description and classification of the materials encountered.
 - c. Elevation of the ground water table, if encountered.



JOHN HAY MANAGEMENT CORPORATION

- d. Recommendation for foundation type and design criteria including bearing capacity, provisions to minimize the effects of adjacent loads.
 - e. Expected total and differential settlements.
 - f. Assessment of soil erosion, soil liquefaction, soil creep, slope instability and other potential geological or geotechnical settlements.
11. Seismic Analysis. Pursuant to applicable provisions on Earthquake Forces of the latest approved edition of NSCP (Volume 1), every building/structure and every portion thereof shall be designed and constructed to resist stresses produced by seismic forces.
 12. Technical Specifications.
 13. Cost Estimates.

VI. Electrical Documents

1. All permit application shall be in accordance with the latest edition of the Philippine Electrical Code. For all new, addition and/or alteration of electrical installation, application shall be accomplished by technical specifications and electrical plans signed and sealed by a duly licensed Professional Electrical Engineer, containing the following:
 - a. Location and Site Plans
 - b. Legend or Symbols
 - c. General Notes and/or Specifications
 - d. Electrical Layout
 - e. Schedule of Loads, Transformers, Generating/UPS Units (Total KVA for each of the preceding items shall be indicated in the schedule)
 - f. Design Analysis
 - g. One Line Diagram
2. Note: Refer to Article 1.3 on Electrical Plans and Specifications as listed in the latest edition of the Philippine Electrical Code (PEC).

VII. Mechanical Documents

1. Location Plan and Key Plan
2. General Layout Plan for each floor, drawn to a scale of not less than one is to one hundred (1:100), indicating the equipment in heavier lines than the building outline.
3. Names of machinery and corresponding brake horsepower shall be indicated.
4. Longitudinal and Transverse Sections of building and equipment base on the section lines drawn to scale of at least one is to one hundred (1:100) showing inter-floor relations and defining the manner of support of machines/equipment. Sections shall run longitudinally and transversely through the building length or width other than particularly detailed section for each machinery/equipment (fired and unfired pressure vessel, elevator, escalator, dumbwaiter, etc.)
5. Isometric Drawing of gas, fuel, oil system showing:
 - a. Assembly of pipes on racks and supports
 - b. Legend and General Notes
 - c. Capacity per outlet
 - d. Complete individual piping system indicating terminal to terminal valves, fittings, sizes, protection facilities, color coding and equipment supplied.
6. Plans drawn to scale of one is to one hundred (1:100) indicating location of store rooms, fuel tanks, fire extinguishing systems, fire doors, fire escape ladders and other protective facilities.
7. Detailed Drawings of all duct work installations, indicating dampers, controls, filters, fireproofing, acoustical and thermal insulation.
8. Detailed Plans of machinery foundations and supports drawn to scale of at least one is to fifty (1:50).
9. Detailed Plans of boilers and pressure vessels with a working pressure of above seventy (70) Kpa regardless of kilowatt rating.
10. Computation and Detailed Plans of elevators, escalators, and the like drawn to scale of at least one is to fifty (1:50).
11. Compute machinery list, showing:
 - a. Item number, name and type of machinery, coordinates and floor location.
 - b. Make, catalog number, size, model, serial number, capacity.
 - c. Revolution per minute (RPM) and drive (direct, V-belt or flat-belt, gear reducer, hydraulic, magnetic, chain or line shafting).
 - d. Prime movers showing: Internal Combustion Engine (ICE): KW rating, RPM, no. of cylinders, bore x stroke, stroke cycle, fuel. Electric Motor: volt, ampere, power factor, RPM, phase, cycle/hertz, KW rating.
12. Flow Sheets of Processing Plant, Manufacturing Plant and Assembly Plant.
13. For all installations, additions or alteration involving machinery of at most fourteen point nine (14.9) KW, the signature of a duly licensed Mechanical Engineer shall be sufficient except fired and unfired pressure

vessels, elevators, escalators, dumbwaiters, central/split/package type air conditioners and piping systems of steam, gas or fuels.

14. Cost Estimates.

VIII. Sanitary Documents

1. For deep well, water treatment plant, sewage treatment plant and disposal systems, water reservoirs, and sewer systems, the application shall be accompanied by the following:
 - a. Location Plan and Site Plan
 - b. Detailed Plan, layout drawings at any convenient scale
 - c. Design Analysis, Technical Specifications
 - d. Detailed Cost Estimates
2. Whenever pest and vermin control, sanitation, and pollution control is required, the plans and specifications shall contain the following:
 - a. Detailed plan, layout and drawing of abatement and control device at any convenient scale.
 - b. Design analysis, and technical specification
 - c. Cost Estimates

IX. Plumbing Documents

1. For all new plumbing installations, additions and/or alterations involving hot and cold water supply, fixtures, sewage drainage and vent system, storm drainage and sewer system within or adjacent to the building, the Plumbing Documents shall be signed and sealed by duly licensed Master Plumber.
 - a. Location Plan and Site Plan
 - b. Plumbing Plans, Layouts and Details, at any convenient scale
 - c. Legend and General Notes
 - d. Isometric drawings of roughing-ins of sewage drainage and vent system, hot and cold water distribution/supply to plumbing fixtures and equipment including septic tank,
 - e. Design analysis and technical specifications
 - f. Cost Estimates

X. Electronics Documents

1. For wired or wireless telecommunications systems, broadcasting system, including radio and TV broadcast equipment for commercial and training purposes, cable or wireless television systems, information technology (IT) systems, security and alarm systems, electronic fire alarm systems, sound-reinforcement systems, navigational aids and controls, indoor and outdoor signages, electronically controlled conveyance systems, electronic/computerized process controls and automation systems, building automation, management and control systems, the application shall include, but not be limited to the following:
 - a. General layout plans with legends
 - b. Single line diagram
 - c. Riser diagram
 - d. Isometry of the system
 - e. Equipment specifications
 - f. Design analysis, as applicable
 - g. Detailed cost estimates

XI. Interior Design Documents

1. Interior Design Plans/Drawings
 - a. Plan and layout of interior, wall partitions, furnishing, furniture, equipment/appliances at a scale of at least one is to one hundred (1:100).
 - b. Interior wall elevations showing finishes, switches, doors and convenience outlets, cross window sections with interior perspective as viewed from the main entrance at scale of at least one is to one hundred (1:100).
 - c. Reflected ceiling plan showing location, specifications of lighting fixtures and decorations and air conditioning exhaust and return grills, sprinkler nozzles if any at scale of at least one is to one hundred (1:100).
2. List of materials used with fire-resistivity and toxic ratings.
3. Cost Estimates



JOHN HAY MANAGEMENT CORPORATION

XII. Lot Survey Documents

1. Survey Plan
 - a. Vicinity Map/Location Plan
 - b. Lot Plan
 - c. Detailed Topographic Plan and immediate vicinity
 - d. Line and Grade
 - e. Relocation Survey Plan and Report

XIII. Clearances from Other Agencies

1. Whenever necessary, written clearances shall be obtained from the various authorities exercising and enforcing regulatory functions affecting buildings/structures. Application for said clearances shall be requested by the owner/applicant and failure to receive reply within seven (7) days from receipt of the application for building permit shall be sufficient not to cause further delay in processing the building permit application by the Building Official (BO). Such authorities who are expected to enforce their own regulations are:

- | | |
|----------|--------------------------|
| a. DPWH | k. DOH |
| b. ATO | l. PHIVOLCS |
| c. HLURB | m. LLDA |
| d. LGU | n. MWSS |
| e. DOT | o. NWRB |
| f. DENR | p. DAR |
| g. DOTC | q. DOLE |
| h. DILG | r. NHA |
| i. PPA | s. NCCDP |
| j. DepEd | t. OTHERS: Specify _____ |

Please attach this Form when submitting your application.

NOTE:

Any construction alteration, renovation, repairs installations of Electro-Mechanical, production fixtures and equipment without the necessary Building, Electrical, Mechanical, Sanitary Permits, is subject to 100% penalty in accordance with the National Building Code.

Acknowledge receipt of this form by signing on the appropriate space below.

Received by:

Signature: _____

Name: _____

Position /Title: _____

Date of Receipt: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
 John Hay Special Economic Zone
 Camp John Hay, Baguio City

BUILDING PERMIT

APPLICATION NO.

PERMIT NO.

--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--

APPENDIX B

DO NOT FILL (NSO USE ONLY)

DATE OF APPLICATION

DATE ISSUED

ORIGINAL

RENEWAL

BOX 1 (TO BE ACCOMPLISHED BY DESIGNING ARCHITECT/CIVIL ENGINEER IN PRINT)

OWNER	LAST NAME	FIRST NAME	TAX ACCT. NO.
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP	MAIN ECONOMIC ACTIVITY/KIND OF BUSINESS
ADDRESS			TEL. NO.
LOCATION OF CONSTRUCTION			

SCOPE OF WORK

- | | |
|---|--|
| 1. NEW CONSTRUCTION
2. ADDITION OF _____
3. REPAIR OF _____
4. RENOVATION OF _____
5. DEMOLITION OF _____ | 6. OTHERS _____

NUMBER OF UNITS _____ |
|---|--|

USE OR TYPE OF OCCUPANCY

RESIDENTIAL

- 11. SINGLE
- 12. DUPLEX
- 13. ROWHOUSE/ACCESORIA
- 14. OTHERS (SPECIFY) _____

INDUSTRIAL

- 31. FACTORY/PLANT
- 32. REPAIR SHOP, MACHINE SHOP
- 33. REFINERY
- 34. PRINTING PRESS
- 35. WAREHOUSE
- 30. OTHERS (SPECIFY) _____

