



Forbes Park Association, Inc.
Pandan Road, Forbes Park
Makati City, 1219, Philippines

Tel. +632 8817 2420-21
Fax +632 7091 6435
Email admin@forbesparkassociation.com

APPLICATION PERMIT FOR MINOR RENOVATION

Date : _____
To : **Forbes Park Association Inc.**
Pandan Road, North Forbes Park
Makati City

PERMIT VALIDITY

I hereby apply for a Work Permit to do the following MINOR RENOVATION at

_____ (Address)

I. SCOPE OF WORK:

II. NAME AND ADDRESS OF GENERAL CONTRACTOR/TEL. NUMBER:

III. CONTACT PERSONS/TEL. NUMBER :

I AGREE TO COMPLY WITH THE FPA RULES AND REGULATIONS FAITHFULLY AND BIND MYSELF TO THE FOLLOWING CONDITIONS:

- a. Permission to undertake minor renovation is issued by the FPA without the need for submission of construction plans.
- b. There shall be no DEVIATION from the approved scope of work as mentioned above.
- c. In case of any deviation, I will pay a FINE prescribed by the Association. The work will be STOPPED IMMEDIATELY upon receipt of a notice of violation from the Association. Workers and construction materials will be denied entry at the gates. The lifting of the ban will only be approved by the Association upon submission and approval of a revised scope and schedule of works.
- d. I will post a CASH BOND based on the table printed at the back as required by the Association upon approval of this application. For any violation of the FPA Rules and Regulations, fines as assessed with respect to the violation shall be automatically deducted from my cash bond. Ten percent (10%) of the total cash bond shall be deducted from the said bond to cover the cost of inspection and other miscellaneous expenses.
- e. I understand that the CASH BOND will only be released after 100% completion and inspection to verify compliance of the scope of works applied for, and upon surrender of the gate passes issued to the workers by the Association.

I hereby AUTHORIZE the ENTRY of the FPA ARCHITECT and/or it's FIELD INSPECTOR into the premises in order to conduct an inspection of the works in progress until the completion of the project.

To show that I UNDERSTAND AND ACCEPT the above terms and conditions, I hereby affix my name and signature below.

Printed Name & Signature of Resident

NOTE: ONLY THE SIGNATURE OF THE REGISTERED RESIDENT/ MEMBER OR HIS AUTHORIZED REPRESENTATIVE SHALL BE HONORED.

.....
(FOR FPA PROCESSING – Do not fill-up this portion)

This permission to undertake minor repair works is hereby granted to the above applicant. The designated Contractor shall be allowed entry to the construction site together with their workers, vehicles and equipment during the above stated period of validity.

Amount of Bond: P500.00 X sq.m= Php _____ Dated posted and OR No. _____

PROCESSED BY:

RECOMMENDING APPROVAL:

JOSEF R. LAZO

Village Architect

JONA M. MEDRANA

Village Manager

APPROVED BY:

NOTED BY:

FELIX R. ANG

Chairman, Building & Construction Committee

JOSE CH. ALVAREZ

FPA – President

**CERTIFICATE OF UNDERTAKING FOR
MINOR RENOVATION**

This Certificate of undertaking is hereby executed by the undersigned for the following reasons.

1. To bind me to the Undertaking that the permit for Minor Renovation being granted to me may not entail the rectification of the property's existing violation/s but the correction of the same shall be part of the plans I shall submit upon my application for a Major Renovation/ or New Construction;

These existing violations are enumerated as follows:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
2. It is also my understanding not to incur any further building and construction violations of any kind while the minor repair / construction that I am being granted the permit for is being undertaken;
 3. It is also my understanding that in no way shall the permit granted to me constitute a waiver by the Forbes Park Association of any such existing violation/s nor the fines/sanctions that maybe imposed upon me in view of the same.

Printed Name and Signature of Homeowner

ACKNOWLEDGEMENT

Republic of the Philippines)
Makati City) S.S.

BEFORE ME, a Notary Public for and in _____, personally appeared;

NAME

CTC No.

Date & Place Issued

known to me and to be the same person who executed the foregoing instrument and acknowledged to me that the same is to be his/her own free act and voluntarily deed.

WITNESS MY HAND AND SEAL this ____ of _____ 20____

Notary
Public

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



Forbes Park Association, Inc.
Pandan Road, Forbes Park
Makati City, 1219, Philippines

Tel. +632 8817 2420-21
Fax +632 7091 6435
Email admin@forbesparkassociation.com

AUTHORITY TO CONDUCT OCULAR INSPECTION

This is to authorize the *FPA Village Architect* to conduct ocular inspection on my property as a pre-requisite for the approval of the Work Permit being applied for.

