

MEMORANDUM CIRCULAR 98-10

April 02, 1998

TO: ALL CONCERNED
RE: WORK PERMITS

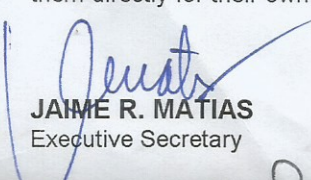
In an effort to facilitate the processing of work permits, we are providing you with the list of requirements applicable for each specific type of work permit applied for :

<u>TYPE OF WORK PERMIT APPLIED FOR</u>	<u>REQUIREMENT/S</u>
A) EXCAVATION ON ROADWAY AND/OR SIDEWALK For :Water/Sewage Service Connection/Pipe Installation	1, 5, 8, 14, 15
Water/Sewage Connection Repair	2, 9, 15 or 16
Drainage Service Connection /Pipe Installation	1 or 2, 5, 8, 15 or 16
Sewage/Drainage Pipe Declogging	1 or 2, 8, 15 or 16
Underground Telecom Conduit Installation	3, 5, 6, 8, 15, 16
Underground Conduit Repair	3, 9, 15 and/or 16
Tree/s Planting, etc	1 or 2, 8
B) INSTALLATION OF TELECOM CABLES/DROPWIRES	3, 5, 11
C) OPENING OF TELECOM MANHOLE (for verification, repair, splicing)	3, 11
(for cable installation)	3, 5, 11
D) REPAIR AND MAINTENANCE OF EXISTING AERIAL/UNDERGROUND TELECOM CABLE FACILITIES	3, 11
E) RELOCATION OF MERALCO/TELECOM POLE	1 or 3, 5, 12
F) INSTALLATION OF MERALCO/TELECOM POLE	1, 5, 11, 12
G) POWER SERVICE CONNECTION	1, 5, 12
H) OPENING OF DRAINAGE/SEWAGE MANHOLE (for verification or declogging)	1 or 2, 11
I) INSTALLATION OF SCAFFOLDS/TEMPORARY BOARD UP/FENCING/ENCLOSURE/HOARDING ON SIDEWALK	1 or 2, 11 or 13
J) SIDEWALK REPAIR/REFINISHING/RECONSTRUCTION	2, 9
K) BUILDING EXTERIOR CLEANING/PAINTING/REPAIR	2, 9
L) TEMPORARY FENCING/ENCLOSURE OF ROADWAY	1, 6, 13, 16
M) TEMPORARY FENCING/ENCLOSURE OF VACANT LOT	1, 13
N) INSTALLATION OF TEMPORARY FACILITIES/BARRACKS/SITE OFFICE ON VACANT LOT	1, 4, 13
O) INSTALLATION OF TEMPORARY ROADWAY SAFETY NET	1, 8
P) INSTALLATION OF CONSTRUCTION TOWER CRANE/ TEMPORARY ELEVATOR/HOIST	1, 8
Q) STATIONING ON ROADWAY OF TRANSIT MIXERS, CONCRETING EQUIPMENT, DELIVERY TRUCKS, ETC.	1, 11
R) INSTALLATION OF SIGNAGE (including streamers, posters, etc.)	1 or 2, 10
S) INSTALLATION OF DEEPWELL	1, 7, 8
T) FIRE DRILL AND OTHER ACTIVITIES	2, 11
U) RENOVATION OF EXISTING BUILDING (with expansion)	1, 17, 18, 22, 23, 24
(no expansion)	1, 19, 20, 23
V) CONSTRUCTION OF NEW BUILDING	17, 18, 21, 23, 24, 25

APPLICABLE REQUIREMENTS:

- 01) Letter request from the member or developer.
- 02) Letter request from the building administrator.
- 03) Letter request from the telecommunication carrier/ Meralco.
- 04) Authorization, certification or contract with lot owner
- 05) Right-of-way permit from Ayala Property Management Corp.(APMC).
- 06) Clearance from the Makati Parking Authority (MAPA).
- 07) Permit from the National Water Resources Board
- 08) Drawing showing details of excavation and/or installation. - 03 sets
- 09) Drawing showing details of repair including its location. - 03 sets.
- 10) Drawing showing the details of the signage/installation including its location. - 03 sets
- 11) Drawing showing route/location of the installation or activity. - 03 sets
- 12) Drawing from Meralco or telecom carrier showing the details of the project. - 03 sets.
- 13) Drawing showing details of fence/temporary facility (materials, elevations, alignment/location) -03 sets
- 14) Photocopy of payment or official receipt and drawing from the Manila Water Co. (MWC).
- 15) Payment of restoration cost.
- 16) Payment of deposit.
- 17) Architectural drawing duly signed and sealed by the Architect/Engineer and signed by the member-developer on all sheets. - 08 sets
- 18) Certified True Copy of Transfer Certificate of Title (TCT) with annotation of Consolidated and Revised Deed Restriction.
- 19) Certified True Copy of TCT or Condominium Certificate of Title (CCT)
- 20) Architectural drawing duly signed and sealed by the Architect/Engineer and signed by the member-developer on all sheets. - 03 sets
- 21) Excavation plan showing system of soil protection. - 01 set
- 22) Revised Parking Plan
- 23) Payment of Plans Processing Fee and/or Construction Guaranty Deposit
- 24) Payment of Development Charge
- 25) Submission of Performance Bond

You shall be responsible for securing appropriate permits from other regulating local/city/national agencies. Please coordinate with them directly for their own requirements.


JAIME R. MATIAS
Executive Secretary