COMMERCIAL

- 21. BANK
- 22. STORE
- 23. HOTEL/MOTEL ETC.
- 24. OFFICE CONDOMINIUM/BUSINESS OFFICE BUILDING
- 25. RESTAURANT ETC.
- 26. SHOP (e.g. DRESS SHOP, TAILORING SHOP, and BARBER SHOP ETC.)
- 27. GASOLINE STATION
- 28. MARKET
- 29. DORMITORY OR LODGING HOUSE
- 20. OTHERS (SPECIFY) _____

INSTITUTIONAL

- 41. SCHOOL
- 42. CHURCH AND OTHER RELIGIOUS STRUCTURES
- 43. HOSPITAL NOR SIMILAR STRUCTURES
- 44. WELFARE AND CHARITABLE STRUCTURES
- 45. THEATER, AUDITORIUM, GYMNASIUM, COURT
- 40. OTHERS (SPECIFY) _____

AGRICULTURAL

- 51. BARN (S), POULTRY HOUSE(S), ETC.
- 52. GRAIN MILL
- 50. OTHERS (SPECIFY) _____

OTHER TYPE OF OCCUPANCY

- 60. SPECIFY _____

STREET FURNITURE, LANDSCAPING & SIGNBOARDS

- 71. PARKS, PLAZAS, MONUMENTS, POOLS, PLANT BOXES, ETC.
- 72. SIDEWALKS, PROMENADES, TERRACES, LAMPOSTS, ELECTRIC POLES, TELEPHONE POLES, ETC.
- 73. OUTDOOR ADS, SIGN BOARDS, ETC.
- 74. FENCE ENCLOSURE

BOX 2 (TO BE ACCOMPLISHED BY THE RECEIVING & RECORDING SECTION)

BUILDING DOCUMENTS (FIVE SETS EACH)

SITE DEVELOPMENT PLAN AND LOCATION PLAN

- ARCHITECTURAL PLAN & SPECIFICATIONS
- STRUCTURAL PLANS, DESIGN, COMPUTATIONS & SPECIFICATIONS
- SANITARY/PLUMBING PLANS & SPECIFICATIONS
- ELECTRICAL PLANS & SPECIFICATIONS
- MECHANICAL PLANS & SPECIFICATIONS

ELECTRONIC PLANS & SPECIFICATIONS

LOG BOOK (ONE COPY)

OTHERS: _____

BOX 3 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING CONDITIONS:

1. THAT THE PROPOSED CONSTRUCTION/ADDITION/REPAIR/RENOVATION/DEMOLITION/INSTALLATION ETC. SHALL BE IN CONFORMITY WITH THE NATIONAL BUILDING CODE (P.D. 1096) AND ITS IRR AND BP. No. 344 AND ITS IRR.
2. THAT A DULY LICENSED ARCHITECT/CIVIL ENGINEER HAS BEEN ENGAGED TO PREPARE PLANS AND SPECIFICATIONS AND TO UNDERTAKE THE SUPERVISION/INSPECTION OF THE CONSTRUCTION OF THE PROJECT.
3. THAT A CERTIFICATE OF COMPLETION DULY SIGNED AND SEALED BY THE DESIGNING ARCHITECT/ENGINEER AND THE ARCHITECT/ENGINEER IN-CHARGE OF CONSTRUCTION SHALL BE SUBMITTED NOT LATER THAN SEVEN (7) DAYS AFTER COMPLETION OF THE CONSTRUCTION OF THE PROJECT.
4. THAT A "CERTIFICATE OF OCCUPANCY" SHALL BE SECURED PRIOR TO ACTUAL OCCUPANCY OF THE BUILDING.
5. THAT THE PROPOSED CONSTRUCTION/ADDITION/REPAIR/RENOVATION/DEMOLITION/INSTALLATION ETC. SHALL BE IN CONFORMITY WITH THE APPROVED MASTER DEVELOPMENT PLAN OF CAMP JOHN HAY.

BOBBY V. AKIA
 JHSEZ Building Official

 DATE

BOX 3A (TO BE ACCOMPLISHED BY THE DESIGNING ARCHITECT/CIVIL ENGINEER IN PRINT)

TOTAL ESTIMATED COST		COST OF EQUIPMENT INSTALLED	NO. OF STOREYS:		DO NOT FILL (NSO USE ONLY)																		
BUILDING	P			TOTAL FLOOR AREA :																			
ELECTRICAL	P	P	PROPOSED DATE OF CONSTRUCTION																				
MECHANICAL	P	P	EXPECTED DATE OF COMPLETION																				
PLUMBING	P	P	MATERIAL OF CONST. (WOOD, CONC., STEEL, MIXED)																				
SANITARY	P	P																					
OTHERS	P																						
TOTAL COST																							

BOX 4 (TO BE ACCOMPLISHED BY THE DIVISION/SECTION CONCERNED)

ASSESSED FEES																							
	AMOUNT DUE	ASSESSED BY	O.R. NUMBER	DATE PAID																			
LAND USE/ZONING																							
LINE and GRADE																							
BUILDING																							
PLUMBING																							
ELECTRICAL																							
MECHANICAL																							
OTHERS																							
TOTAL																							

REVIEWED:
CHIEF, PROCESSING DIVISION/SECTION

BOX 5 (TO BE ACCOMPLISHED BY THE DIVISION/SECTION CONCERNED)

PROGRESS FLOW						
NOTED: CHIEF, PROCESSING DIVISION/SECTION	IN		OUT		ACTION/ REMARKS	PROCESSED BY
	TIME	DATE	TIME	DATE		
RECEIVING and RECORDING						
LAND USE and ZONING						
GEODETTIC (LINE and GRADE)						
ARCHITECTURAL						
STRUCTURAL						
SANITARY/PLUMBING						
ELECTRICAL						
MECHANICAL						
ELECTRONICS						

WE HEREBY AFFIX OUR HANDS SIGNIFYING OUR CONFORMITY TO THE INFORMATION HEREIN ABOVE SET FORTH

BOX 6

ARCHITECT / CIVIL ENGINEER SIGNED AND SEALED PLANS & SPECIFICATIONS	PRC REG. NO
PRINT NAME	
ADDRESS	
PTR NO.	
SIGNATURE	

BOX 8

SIGNATURE		
APPLICANT		
CTC NO.	DATE ISSUED	PLACE ISSUED

BOX 7

ARCHITECT / CIVIL ENGINEER IN CHARGE OF CONSTRUCTION	PRC REG. NO	
PRINT NAME		
ADDRESS		
PTR NO.	DATE ISSUED	PLACE ISSUED
SIGNATURE		

WITH CONSENT:

BOX 9	BCDA/JHMC	
TCT/OCT		
PRINT NAME OF LOT OWNER ARNEL PACIANO D. CASANOVA, President and CEO		
ADDRESS : Bases Conversion and Development Authority, (BCDA)		
CTC NO.	DATE ISSUED	PLACE ISSUED
SIGNATURE		

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
OFFICE OF THE BUILDING OFFICIAL
 John Hay Special Economic Zone

APPLICATION NO.

--	--	--	--	--	--	--	--

BUILDING PERMIT NO.

--	--	--	--	--	--	--	--

SANITARY - PLUMBING PERMIT

BOX 1 (TO BE ACCOMPLISHED BY SANITARY ENGINEER/ MASTER PLUMBER IN PRINT)

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
ADDRESS NO.	STREET	BARANGAY	CITY/MUNICIPALITY	TELEPHONE NO.

LOCATION OF INSTALLATION:

SCOPE OF WORK

<input type="checkbox"/> ADDITION OF _____	<input type="checkbox"/> OTHERS(specify) _____
<input type="checkbox"/> REPAIR OF _____	<input type="checkbox"/> _____ OF _____
<input type="checkbox"/> REMOVAL OF _____	<input type="checkbox"/> _____ OF _____
<input type="checkbox"/> NEW INSTALLATION	

USE OR TYPE OF OCCUPANCY

<input type="checkbox"/> RESIDENTIAL _____	<input type="checkbox"/> AGRICULTURAL _____
<input type="checkbox"/> COMMERCIAL _____	<input type="checkbox"/> PARKS, PLAZAS, MONUMENTS _____
<input type="checkbox"/> INDUSTRIAL _____	<input type="checkbox"/> RECREATIONAL _____
<input type="checkbox"/> INSTITUTIONAL _____	<input type="checkbox"/> OTHERS(SPECIFY) _____

FIXTURES TO BE INSTALLED:

QTY	NEW		KIND OF FIXTURES	QTY.	EXISTING		KIND OF FIXTURES
	FIXTURES	FIXTURES			FIXTURES	FIXTURES	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER CLOSET	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BIDET
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FLOOR DRAIN	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LAUNDRY TRAYS
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LAVATORIES	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DENTAL CUSPIDOR
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> KITCHEN SINK	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> GAS HEATER
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FAUCET	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ELECTRICAL HEATER
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SHOWER HEAD	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER BOILER
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER METER	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DRINKING FOUNTAIN
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> GREASE TRAP	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BAR SINK
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BATH TUBS	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SODA FOUNTAIN SINK
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SLOP SINK	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LABORATORY SINK
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> URINAL	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> STERILIZER
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AIR CONDITIONING UNIT	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SWIMMING POOL
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER TANK/RESERVOIR	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> OTHERS(SPECIFY)
TOTAL				TOTAL			

WATER DISTRIBUTION SYSTEM SANITARY SEWER SYSTEM STORM DRAINAGE SYSTEM

WATER SUPPLY: <input type="checkbox"/> SHALLOW WELL <input type="checkbox"/> DEEP WELL AND PUMP SET <input type="checkbox"/> CITY MUNICIPAL SYSTEM <input type="checkbox"/> OTHERS _____	SYSTEM DISPOSAL: <input type="checkbox"/> WASTE WATER TREATMENT PLANT <input type="checkbox"/> SEPTIC VAULT/ IMHOFF TANK <input type="checkbox"/> SANITARY SEWER CONNECTION <input type="checkbox"/> SUB-SURFACE SAND FILTER	<input type="checkbox"/> SURFACE DRAINAGE <input type="checkbox"/> STREET CANAL <input type="checkbox"/> WATER COURSE
---	---	---

