



CONSTRUCTION RENOVATION PERMIT FORM

HOMEOWNERS NAME: _____ DATE REQUESTED: _____
CONTRACTOR'S NAME: _____ LOT LOCATION: PHASE ____ BLOCK ____ LOT ____
NAME OF REQUESTOR: _____ CONTACT NUMBER: _____

Duration of Work : FROM _____ TO _____

DOCUMENT SUBMITTED:	CHECK IF PAID	PAYMENT DETAILS
☐ Letter to Intent	☐ Construction Bond	Amount Paid : _____
☐ Plans	☐ Contractors Bond	Check Number : _____
☐ Others (please specify)	☐ Security Fee	Service Invoice No.: _____

NAMES OF WORKERS

1. _____
2. _____
3. _____
4. _____
5. _____

NAMES OF WORKERS

6. _____
7. _____
8. _____
9. _____
10. _____

NATURE OF WORK	LOCATION <i>Units Specification</i>	DETAILED DESCRIPTION <i>Use separate sheet if necessary</i>
• CARPENTRY	_____	_____
• PLUMBING	_____	_____
• ELECTRICAL	_____	_____
• OTHERS, please specify	_____	_____

INSTRUCTIONS:

1. Completely fill-up the form and submit it to the Admin. Office from 08:30 A.M. to 05:30 P.M., Mondays to Sundays.
2. Documents submitted shall be subjected to review of Village Manager and approved by Operations Manager and PCVHAI Board of Trustees.
3. Review of the plans will take a maximum of one (1) month. Once the permit has been approved and the unit owner or the contractor provides the revisions of the plans (if any), Playa Calatagan will issue a "Notice to Proceed" specifying the instruction on what should be paid before the construction or renovation begins.
4. The home/ lot owner or contractor upon payment of the requirements (construction bond, and other pre-construction fees) will formally advise the Admin Office of the target date of mobilization.

RULES AND REGULATIONS:

1. Strictly follow the construction's guidelines attached.
2. PCVHAI will not be held responsible for any damage, injuries or loss sustained by individuals during the construction period. Damages to common areas, if incurred, will not be limited to the construction bond and shall be based on the actual cost of repair and replacement. Non settlement of fees and charges shall from part of the arrears of the property owner or lessee, and payment shall be applied first to settle such arrears as prescribed at Master Deed of Restrictions.
3. Playa Calatagan reserves the right to amend the above instructions, rules and regulations at any time without prior notice.

WAIVER : I hereby conform and abide to the aforementioned instructions, rules and regulations by fixing my signature below.

PREPARED BY:

RECEIVED BY:

APPROVED BY:

OWNER/CONTRACTOR/REPRESENTATIVE

SIGNATURE OVER PRINTED NAME

DATE & TIME:

ADMIN-ON-DUTY

SIGNATURE OVER PRINTED NAME

DATE & TIME:

ELEANOR G. BUGTONG

VILLAGE MANAGER

DATE & TIME: