



Application of Construction/Renovation Permit

Name of Contractor :	Office Phone No.
Address :	Mobile Phone No.
	Email Address:

NOTES:

[illegible]

☐	Copy of Building Permit
☐	Notarized Deed of Undertaking
☐	Copy of Construction Bond receipt
☐	Appointment Letter of the Contractor
☐	One (1) set of signed Association Approved House Plan with copy of signed Plan Evaluation Sheet
☐	Plans with Building Permit No.
☐	Others (Specify): _____

	Notarized Deed of Undertaking
	Copy of Construction Bond receipt
	Appointment Letter of the Contractor
	One (1) set of signed Association Approved Plan
	Others (Specify): _____

	Copy of Fencing Permit
	Notarized Deed of Undertaking
	Copy of Construction Bond receipt
	Appointment Letter of the Contractor
	One (1) set of signed Association Approved House Plan
	Others (Specify): _____

BY:

PRINTED NAME AND SIGNATURE OF UNIT OWNER

DATE _____

TO BE ACCOMPLISHED BY THE ADMINISTRATION

FOR THE ACCOUNTING GROUP

	AMOUNT DUE	ASSESSED BY	OR NUMBER	DATE PAID	REVIEWED BY
Association Dues					
Contractor's Bond					
Construction Bond					
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 construction 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 construction shall be in conformity with the Association Rules and Regulations.
3. That all pertinent fees shall be settled before application of the Construction Permit.
4. That a copy of a "Certificate of Occupancy" & a "Move-in Permit" shall be submitted to the Association Office before actual occupancy of the building.

RECOMMENDING
APPROVAL:

PROPERTY ENGINEER

PROPERTY MANAGER

DATE