NUMBER OF STOREY/S OF BUILDING _____	TOTAL AREA OF BUILDING/SUBDIVISION _____ SQ.M.
PROPOSED DATE _____	TOTAL COST OF INSTALLATION P _____
START OF INSTALLATION _____	PREPARED BY: _____
EXPECTED DATE OF COMPLETION _____	

BOX 2 (TO BE ACCOMPLISHED BY BUILDING OFFICIAL)

ACTION TAKEN:

PERMIT IS HEREBY GRANTED TO INSTALL THE SANITARY / PLUMBING FIXTURE ENUMERATED HEREIN SUBJECT TO THE FOLLOWING CONDITIONS;

1. THAT THE PROPOSED INSTALLATION SHALL BE IN ACCORDANCE WITH APPROVED PLANS FILED WITH THIS OFFICE AND IN CONFORMITY WITH THE NATIONAL BUILDING CODE.
2. THAT A DULY LICENSED SANITARY ENGINEERING/ MASTER PLUMBER BE ENGAGED TO UNDERTAKE THE INSTALLATION/ CONSTRUCTION.
3. THAT A CERTIFICATE OF COMPLETION DULY SIGNED BY A SANITARY ENGINEER/ MASTER PLUMBER IN CHARGE OF INSTALLATION SHALL BE SUBMITTED NOT LATER THAN SEVEN (7) DAYS AFTER COMPLETION OF THE INSTALLATION.
4. THAT A CERTIFICATE OF FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY BE SECURED PRIOR TO THE ACTUAL OCCUPANCY OF THE BUILDING.

BOBBY V. AKIA
 JHSEZ Building Official

 Date

NOTE: THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTION 305 AND 306 OF THE " NATIONAL BUILDING CODE".

BOX 3 (TO BE ACCOMPLISHED BY THE RECEIVING AND RECORDING SECTION)

BUILDING DOCUMENTS	
<input type="checkbox"/> SANITARY PLUMING PLANS & SPECIFICATION <input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> OTHERS (SPECIFY) _____ _____

BOX 4 (TO BE ACCOMPLISHED BY THE DIVISION/SECTION CONCERNED)

ASSESSED FEES				
	AMOUNT DUE	ASSESSED BY	O. R. NUMBER	DATE PAID

BOX 5 (TO BE ACCOMPLISHED BY DIVISION/SECTION CONCERNED)

PROGRESS FLOW						
NOTED:	IN		OUT		ACTION/REMARKS	PROCESSED BY
	TIME	DATE	TIME	DATE		
CHIEF, PROCESSING DIVISION/SECTION						
RECEIVING AND RECORDING						
GEODETIC (LINE AND GRADE)						
SANITARY						

BOX 6

WE HEREBY AFFIX OUR HANDS SIGNIFYING OUR CONFORMITY TO THE INFORMATION HEREIN ABOVE SETFORTH

SANITARY ENENGINEER/MASTER PLUMBER SIGNED AND SEALED PLANS & SPECIFICATION	P. R. C. REG. NO.
PRINT NAME	
ADDRESS	
P. T. R. NO.	DATE ISSUED
PLACE ISSUED	
SIGNATURE	TIN

SIGNATURE		
APPLICANT		
CTC. NUMBER	DATE ISSUED	PLACE ISSUED

BOX 7

SANITARY ENENGINEER/MASTER PLUMBER IN-CHARGE OF CONSTRUCTION/INSTALLATION	P. R. C. REG. NO.
PRINT NAME	
ADDRESS	
P. T. R. NO.	DATE ISSUED
PLACE ISSUED	
SIGNATURE	TIN

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION

John Hay Special Economic Zone
 Camp John Hay, Baguio City

OFFICE OF THE BUILDINGS & CIVIL WORKS

ELECTRONICS PERMIT

APPLICATION NO.

ELP NO

BUILDING PERMIT NO.

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I.	TIN	
FOR CONSTRUCTION OWNED		FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY				
BY AN ENTERPRISE								
ADDRESS: NO.,		STREET,		BARANGAY,		CITY/MUNICIPALITY	ZIP CODE	TELEPHONE NO
LOCATION OF CONSTRUCTION:		LOT NO. _____	BLK. NO. _____	TCT NO. _____		TAX DEC. NO. _____		
STREET _____		BARANGAY _____		CITY/MUNICIPALITY OF _____				
SCOPE OF WORK								
<input type="checkbox"/> NEW INSTALLATION		<input type="checkbox"/> ANNUAL INSPECTION		<input type="checkbox"/> OTHERS (Specify) _____				

BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

NATURE OF INSTALLATION WORKS/EQUIPMENT SYSTEM:

<input type="checkbox"/> TELECOMMUNICATION SYSTEM	<input type="checkbox"/> ELECTRONICS FIRE ALARM SYSTEM	<input type="checkbox"/> ELECTRONICS COMPUTERIZED PROCESS CONTROLS AUTOMATION SYSTEM
<input type="checkbox"/> BROADCASTING SYSTEM	<input type="checkbox"/> SOUND COMMUNICATION SYSTEM	<input type="checkbox"/> BUILDING AUTOMATION MANAGEMENT AND CONTROL SYSTEM
<input type="checkbox"/> TELEVISION SYSTEM	<input type="checkbox"/> CENTRALIZED CLOCK SYSTEM	<input type="checkbox"/> BUILDING WIRING UTILIZING COPPER CABLE, FIBER OPTIC CABLE OR OTHER MEDIAL ELECTRONICS SYSTEM
<input type="checkbox"/> SECURITY AND ALARM SYSTEM	<input type="checkbox"/> ELECTRONICS CONTROL AND CONVEYOR SYSTEM	
<input type="checkbox"/> ANY OTHER ELECTRONICS AND I.T. SYSTEMS, EQUIPMENT, APPARATUS, DEVICE AND/OR COMPONENT(Specify) _____		
PREPARED BY _____		

BOX 3

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
_____ ELECTRONICS ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 4

SUPERVISOR / IN-CHARGE OF ELECTRONICS WORKS	
_____ ELECTRONICS ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 5

BUILDING OWNER		
_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 6

WITH MY CONSENT: LOT OWNER		
_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION

BOX 7

RECEIVED BY:	DATE:
FIVE (5) SETS OF ELECTRONICS DOCUMENTS	
<input type="checkbox"/> ELECTRONICS PLANS AND SPECIFICATIONS <input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> COST ESTIMATES <input type="checkbox"/> OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					PROCESSED BY:
IN		OUT			
DATE	TIME	DATE	TIME		
ELECTRONICS					
OTHERS (Specify)					

BOX 9

ACTION TAKEN:

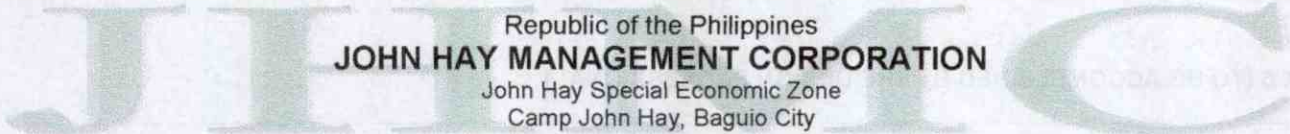
PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

1. That the proposed electronics works shall be in accordance with the electronics plans filed with this Office and in conformity with the latest Electronics Code of the Philippines, the National Building Code and its IRR.
2. That prior to any electronics installation, a duly accomplished prescribed "Notice of Construction" shall be submitted to the Office of the Building Official.
3. That upon completion of the electronic works, the licensed supervisor/in-charge shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents and shall also accomplish the Certificate of Completion stating that the electronic works conform to the provision of the Electronics Code of the Philippines, the National Building Code and its IRR.
4. That this permit is null and void unless accompanied by the building permit.

PERMIT ISSUED BY:

BUILDING OFFICIAL

Date _____



Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION

John Hay Special Economic Zone
 Camp John Hay, Baguio City

a subsidiary **OFFICE OF THE BUILDINGS & CIVIL WORKS** *Permit Authority*

EXCAVATION AND GROUND PREPARATION PERMIT

NEW RENEWAL AMENDATORY

APPLICATION NO.

BUILDING PERMIT NO.

--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP		
ADDRESS: NO., STREET, BARANGAY CITY/MUNICIPALITY ZIP CODE				TELEPHONE NO.
LOCATION OF CONSTRUCTION: LOT NO. ___ BLK. NO. ___ TCT NO. ___ TAX DEC. NO. ___				
STREET _____ BARANGAY _____ CITY/MUNICIPALITY OF _____				
SCOPE OF WORK				
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION	<input type="checkbox"/> RAISING	
<input type="checkbox"/> ERECTION		<input type="checkbox"/> CONVERSION	<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE	
<input type="checkbox"/> ADDITION		<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHERS (Specify) _____	
<input type="checkbox"/> ALTERATION		<input type="checkbox"/> MOVING		
USE OR CHARACTER OF OCCUPANCY				
<input type="checkbox"/> GROUP A: RESIDENTIAL, DWELLINGS		<input type="checkbox"/> GROUP F: INDUSTRIAL		<input type="checkbox"/> OTHERS (Specify) _____
<input type="checkbox"/> GROUP B: RESIDENTIAL HOTEL, APARTMENT		<input type="checkbox"/> GROUP G: INDUSTRIAL STORAGE AND HAZARDOUS		
<input type="checkbox"/> GROUP C: EDUCATIONAL, RECREATIONAL		<input type="checkbox"/> GROUP H: RECREATIONAL, ASSEMBLY OCCUPANT LOAD LESS THAN 1000		
<input type="checkbox"/> GROUP D: INSTITUTIONAL		<input type="checkbox"/> GROUP I: RECREATIONAL, ASSEMBLY OCCUPANT LOAD 1000 OR MORE		
<input type="checkbox"/> GROUP E: BUSINESS AND MERCANTILE		<input type="checkbox"/> GROUP J: AGRICULTURAL, ACCESSORY		