Signature of Resident/Owner

INSPECTION CHECKLIST:

- | | |
|---|--|
| <input type="checkbox"/> Carport within the 2m/10m setback | <input type="checkbox"/> Excess guard house area |
| <input type="checkbox"/> Storage within the 2m/10m setback | <input type="checkbox"/> Weep holes along perimeter fence |
| <input type="checkbox"/> Roof eaves/lean-to roof within the 2m setback | <input type="checkbox"/> Drainage direct to the street |
| <input type="checkbox"/> Canopy outside the 5m allowable length | <input type="checkbox"/> Generator set within the 2m/10m setback |
| <input type="checkbox"/> Swimming pool filter and pump room within 2m/10m setback | <input type="checkbox"/> Swimming pool within the 2m setback |
| <input type="checkbox"/> Pressure tank and pump room within the 2m/10m setback | <input type="checkbox"/> Cabana/Bathhouse within the 2m setback |
| <input type="checkbox"/> Overhead water tank within the 2m/10m setback | <input type="checkbox"/> Cistern/Septic tank within the 2m setback |
| <input type="checkbox"/> Front fence exceeds the required height | <input type="checkbox"/> Buffer wall more than 3m height |
| <input type="checkbox"/> Rear and adjoining fence exceeds more than 3m height | <input type="checkbox"/> Trellis height more than 3m |
| <input type="checkbox"/> Others | |

REMARKS:

Inspected by:

Village Architect

Date: _____

ACKNOWLEDGEMENT

I UNDERSTAND THAT any deviation from the FPA Building Rules and Regulations, as indicated above, are considered violation/s although the same may have been left unnoticed in the past by the Association.

I FURTHER UNDERTSTAND that the above-stated violation/s shall be corrected when a major renovation or new construction is to be undertaken in the future. No permit for a major renovation or new construction will be granted to me in the future unless I submit an undertaking to correct the violation/s together with my application for said major renovation or new construction.

Printed Name & Signature of Owner
Date: _____

CERTIFICATION/UNDERTAKING (OWNER)

I, _____, of legal age,
Filipino, Single/ Married/ Widow, do hereby state and undertake:

- (1) That I am the duly the registered Property Owner of a PARCEL OF LAND located at _____;
covered by Transfer Certificate of Title (TCT) No. _____.
- (2) That I am fully apprised and informed of the following:
 - (i) The residence building plans and /or designs submitted to FORBES PARK ASSOCIATION, INC. (FPAI);
 - (ii) All applicable building and construction Rules and Regulations of FPAI; and
 - (iii) The Deed of Restrictions of FPAI;
- (3) That I, hold myself bound at all times by the aforementioned plans and / or designs, Rules and Regulations and Deed Restrictions, and I ensure full and complete compliance therewith;
- (4) That I will not do, nor cause / allow to be done, whether my consent (express or implied), through my influence, at my instigation and / or through my negligence, any act or undertaking which is in contravention with or in violation of the aforementioned plans and/ or designs, Rules and Regulations, and Deed Restrictions;
- (5) That any violation of the said plans and/or designs, Rules and Regulations, and the Deed Restrictions, will render me liable, answerable and accountable for any / all damages and / or penalties which FPAI may impose, irrespective of whether the said violation be committed before, during, or after the construction of the residence or building;
- (6) That, aside from complying with the preceding provisions, I will not, whether with my consent, through my influence, at my instigation or through my negligence allow, permit or force either the Architect / Engineer / Planner or the Contractor, or both of them, to undertake any action which is in contravention with or in violation of the aforementioned plans and / or designs, Rules and regulations, Deed Restrictions;
- (7) That the delay, negligence, fault or fraud committed either by the Architect / Engineer / Planner or Contractor, or both / all of them, shall not excuse compliance with the aforementioned plans and / or designs, Rules and Regulations, Deed Restrictions;
- (8) That I will likewise promptly inform the FPAI of any feature or aspect of the residence/building plans and / or designs of the Architect / Engineer / Planner and / or any construction undertaken by the Contractor, whether in whole or in part, which is or appears to be in contravention with or in violation of the aforementioned plans and / or designs Rules and Regulations, deed Restrictions, as the same comes to my knowledge personally or through my employee and / or agents;
- (9) That, in addition to the next proceeding provision, I likewise undertake to cause either the Architect / Engineer / Planner or the Contractor, or both of them, at my request and / or instruction, to immediately make the necessary change, modification, revision and / or where proper and applicable, the replacement, removal, demolition and / or other correction of any construction, whether in whole or in part, and / or the residence / building plans and / or designs;
- (10) That the liability and accountability provided under paragraph (5) herein shall be without prejudice to whatever civil and / or criminal action the FPA might decide to institute, as well as the possible forfeiture of the cash bond, as provided for under Section 3.3, Article V of the Rules and Regulations of FPAI (2010 Edition);
- (11) That I am holding FPA, its directors, officers, members, agents, employees or any of its representatives free and harmless from any and all claims, demands and causes of action, either in law or in equity, arising from their enforcement of the aforementioned plans and / or designs, Rules and regulations and Deed Restrictions, including the enforcement of this Certification;
- (12) That any violation of any provision contained herein, or any action undertaking on my part, which deviates from the tenor of this Certification/Undertaking, shall likewise render me liable, answerable and accountable for any / all damages and / or other penalties to FPAI, without prejudice to whatever civil and / or criminal action that FPAI might decide to further institute;
- (13) That I will be jointly and severally liable for any violation committed by the Architect/ Engineer / Planner and / or my Contractor and or both / all of them of the Rules and Regulations of FPAI and Deed Restrictions, as well as any submitted plans and / or designs;
- (14) That this Certification / Undertaking is being executed for whatever legal intents or purposes FPAI might deem proper.