BOX 2

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 3

SUPERVISOR/IN-CHARGE OF CIVIL/STRUCTURAL WORKS	
_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 4

BUILDING OWNER		
_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 5

WITH MY CONSENT: LOT OWNER		
_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 6 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

<input type="checkbox"/> EXCAVATION AND FILLS	<input type="checkbox"/> FOUNDATION AND RETAINING WALLS	<input type="checkbox"/> PILE FOUNDATIONS
<input type="checkbox"/> GRADING AND EARTHWORKS (including fills and embankment)	<input type="checkbox"/> OTHERS (Specify) _____	<input type="checkbox"/> _____

BOX 7 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

PERMIT IS HEREBY ISSUED/GRANTED SUBJECT TO THE FOLLOWING CONDITIONS :

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure is liable for damages if within fifteen (15) years from the completion of the building/structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
2. That the proposed excavation and ground preparation of the project site shall be in conformity with the zoning ordinance and the provisions of the "National Building Code " (PD.1096), The National Structural Code of the Philippines and its Implementing Rules and Regulations.
 - a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
 - b. That before commencing the excavation the person making or causing the excavation to be made shall notify in writing the owner of adjoining property not less than ten (10) days before such excavation is to be made and show how the adjoining property should be protected.
 - c. That the owner of the building shall engage the services of a responsible Architect or Civil Engineer to undertake the full-time inspection and supervision of the construction work..
 - d. That there shall be kept at the job site at all times a logbook of daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.
 - e. That upon completion of the construction, the said licensed supervising Architect/Civil Engineer shall submit to the Building Official duly signed and sealed logbook, as-built plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, its IRR as well as the plans and specifications.
3. All public facilities and utilities such as sidewalks, curbs, gutters, electric posts, power and communication lines, water, sewer and drainage lines and the like shall be properly protected against any damage and obstruction. Any facility and/or utility damaged shall be properly repaired and restored to its original condition by the owner/applicant subject to the approval of the Building Official and the proper authorities concerned.
4. The owner and contractor shall be jointly responsible for the safety, protection, security and convenience of the general public and his/her personnel, third parties, the works, equipment and the like. All wastes or discarded materials from the project shall be properly stored and disposed of. Water wastes shall be discharged directly into drainage lines. Pertinent provisions of the National Building Code (PD 1096) shall be complied with.
5. That this permit does not guarantee the subsequent granting of the principal building permit under process and that the owner/applicant undertakes the work at his/her own risk.
6. That this permit shall not serve as an exemption from securing permits/written clearances from various government authorities exercising regulatory function affecting buildings/structures.
7. For excavations more that fifty (50) cubic meters and more than two (2) meters in depth, the owner/permittee shall post a cash bond of fifty thousand pesos (50,000.00) for the first fifty (50) cubic meters and three hundred pesos (300.00) for every cubic meter thereafter to be deposited with the O.B.O. Said excavations shall not exceed one hundred (100) cubic meters or three (3) meters in depth until the building permit is issued and shall not be left open without any work being done in the site for more than one hundred twenty (120) days, otherwise the cash bond shall be in favor of the government to cover the expense for the necessary restoration should the owner/permittee fail to restore the same. If the bond is insufficient to effect the necessary restoration, additional cost to be incurred to complete the restoration shall be charged to the account of the owner/permittee or to whoever shall assume ownership of the property.

PERMIT ISSUED BY:

ENGR. BOBBY V. AKIA
BUILDING OFFICIAL
(Signature Over Printed Name)
Date _____

NOTE: THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 305 AND 306 OF THE "NATIONAL BUILDING CODE"

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
 John Hay Special Economic Zone
 Camp John Hay, Baguio City

a subsidiary of the **OFFICE OF THE BUILDINGS & CIVIL WORKS** Building Authority

FENCING PERMIT

APPLICATION NO.

C/ISP NO

BUILDING PERMIT NO.

--	--	--	--	--	--	--	--

--	--	--	--	--	--

--	--	--	--	--	--	--	--

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE	FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY	
ADDRESS: NO., STREET, BARANGAY, CITY/MUNICIPALITY			ZIP CODE	TELEPHONE NO
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK. NO. _____ TCT NO. _____ TAX DEC. NO. _____		STREET _____ BARANGAY _____ CITY/MUNICIPALITY OF _____		
SCOPE OF WORK <input type="checkbox"/> NEW CONSTRUCTION _____ <input type="checkbox"/> REPAIR _____ <input type="checkbox"/> RAISING _____ <input type="checkbox"/> ERECTION _____ <input type="checkbox"/> DEMOLITION _____ <input type="checkbox"/> ADDITION _____ <input type="checkbox"/> OTHERS _____ (Specify) _____				

BOX 2

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS

_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 3

FULL-TIME INSPECTOR & SUPERVISOR OF CONSTRUCTION WORKS

_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 4 (To be Accomplished by the applicant)

APPLICANT

_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 5

WITH MY CONSENT: LOT OWNER

_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 6

REPUBLIC OF THE PHILIPPINES) s.s		
City/Municipality of _____)		
Before Me at the City/Municipality of _____, on _____ personally appeared the following :			
_____	CTC No. _____	Date Issued _____	Place Issued _____
APPLICANT			
_____	CTC No. _____	Date Issued _____	Place Issued _____
LICENSED ARCHITECT OR CIVIL ENGINEER (Full-Time Inspector & Supervisor of Fencing Works)			
Whose signatures appear herein above, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.			
WITNESS MY HAND AND SEAL on the date and place above written.			
Doc. No. _____	Notary Public (Until December _____)		
Page No. _____			
Book No. _____			
Series No. _____			

BOX 6 (TO BE ACCOMPLISHED BY THE DESSIGN PROFESSIONAL)

Measurements _____	LENGTH (In Meters) _____	HEIGHT (In Meters) _____
TYPE OF FENCING : <input type="checkbox"/> Indigenous Materials		
<input type="checkbox"/> R.C. (Reinforced Concrete)	<input type="checkbox"/> R.C. Barbed Wire	<input type="checkbox"/> R.C Steel Matting
<input type="checkbox"/> R.C. & Concrete Hollow Blocks	<input type="checkbox"/> Others (Specify) _____	<input type="checkbox"/> _____
<input type="checkbox"/> R.C. & Bricks	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> R.C & Interlink/Cyclone Wire	<input type="checkbox"/> _____	<input type="checkbox"/> _____

BOX 7 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
LINE AND GRADE (GEODETIC)					
CIVIL/STRUCTURAL					
ELECTRICAL					
OTHERS (Specify)					
ASSESSED FEES					
	Amount Due	O.R. Number	Date Paid	Processed By	
LINE AND GRADE (GEODETIC)					
FENCING					
ELECTRICAL					
OTHERS (Specify)					
TOTAL					

BOX 8 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:

Permit is hereby issued/granted subject to the following conditions:

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure is responsible for damages if within fifteen (15) years from the completion of the structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarity liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
2. That the proposed construction/erection/addition,etc. shall be in conformity with the provisions of the "National Building Code" (PD 1096) and its Implementing Rules and Regulations.
 - a. That prior to commencement of the proposed projects and construction and actual relocation survey shall be conducted by the responsible licensed Geodetic Engineer.
 - b. That before commencing the excavation the person making or causing the excavations to be made shall notify in writing the owner of the adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected.
 - c. That the owner of the fence shall engage the services of a responsible licensed Architect or Civil Engineer to undertake the full-time inspection and supervision of the construction work.
 - d. That there shall be kept at the jobsite a logbook of daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 or the National Building Code

PERMIT ISSUED BY:

ENGR. BOBBY V. AKIA
JHSEZ BUILDING OFFICIAL
 Date _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
OFFICE OF THE BUILDING OFFICIAL
 John Hay Special Economic Zone

APPLICATION NO.

--	--	--	--	--	--	--	--	--	--

MP NO.

--	--	--	--	--	--	--	--	--	--

BUILDING PERMIT NO.

--	--	--	--	--	--	--	--	--	--

MECHANICAL PERMIT

BOX 1 (TO BE ACCOMPLISHED BY THE OWNER/APPLICANT)

OWNER/APPLICANT		LAST NAME			FIRST NAME			M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE					FORM OF OWNERSHIP			USE OR CHARACTER OF OCCUPANCY	
ADDRESS	NO.	STREET	BARANGAY	CITY/MUNICIPALITY			ZIP CODE	TELEPHONE NO.	
LOCATION OF CONSTRUCTION		LOT NO.	BLK. NO.	TCT NO.	TAX DEC. NO.				
STREET		BARANGAY			CITY/MUNICIPALITY:			CITY OF BAGUIO	
SCOPE OF WORK									
<input type="checkbox"/> NEW INSTALLATION	<input type="checkbox"/> RENOVATION				<input type="checkbox"/> RAISING				
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONSERVATION				<input type="checkbox"/> DEMOLITION				
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR				<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE				
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING				<input type="checkbox"/> OTHERS (SPECIFY)				

BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

INSTALLATION AND OPERATION OF:

<input type="checkbox"/> BOILER	<input type="checkbox"/> CENTRAL AIRCONDITIONING	<input type="checkbox"/> DUMBWAITER
<input type="checkbox"/> PRESSURE VESSEL	<input type="checkbox"/> MECHANICAL VENTILLATION	<input type="checkbox"/> PUMPS
<input type="checkbox"/> INTERNAL COMBUSTION ENGINE	<input type="checkbox"/> ESCALATOR	<input type="checkbox"/> COMPRESSED AIR, VACUUM, INSTITUTIONAL and/or INDUSTRIAL GAS
<input type="checkbox"/> REFRIGERATION AND ICE MAKING	<input type="checkbox"/> MOVING SIDEWALK	<input type="checkbox"/> PNEUMATIC TUBES, CONVEYORS and/or MONORAILS
<input type="checkbox"/> WINDOW TYPE AIRCONDITIONING	<input type="checkbox"/> FREIGHT ELEVATOR	<input type="checkbox"/> FUNICULAR
<input type="checkbox"/> PAKAGED/SPLIT TYPE AIRCONDITIONING	<input type="checkbox"/> PASSENGER ELEVATOR	
<input type="checkbox"/> OTHERS (SPECIFY)	<input type="checkbox"/> CABLE CAR	

PREPARED BY: _____

BOX 3

DESIGN PROFESSIONAL, PLANS AND SPECIFICATION	
_____ PROFESSIONAL MECHANICAL ENGINEER (Signed and Sealed Over Printed Name) DATE: _____	
ADDRESS:	
PRC. NO.	VALIDITY:
PTR. NO.	DATE ISSUED:
ISSUED AT:	TIN

BOX 4

SUPERVISOR IN-CHARGE OF MECHANICAL WORKS	
<input type="checkbox"/> PROFESSIONAL MECHANICAL ENGINEER	<input type="checkbox"/> MECHANICAL ENGINEER
_____ PROFESSIONAL MECHANICAL ENGINEER (Signed and Sealed Over Printed Name) DATE: _____	
ADDRESS:	
PRC. NO.	VALIDITY:
PTR. NO.	DATE ISSUED:
ISSUED AT:	TIN

BOX 5

BUILDING OWNER		
_____ Signature Over Printed Name Date: _____		
ADDRESS:		
CTC NO.	DATE ISSUED	PLACE ISSUED

TO BE ACCOMPLISHED BY THE PROCESSING & EVALUATION DIVISION

BOX 6

RECEIVED BY _____	DATE: _____
FIVE (5) SETS OF MECHANICAL DOCUMENTS	
<input type="checkbox"/> MECHANICAL PLANS AND SPECIFICATION	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (SPECIFY) _____

BOX 7

PROGRESS FLOW					PROCESSED BY
	IN		OUT		
	DATE	TIME	DATE	TIME	
MECHANICAL					
OTHERS (SPECIFY)					

BOX 8

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

1. That the proposed mechanical works shall be in accordance with the mechanical plans filed with this Office and in conformity with the latest Philippine Mechanical Code, the National Building Code and its IRR.
2. That prior to any mechanical installation, a duly accomplished prescribed "NOTICE OF CONSTRUCTION" shall be submitted to the Office of the Building Official.
3. That upon completion of the mechanical works, the licensed supervisor/in-charge shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents and shall also accomplish the Certificate of Completion stating that the mechanical works conform to the provisions of the Philippine Mechanical Code, the National Building Code and its IRR.
4. That this permit is **null and void** unless accompanied by the building permit.
5. That a Certificate of Operation shall be issued for the continuous use of mechanical installations.

PERMIT ISSUED BY:

BOBBY V. AKIA
JHSEZ Building Official

Date: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
 John Hay Special Economic Zone
 Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

Location: _____
 Application type: _____
 Contact Person: _____
 Tel. No.: _____ Cel No.: _____

MACHINERY DATA SHEET (MDS)

Note: Insert additional rows as necessary.

QUANTITY	EQUIPMENT/MACHINERY	CAPACITY/RATING				EQUIPMENT ID NO.
		Unit	Data	Unit	Data	
A. Refrigeration						
	1 Cold Storage	TR				
	2 Cold Storage	TR				
B. Ice Plants						
	1 Ice Plants	TR				
C. Airconditioning & Ventilation						
	1 Chiller	TR				
	2 Chiller	TR				
	3 Chiller	TR				
	4 Chiller	TR				
	5 Package airconditioners	TR				
	6 Package airconditioners	TR				
	7 Package airconditioners	TR				
	8 Package airconditioners	TR				
	9 Window type airconditioners	HP				
	10 Ventilation equipment	HP				
	11 Ventilation equipment	HP				
	12 Exhaust Fan	HP				
	13 Exhaust Fan	HP				
	14 Supply Fan	HP				
	15 Supply Fan	HP				
D. Escalator Moving Walks						
	Escalator/Moving Walks	Meters				
E. Elevators						
	Passenger Elevators	Kg		Firs.		
	Freight Elevator	Kg		Firs.		
	Dumbwaiter	Kg		Firs.		
	Construction Elevator	Kg		Firs.		
F. Boiler						
	1 Fire Tube Boiler	HP		Max Operating Pressure		
		Operating Pressure		Year Built		
	2 Water Tube Boiler	HP		Max Operating Pressure		
		Operating Pressure		Year Built		
G. Water Heater						

	1	Water heater	HP				
H. Water, Sump & Sewage Pumps							
	1	Water pump	HP				
	2	Sump pump	HP				
	3	Sewage pump	HP				
I. Automatic Fire Extinguishers							
	1	Sprinkers	-				
J. Stationary Standby Generator Sets							
	1	Generator Engine, Standby	HP		RPM		
			Model		Year Built		
	2	Generator Engine, Standby	HP		RPM		
			Model		Year Built		
K. Compressed Air, Vacuum, Industrial Gases							
	1	Compressed air outlet	-				
M. Other Internal Combustion Engines							
	1	Generator, Continuous	HP		RPM		
			Model		Year Built		
	2	Diesel Fire pump	HP				
			Model		Year Built		
N. Pressure Vessels							
	1	Compressed air tank	cu. M				
O. Conveyors, Monorails for materials handling							
	1	Conveyor	Hp		Meters		
	2	Over head crane	Hp		Meters		
P. Other Facilities Machinery/Equipments (pumps, compressor etc....)							
	1		HP				
	2		HP				
	3		HP				
	4		HP				
	5		HP				
	6		HP				
	7		HP				
	8		HP				
	10		HP				
<i>(use additional rows if necessary)</i>							
Q. Production Machinery/Equipments							
	1		HP				
	2		HP				
	3		HP				
	4		HP				
	5		HP				
	6		HP				
	7		HP				
	8		HP				
<i>(use additional rows if necessary)</i>							

Prepared by: **Must be signed and sealed by
Professional Mechanical Engineer**

Noted by:

Signature over Printed Name
PRC No. _____ Valid Until _____
PTR _____ Date _____

Signature over Printed Name
Owner / Authorized Representative



JOHN HAY MANAGEMENT CORPORATION

Permit No. _____

Date _____

SIGN PERMIT

Sir/Madam:

Relative to your field Application with this Office, you are hereby granted the permit to install your signs at _____ for a period of _____ day(s) starting on _____ subject to the following conditions:

The sign(s) you will not contain offensive material and shall not exceed the size specified in your application.

The sign(s) shall carry a visible signature of the Building Official on the lower right hand corner together with the date.

The sign(s) shall be removed on the day after the period specified above.

Strict compliance with the above conditions is required subject to monitoring by this Office and revocation of this permit in case of violation.

Very truly yours,

ENGR. BOBBY V. AKIA
JHSEZ BUILDING OFFICIAL

OR: _____
Date: _____
Fee: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
OFFICE OF THE BUILDING OFFICIAL
 John Hay Special Economic Zone

APPLICATION NO. _____

BUILDING PERMIT NO. _____

APPLICATION FOR ELECTRICAL PERMIT
 (Accomplish in print and in Duplicate)

BOX 1 (TO BE ACCOMPLISHED BY A DULY QUALIFIED ELECTRICAL PRACTITIONER)

NAME OF OWNER/ APPLICANT		LAST NAME	FIRST NAME	MIDDLE NAME	TIN
ADDRESS NO.	STREET	BARANGAY	CITY/MUNICIPALITY	ZIP CODE	TEL/FAX NO.
LOCATION OF INSTALLATION:		NO.	STREET	BARANGAY	CITY OF BAGUIO
SCOPE OF WORK		<input type="checkbox"/> ADDITION OF _____ <input type="checkbox"/> REPAIR OF _____ <input type="checkbox"/> REMOVAL OF _____		<input type="checkbox"/> OTHERS(specify) _____ _____	
USE OR TYPE OF OCCUPANCY		<input type="checkbox"/> A. RESIDENTIAL DWELLING <input type="checkbox"/> B. RESIDENTIAL, HOTEL, APARTMENT <input type="checkbox"/> C. EDUCATIONAL AND RECREATION <input type="checkbox"/> D. INSTITUTIONAL <input type="checkbox"/> E. BUSINESS & MERCANTILE <input type="checkbox"/> F. INDUSTRIAL <input type="checkbox"/> G. STORAGE & HAZARDOUS <input type="checkbox"/> H. ASSEMBLY OTHER THAN GROUP 1 <input type="checkbox"/> I. ASSEMBLY OCCUPANT LOAD 1000 OR MORE <input type="checkbox"/> J. ACCESSORY <input type="checkbox"/> K. OTHERS (SPECIFY) _____			
NO. OF DEVICES and EQUIPMENT TO BE INSTALLED			NUMBER OF EQUIPMENT/WIRING DEVICES		
_____ LIGHT	_____ SPO, COOKING UNIT	_____ TOGGLE SWITCH	_____ FA DETECTORS	_____ OTHERS(see attached	
_____ CONVENIENCE/RECEPTACLE	_____ SPO, WATER HEATER	_____ BELL/ BUZZERS	_____ OTHERS(see attached		
_____ SPO, AIRCON	_____ SPO, WATER PUMP	_____ PUSH BUTTONS	list)		

BOX 2 (PROFESSIONAL ELECTRICAL ENGINEER WHO SIGNED AND SEALED PLANS AND & SPECIFICATIONS)

NAME		P.R.C. REG. NO.	VALIDITY
ADDRESS		TEL/FAX NO.	
PTR. NO.		PLACE ISSUED	
SIGNATURE	DATE SIGNED	TIN	

BOX 3 (ELECTRICAL CONTRACTOR - 200 AMPERE MAIN AND ABOVE)

NAME	PCAB LIC. NO.	(SPECIALTY ELECTRICAL)
	VALIDITY	

BOX 4 (PERSON IN CHARGE OF INSTALLATION)

<input type="checkbox"/> PROFESSIONAL ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED MASTER ELECTRICIAN (NOT EXCEEDING 600 VOLTS & 500 KVA)
NAME		PRC REG. NO.
ADDRESS		VALIDITY
PTR. NO.	DATE ISSUED	
SIGNATURE	DATE SIGNED	

BOX 5 (OWNER/AUTHORIZED REPRESENTATIVE)

NAME	SIGNATURE	TIN	CTC NO. _____
			DATE ISSUED _____
			PLACE _____

BOX 6 (TO BE RECEIVED BY RECEIVING/RECORDING SECTION)

ELECTRICAL PLANS & SPECIFICATION	RECEIVED BY: _____
	Signature Over Printed Name
	DATE RECEIVED: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
OFFICE OF THE BUILDING OFFICIAL
 John Hay Special Economic Zone

APPLICATION NO.

DATE APPLICATION FILED

ELECTRICAL PERMIT
 (To be accomplished by the Office Concerned)

BOX 1

NAME OF OWNER/ APPLICANT	LAST NAME	FIRST NAME	MIDDLE NAME	TIN
ADDRESS NO.	STREET	BARANGAY	CITY/MUNICIPALITY	ZIP CODE
LOCATION OF INSTALLATION:	NO.	STREET	BARANGAY	CITY OF BAGUIO

BOX 2

ASSESSED FEES			
AMOUNT DUE	ASSESSED BY	O. R. NUMBER	DATE PAID

BOX 3

PERMIT IS HEREBY GRANTED TO INSTALL THE ELECTRICAL WIRING, DEVICES AND EQUIPMENT ENUMERATED IN THE APPLICATION SUBJECT TO THE FOLLOWING CONDITIONS:

1. THAT THE PROPOSED INSTALLATION SHALL BE IN ACCORDANCE WITH THE APPROVED PLANS FILED WITH THIS OFFICE AND IN CONFORMITY WITH THE PROVISIONS OF THE LATEST EDITION OF THE PHILIPPINE ELECTRIC CODE.
2. THAT A DULY LICENSED ELECTRICAL PRACTITIONER BE INCHARGE OF THE INSTALLATION/CONSTRUCTION.
3. THAT A CERTIFICATE OF COMPLETION DULY SIGNED BY THE ELECTRICIAN PRACTITIONER INCHARGE OF THE INSTALLATION BE SUBMITTED NOT LATER THAN SEVEN (7) DAYS AFTER COMPLETION OF THE INSTALLATION.
4. THAT A CERTIFICATE OF FINAL ELECTRICAL INSPECTION BE SECURED PRIOR TO THE ACTUAL ACCUPANCY OF THE BUILDING.
5. THIS PERMIT SHALL BE POSTED AT THE DOOR OR SITE OF WORK.

APPROVED:

MANUEL D. SERENO, JR.
 ELECTRICAL ENGINEER- OFFICE OF THE JHMC BUILDING OFFICIAL

DATE

PRC REG. NO. & VALIDITY

NOTED:

BOBBY V. AKIA
 JHMC Building Official

DATE

Note 1. This permit may be cancelled or revoked pursuant to Sections 305 and 306 of the National Building Code.
 Note 2. Alterations on this form are not allowed.

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
 John Hay Special Economic Zone
 Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

ELECTRICAL DATA SHEETS

COMPANY :

Reg. No. :

Location :

Type of Application :

Installation Permit

Permit to Operate

Project Title :

(If Applicable)

Contractor :

(If Applicable)

Date of Inspection :

Reference No. :

Contact Person :

Designation :

Tel. No.

Fax No.

BUILDING / STRUCTURE / AREA / PROJECT / DEPARTMENT

QUANTITIES

PARTICULAR DEVICES, MACHINES, TOOLS and EQUIPMENT

LIGHTINGS and WIRING DEVICES

Flourescent Fixtures

_____ unit/s

1 x 40w FL / 1 x20w FL

_____ unit/s

2 x 40w FL / 2 x20w FL

_____ unit/s

3 x 40w FL / 3 x20w FL

_____ unit/s

4 x 40w FL / 4 x20w FL

_____ unit/s

Fixtures with Inverter/Charging Rectifier

Incandescent/Pinlights, Up & Downlighters

_____ unit/s

less 100w (5w, 10w, 12w, 15w etc.)

Spot/Flood/Low Bay/High Bay/Bracket Lights

_____ unit/s

100w to 250w

_____ unit/s

275w/ 300w/400w/500w to 1000w

_____ unit/s

more than 1000w

_____ unit/s

Perimeter/Street Lighting Poles

_____ unit/s

Emergency Lights

_____ unit/s

Exit Lights

Switches

_____ unit/s

1-ganged

_____ unit/s

2-ganged

_____ unit/s

3-ganged

_____ unit/s

Switch Bank / Remote Control Switches

_____ unit/s

Photo Cell

_____ unit/s

Timer Switches

_____ unit/s

Convenience Outlets

_____ unit/s

Special Purpose Outlets (ACU / Commando / WP)

_____ unit/s

Intercom/Telephone Outlets

_____ unit/s

LAN Outlets

_____ unit/s

/ / /
/ / /
/ / /
/ / /
/ / /

unit/s 1000 / 750 / 700 / 650
unit/s 600 / 500 / 450 / 400
unit/s 350 / 300 / 250 / 200
unit/s 175 / 150 / 125 / 100
unit/s 75 / 50 / 30 / 25

UPS in KVA or KW (to indicate exact qty. per unit)

/ / /
/ / /
/ / /
/ / /
/ / /

unit/s 600 / 500 / 450 / 400
unit/s 350 / 300 / 250 / 200
unit/s 175 / 150 / 125 / 100
unit/s 75 / 50 / 30 / 25
unit/s 20 / 15 / 10 / 5

Stand-by Generators in KW (to ind. exact qty.per unit)

/ / /
/ / /
/ / /
/ / /
/ / /
/ / /
/ / /
/ / /
/ / /

unit/s 2000 / 2250 / 2500 / 3000 / and greater
unit/s 1800 / 1700 / 1600 / 1500
unit/s 1400 / 1200 / 1000 / 900
unit/s 800 / 750 / 700 / 650
unit/s 600 / 500 / 450 / 400
unit/s 350 / 300 / 250 / 200
unit/s 175 / 150 / 125 / 100
unit/s 75 / 50 / 30 / 25
unit/s 20 / 15 / 10 / 5

Continuous Duty Generator in KW

/ / /
/ / /
/ / /
/ / /
/ / /
/ / /
/ / /

unit/s 2000 / 2250 / 2500 / 3000 / and greater
unit/s 1800 / 1700 / 1600 / 1500
unit/s 1400 / 1200 / 1000 / 900
unit/s 800 / 750 / 700 / 650
unit/s 600 / 500 / 450 / 400
unit/s 350 / 300 / 250 / 200
unit/s 175 / 150 / 125 / 100

Magnetic Contactors / Relays

unit/s

Battery Chargers

unit/s

KW-HR Meters

unit/s

Pole Attachments/Concrete Pedestals

unit/s

ATS (to indicate rating in ampere)

unit/s

MTS (to indicate rating in ampere)

unit/s

LBS (to indicate rating in ampere)

unit/s

HV/ MV/ LV Power Fuses (to indicate rating in ampere)

unit/s

Other Similar Power & Auxilliary Equipment

unit/s

MOTOR CONTROLLING APPARATUS FOR;
(Refer to Motorized Machine/Equipment as listed
in the Mechanical Assessment)

unit/s

unit/s

unit/s

CIRCUIT BREAKERS, in AT (indicate exact qty.per item)

/ / /

unit/s 6000 and more

/ / /

unit/s 5500 / 5000 / 4500

/ / /

unit/s 4000 / 3500 / 3200

/ / /

unit/s 3000 / 2800 / 2750 / 2700 / 2600

/ / /

unit/s 2500 / 2400 / 2300 / 2250 / 2100

_____ / _____ / _____	unit/s	2000 / 1900 / 1750 / 1600 / 1550
_____ / _____ / _____	unit/s	1500 / 1450 / 1350 / 1250 / 1200
_____	unit/s	1000 to 910
_____	unit/s	900 to 810
_____	unit/s	800 to 720
_____	unit/s	700 to 620
_____	unit/s	600 to 510
_____	unit/s	500 to 425
_____	unit/s	400 to 315
_____	unit/s	300 to 225
_____	unit/s	200 to 160
_____	unit/s	150 to 125
_____	unit/s	100 to 60
_____	unit/s	50 to 5

Prepared by: **Must be signed and sealed by
Professional Electrical Engineer**

Noted by:

Signature over Printed Name

PRC LIC. No. _____ Valid Until _____
PTR _____ Date _____

Signature over Printed Name
Owner / Authorized Representative

Important Notes:

1. This data sheet shall be used for evaluation and assessment per project basis, per building/structure, per area or department as applicable, for the proper and accurate payment of inspection fees.
2. Please completely fill up all the information on this electrical data sheet for better coordination and prompt issuance of assessment for permits and certificates.
3. This document shall be submitted to the JHMC Office of the Building Official, signed and sealed by the contractor's or owner's Professional Electrical Engineer.
4. Undeclared equipment/devices found without the appropriate permit shall be subjected to 100% surcharge.

JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City
OFFICE OF THE JHMC BUILDING OFFICIAL

REQUIREMENTS IN APPLYING FOR AN OCCUPANCY PERMIT

- _____ 1 . Letter of Request for Inspection from the owner or his authorized contractor addressed to the JHMC Building Official in company stationary.

ATTENTION : ENGR. BOBBY V. AKIA
JHMC BUILDING OFFICIAL
- _____ 2 . Three (3) sets **standard size** As-Built Plans, jointly signed and sealed by designer **and engineers in-charge of construction or installation, and signed by the owner**. Said plans must faithfully reflect all changes, modifications and alterations made on the originally approved plans. **Standard plans must be fastened and folded**
- _____ 3 . Photocopy of floor plan indicating (highlighted) the area for occupancy **(for partial OP only)**.
- _____ 4 . Photocopy of the approved building permits (CE, ME and EE) assessments of fees and its official receipts.
- _____ 5 . Photos of areas for inspection to ensure substantial completion.
- _____ 6 . Certificate of Completion for **Civil, Sanitary, Electrical, and Mechanical Works** jointly signed and sealed by the designer, project engineers (in charge of the construction), contractor and the owner. (3 sets)
**** Items 2,3,4,5,7,8,9 and 10 must be fastened in one folder**
- _____ 7 . **Construction Logbook** signed by the Building Official. **Labor Data** of the workers employed during construction based on the attached sheet.
- _____ 8 . Tally Sheet and Certificate of Actual Usage for Construction Materials & Equipment **imported through a LETTER of AUTHORITY issued by PEZA** signed by Owner as applicable.
- _____ 9 . XEROX COPY of ECC (Environmental Compliance Certificate) as applicable
- _____ 10 . **Project Safety Report** to include details of any accident that occurred in the duration of the project duly signed by Project Safety Officer and Project Engineer / Manager.
- _____ 11 . As-built cost, signed and sealed by the designer/ project engineers

REMINDERS:

1. Please include this checklist when submitting the above stated documents.
2. A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (buildings), install (Electro-mechanical equipments), alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit. (Section 25.1 of Rule III of the National Building Code/PD 1096)

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City

APPLICATION FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

Building Permit No : _____

Date Issued : _____

(Date)

Name of Owner/Applicant : _____

Address of Owner/Applicant : _____

ZIP Code: 2600

Tel. No : _____

Requirements submitted:

- As-Built Plans and Specifications, duly signed and sealed by respective professional discipline
- Daily Construction Works Logbook
- Certificate of Completion, duly notarized
- As-built Cost
- others: (Specify) _____

Name of Project : _____

Location : _____

Use/Character of occupancy: _____

No. of Storeys: _____

No. of Units: _____

Total Floor Area (Square Meters): _____

Date of Completion: _____

Submitted by:

OWNER / APPLICANT
(Signature over Printed Name)

Community Tax Certificate No: _____

Date Issued: _____

Place Issued: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION

John Hay Special Economic Zone
 Camp John Hay, Baguio City

**OFFICE OF THE BUILDING OFFICIAL
 CERTIFICATE OF COMPLETION**

DATE _____

This is to certify that the building/structure covered by Building Permit No. _____ issued on _____ has been constructed and completed under our supervision, conforms with the plans and specifications submitted and on file to the Office of the Building Official, and complies with the provisions of the National Building Code and Accessibility Law (BP Blg. 344).

NAME OF OWNER _____ (Last Name) _____ (Given) _____ (M.I.)

ADDRESS OF OWNER _____ ZIP CODE _____ TEL. NO. _____

LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ STREET _____ BARANGAY _____

CITY/MUNICIPALITY OF _____

USE OR CHARACTER OF OCCUPANCY _____ GROUP _____

	PLANNED	ACTUAL
DATE OF START OF CONSTRUCTION		
DATE OF COMPLETION		
TOTAL FLOOR AREA (Square Meters)		
NO. OF STOREY(S)		
NO. OF UNIT		

SUMMARY OF ACTUAL COST

1. TOTAL COST OF MATERIAL

- 1.1. CEMENT (bags) _____ P _____
- 1.2. LUMBER (bd.ft) _____
- 1.3. REINFORCING BARS (kg.) _____
- 1.4 G.I. SHEETS (sheets) _____
- 1.5 PREFAB STRUCTURAL STEEL (kg) _____
- 1.6 other materials _____

2. TOTAL COST OF DIRECT LABOR:

This includes compensation whether by salary or contract or project architect/engineer down to laborers. P _____

3. TOTAL COST OF EQUIPMENT UTILIZATION:

P _____

4. OTHER COSTS:

This includes professional services fees, permits and other fees P _____

GRAND TOTAL P _____

FULL-TIME SUPERVISOR OR INSPECTOR OF CONSTRUCTION

ARCHITECT OR CIVIL ENGINEER
 (Signed and Sealed Over Printed Name)
 Date: _____

PRC. No.	Validity
PTR No.	Date Issued
Issued at	TIN
CTC No.	Date Issued
	Issued at

IF CONSTRUCTION WAS UNDERTAKEN BY CONTRACT

Contractor	PCAB Lic. NO
	Validity
	TIN
Address	
Date _____	
AUTHORIZED MANAGING OFFICER (Signature Over Printed Name)	
CTC No.	Date Issued
	Place issued

CONFORME:

OWNER/APPLICANT
 (Signature Over Printed Name) _____ DATE _____

CTC No.
Date Issued
Place Issued

REPUBLIC OF THE PHILIPPINES) s.s
 City/Municipality of _____)

Before Me at the City/Municipality of _____, on _____ personally appeared the following :

APPLICANT _____ CTC No. _____ Date Issued _____ Place Issued _____

LICENSED ARCHITECT OR CIVIL ENGINEER _____ CTC No. _____ Date Issued _____ Place Issued _____
 (Full-Time Inspector & Supervisor)

Whose signatures appear herein above, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series No. _____

Notary Public (Until December _____)

DESIGN PROFESSIONALS, PLANS AND SPECIFICATIONS

ARCHITECTURAL	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

CIVIL / STRUCTURAL	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

ELECTRICAL	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

MECHANICAL	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

SANITARY	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

PLUMBING	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

ELECTRONICS	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

INTERIOR DESIGN	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

SUPERVISION OF SPECIALTY WORKS

ELECTRICAL WORKS	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

MECHANICAL WORKS	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

SANITARY WORKS	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

PLUMBING WORKS	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

ELECTRONICS WORKS	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

INTERIOR DESIGN WORKS	
_____ DATE (Signed and Sealed Over Printed Name)	
Address:	
PRC No.	Validity:
PTR. No.	Date Issued:
Issued at:	TIN:

TO : JHMC SAFETY & SECURITY DEPARTMENT
SUBJECT : **COMPLETION OF CONSTRUCTION**

Pursuant to the provision of the Memorandum of Agreement, please conduct a final inspection of the building owned by _____ located at _____ for fire safety and control requirements.

In accordance with the provisions of Memorandum o Agreement, you are required to submit to this Office the Fire Safety Inspection Certificate within five (5) working days from receipt of this notification. Provided, that in case of non-issuance, suspension or revocation of said certificate of fire safety inspection, the reasons or grounds therefore shall be stated by you in writing. Failure of the C/MFM to act within said period shall mean that the plans and specifications submitted conform to all requirements of the FCP.

BUILDING OFFICIAL

Date referred to C/MFM : _____
Date received by C/MFM : _____
Date return to Building Official: _____
Date received by Building Official: _____

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION

(Mechanical Works)

The Building Official:

This is to certify that the mechanical installations/works of the building covered by the Mechanical Permit No. _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "National Building Code" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
Project Title : _____
Address of Owner: _____
Location of Construction: _____
Use/Type of Occupancy: _____
Date of Start of Construction: _____ Date of Actual Completion: _____
Type/Kind of Equipment: _____

Capacity _____ Quantity _____

Signing Engineers must seal this certification.

In-Charge of the Construction: _____ Designer: (must be Prof. Mechanical Engr.) _____

Printed Name & Signature of PME or RME

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
Address _____

(Printed Name and Signature)
PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
T.I.N. _____
PTR No. _____
Address _____

CONFORME:

If construction is undertaken by contract:

(Printed Name and Signature of Owner/Applicant)

(Printed Name and Signature of Owner/Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers



Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
 John Hay Special Economic Zone
 Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION
 (Sanitary/Plumbing Works)

The Building Official:

This is to certify that the sanitary/plumbing installations/works of the building covered by the **Sanitary/Plumbing Permit No.** _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "*National Building Code*" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
 Project Title : _____
 Address of Owner: _____
 Location of Construction: _____
 Use/Type of Occupancy: _____
 Date of Start of Construction: _____ **Date of Actual Completion:** _____
List and Number of Fixtures: _____

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: The same Sanitary Engr. who signed the SP Application

 (Printed Name and Signature of Sanitary Engineer/Master Plumber)
 PTR No. _____
 Date Issued _____
 PRC Reg. No. _____
 Date Issued _____
 Address _____

 (Printed Name and Signature)
 PTR No. _____
 Date Issued _____
 PRC Reg. No. _____
 Date Issued _____
 T.I.N. _____
 PTR No. _____
 Address _____

CONFORME:

If construction is unedrtaken by contract:

 (Printed Name and Signature of Owner/Applicant)

 (Printed Name and Signature of Owner/Applicant)

 (Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION
(Mechanical Works)

The Building Official:

This is to certify that the mechanical installations/works of the building covered by the Mechanical Permit No. _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "National Building Code" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
Project Title : _____
Address of Owner: _____
Location of Construction: _____
Use/Type of Occupancy: _____
Date of Start of Construction: _____ Date of Actual Completion: _____
Type/Kind of Equipment: _____

Capacity _____ Quantity _____

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: **(must be Prof. Mechanical Engr.)**

Printed Name & Signature of PME or RME

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
Address _____

(Printed Name and Signature)

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
T.I.N. _____
PTR No. _____
Address _____

CONFORME:

If construction is undertaken by contract:

(Printed Name and Signature of Owner/Applicant)

(Printed Name and Signature of Owner/Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers

Republic of the Philippines
JOHN HAY MANAGEMENT CORPORATION
John Hay Special Economic Zone
Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION
(Electrical Works)

This is to certify that the electrical installations/works of the building covered by the **Electrical Permit No.** _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "*National Building Code*" (P.D. 1096). That the said installations/works is ready for final inspection.

Name of Owner: _____
Project Title (as stated in plans) _____
Address of Owner: _____
Location of Construction: _____
Use/Type of Occupancy: _____
Date of Start of Construction: _____ **Date of Actual Completion:** _____
Total Number of Outlets and Equipment Installed:
Lights: _____ Switches: _____ Convenience Outlets: _____
Bell System: _____ Electrical Range: _____ Water Heater: _____ KW _____
Airconditioning System _____ Telephone _____ Motor _____ HP _____
Others (specify) _____

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: (**must be Prof. Electrical Engr.**)

The same PEE who signed the Electrical Permit Application

(Printed Name & Signature of PEE or REE)

(Printed Name and Signature)

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
Address _____

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
T.I.N. _____
PTR No. _____

Address _____

CONFORME:

If construction is unedraken by contract:

(Printed Name and Signature of Owner/Applicant)

(Printed Name and Signature of Owner/Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers

JOHN HAY MANAGEMENT CORPORATION

John Hay Special Economic Zone
Camp John Hay, Baguio City

OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION

(Civil Works)

The Building Official:

This is to certify the construction of the building covered by **Building Permit No.** _____ issued on _____ has been completed in accordance with the approved plans and specifications on file with the Office of the Building Official and the "National Building Code" (P.D. 1096)

That the said building and/or structure is ready for final inspection for the issuance of the Certificate of Occupancy.

Name of Owner: _____
Project Title : _____
Address of Owner: _____
Location of Construction: _____
Use/Type of Occupancy: _____
Date of Start of Construction:
Proposed: _____ Actual: _____
Actual Date of Completion: _____
No. of Stories: _____ Actual: _____
Estimated Cost P _____
Actual Cost P _____

- a) Materials (Total Cost) P _____
 - 1. Cement (bags) _____
 - 2. Lumber (cu.m.) _____
 - 3. Reinforcing Bars (kgs.) _____
 - 4. No. of GI Sheets _____
 - 5. Pre-Fab Structural Steel (kgs.) _____

b) Direct Labor (Total Cost) P _____
This includes compensation whether by salary or contract for project Architect/ Engineer down to workers.

c) Rental of Equipment (if any) P _____
d) Other Costs P _____

This includes Professional fees, Permits and other fees.

Signing Engineers must seal this certification.

In-Charge of the Construction:

Designer: (The Engineer/Architect who signed the BP application

(Printed Name and Signature of Architect/CE

(Printed Name and Signature)

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
Address _____

PTR No. _____
Date Issued _____
PRC Reg. No. _____
Date Issued _____
T.I.N. _____
PTR No. _____
Address _____

CONFORME:

If construction is unedraken by contract:

(Printed Name and Signature of Owner/Applicant)

(Printed Name and Signature of Owner/Applicant)

(Designation)

Please attach XEROX COPY of PRC license and PTR of signing Engineers

CONSTRUCTION POLICIES AND GUIDELINES

- a) General Policies:
- i) **Qualified Applicants.** Structure owners whose name appears on the census conducted on 1991 and/or 2001;
 - ii) **Allowed Works.** Only the following construction works shall be allowed for implementation within the JHRA:
 - (a) **Repair.** Remedial work done on any damaged or deteriorated portion/s of a building/structure to restore its original condition.
 - (b) **Renovation.** Any physical change made on a building/structure to increase its value, utility and /or to improve its aesthetic quality.
 - (c) **Alteration.** Construction in a building/structure involving changes in the materials used, partitioning, location/size of openings, structural parts, existing utilities and equipment but does not increase the overall area thereof.
 - iii) **Conversion.** There will be no conversion in the use or occupancy of the structure.
 - iv) **New Construction.** No new constructions are to be allowed within the JHRA.
 - v) **Authority to Abate and/or Demolish.** JHMC shall have the authority to stop and/or demolish all construction works not in compliance with the approved repair/renovation/alteration plans.
 - vi) **Government Infrastructure Projects.** No government infrastructure projects shall proceed without the expressed consent from JHMC/BCDA.
 - vii) **Prohibited Works**
 - (a) Horizontal and vertical expansion
 - (b) Works done resulting in an increase in the original floor area
 - (c) Cutting of trees
- b) Construction Guidelines
- i) Documentary requirements to be submitted by applicants:
 - a. Letter of Intent to conduct repair/renovation/alteration;
 - b. In case of minor repair/renovation/alteration works:
 - Cost Estimate, Bill of Materials and repair/renovation/alteration plans signed by the structure owner.
 - c. In case of works affecting structural members:
 - Cost Estimate, Bill of Materials and repair/renovation/alteration plans duly signed and sealed by a registered Engineer or Architect concurred by the structure owner.
 - d. Duly notarized Undertaking and Waiver
 - ii) Documentary requirements to be submitted by the Implementing Agencies of the Government:
 - a. Letter of Intent to conduct construction works;
 - b. Approved Program of work (POW) and Construction Plans; and
 - c. Copy of contract between the Implementing Agency and the Contractor.

STRUCTURE REPAIR/RENOVATION/ALTERATION APPLICATION FORM

PERSONAL DATA (to be filled up by the applicant)		
NAME : (Family name, First name, M.I.)		
ADDRESS :		
TEL. NO.	OCCUPATION	SEX M <input type="checkbox"/> F <input type="checkbox"/>
NAME OF SPOUSE : (Family name, First name, M.I.)		
HOUSEHOLD MEMBERS		
	NAME	AGE
1		
2		
3		
4		
5		
6		
7		
(Use additional sheet if necessary)		
List of items for repair :		
1 Structure owner	1991 Census <input type="checkbox"/>	2001 census <input type="checkbox"/>
2 Scope of Repair works		
a. Repair		<input type="checkbox"/>
Cost Estimates		<input type="checkbox"/>
Bill of Materials		<input type="checkbox"/>
Technical plans signed by structure owner		<input type="checkbox"/>
b. Renovation affecting structural members		<input type="checkbox"/>
Cost Estimates		<input type="checkbox"/>
Bill of Materials		<input type="checkbox"/>
Technical plans duly signed and sealed by a registered Engineer or Architect concurred by the structure owner		<input type="checkbox"/>
c. Alteration		<input type="checkbox"/>
Construction in a building/structure involving changes in materials, partitioning, openings, structural parts, utilities and equipment but does not increase overall area		<input type="checkbox"/>
(Use additional sheet if necessary)		
		Date
I declare under the penalties of perjury that the above information was made in good faith, verified by me and to the best of my knowledge and belief is true and correct.		
		Applicant's Signature
CENSUS VERIFICATION (To be filled up by JHMC Representative)		
		Date
This is to certify that based on records of DENR / NHA, the residential house of _____ was included in the census conducted by DENR/NHA on _____ with Tag No. (if included).		

UNDERTAKING AND WAIVER

KNOW ALL ME BY THESE PRESENTS :

I, _____ of legal age, Filipino, single/married, and a resident of _____, Baguio City, Philippines, do hereby depose and state :

1. That I am the owner and occupant of the structure located at _____ which is included in the 1991 DENR census and/or the 2001NHA-JPDC census, and/or 2013 JHMC Structure Survey;
2. That I have applied for a permit from the John Hay Management Corporation (JHMC) for the repair/renovation/alteration of the said structure with Conditional Permit for Repair/Renovation/Alteration No. _____;
3. That there is an urgent need to conduct a repair/renovation/alteration thereon in order to make it habitable;
4. That the said permit is conditional and revocable in nature, dependent upon the terms and conditions set under the Construction Policies and Guidelines within the John Hay Reservation Area (JHRA) approve by the JHMC Board of Directors;
5. That I undertake to faithfully comply with the terms and conditions of the permit. Failure on my part to comply with the terms and conditions of the permit shall be grounds for de-listing of my name from the 1991 DENR Census and/or the 2001 NHA-JPDC Census, and/or 2013 JHMC Structure Survey;
6. The issuance of this conditional permit for repair/renovation/alteration does not give me absolute right over the lot where my residential structure has been built and the area where said improvement will be constructed ;
7. That in the event of violation of the terms and conditions of the permit. I hereby authorize JHMC or its duly authorized representative to demolish the said structure without any need of judicial action and confiscate the materials in favor of the government;
8. That for this purpose, I constitute JHMC as my attorney-in-fact and hold JHMC and any of its officers free and harmless from any and all suit relative to the demolition.
9. That for this purpose, I constitute JHMC as my attorney-in-fact and hold JHMC and any of its officers free and harmless from any and all suit relative to the application for Repair/Renovation/Alteration.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ of _____ 200__ at Baguio City, Philippines.

Applicant

Signed in the presence of:

PUNONG BARANGAY

ACKNOWLEDGEMENT

Republic of the Philippines)
Done in the City of Baguio) S.S.

Before me, a Notary Public, for and in the City of Baguio, Philippines, appeared _____, made known to me and to me known to be the same person who executed the foregoing Undertaking & Waiver, presented to me an integrally complete document and acknowledged to me that the same is his/her free act and voluntary deed.

The Undertaking and Waiver consists of one (1) page including the page on which this Acknowledgement is written, signed by the Party and his/her witnesses, and sealed with my Notarial Seal.

WITNESS MY HAND AND SEAL

Notary Public
Commissioned until _____
PTR Number _____
Date Issued _____ Place of Issue _____
Doc. No. _____; Page No. _____
Book No. _____; Series of _____