Name of Property Owner



Forbes Park Association, Inc.
Pandan Road, Forbes Park
Makati City, 1219, Philippines
Tel. +632 8817 2420-21
Fax +632 7091 6435
Email admin@forbesparkassociation.com

ACKNOWLEDGEMENT

Republic of the Philippines)
City of Makati) SS

Before me, Notary Public, for and in the City of Makati, on _____ day of _____, 20 _____ personally appeared:

Name of Property Owner

CTC No.

Date/ Place of Issue

Known to me to be the same person who executed the foregoing Certification/ Undertaking, and who swore to me the same is his/ her voluntary act and deed.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____

CERTIFICATION/UNDERTAKING (CONTRACTOR)

I, _____, of legal age, Filipino,
Single/ Married/ Widow, do hereby state and undertake:

(1) That I am the duly licensed Contractor, with office address at

_____;

(2) That the house and/ or structure I will construct or cause to be constructed will all be in full and complete compliance with:

- (i) The residence building plans and/or designs submitted to FORBES PARK ASSOCIATION INC. (FPAI);
- (ii) All applicable building and construction Rules and Regulations of FPAI; and
- (iii) The Deed of Restrictions of FPAI;

(3) That I will be solely liable, answerable, and accountable for damages and/ or other penalties to FPAI in the event that I construct or cause the construction of any house and/ or structure in contravention with or in violation of the aforementioned plans and/ or designs, Rules and Regulations and Deed Restrictions, irrespective of whether the same is discovered before, during or after construction of the said house and/ or structure; provided, that if the said construction was made with the consent, through the influence or at the instigation of the Lot/ Residence Owner;

(4) that aside from complying with the next preceding provision, I will likewise immediately cause the necessary change, modification, replacement, removal, demolition and/ or other correction of the said construction, in whole or in part, so as to make the same conform and comply with the said plans and/ or designs, Rules and Regulations and Deed Restrictions;

(5) that the liability and accountability provided for under paragraph (3) herein shall be without prejudice to whatever civil/ and/ or criminal action that FPAI might decide to institute;

(6) That I am holding FPA, it's directors, officers, members, agents, employees or any of it's representatives free and harmless from any and all claims, demands and causes of action, either in law or in equity, arising from it's/ their enforcement of the aforementioned plans and/ or designs, Rules and Regulations and Deed Restrictions, including the enforcement of this Certification;

(7) That any violation of any provision contained herein, or any action undertaking on my part, which deviates from the tenor of this Certification/ undertaking, shall likewise render me liable, answerable and accountable for any/ all damages and/ or other penalties to FPAI, without prejudice to whatever civil and/ or criminal action that FPAI might decide to further institute;

(8) That the Lot/ Residence Owner agrees and attests to the veracity and authenticity of the contents and due execution of this certification/ Undertaking;

(9) That this Certification/ undertaking is being executed for whatever legal intents or purposes FPAI might deem proper.

Conforme:

Name of Contractor

Name of Lot/ Residence Owner



Forbes Park Association, Inc.
Pandan Road, Forbes Park
Makati City, 1219, Philippines
Tel. +632 8817 2420-21
Fax +632 7091 6435
Email admin@forbesparkassociation.com

ACKNOWLEDGEMENT

Republic of the Philippines)
City of Makati) SS

Before me, Notary Public, for and in the City of Makati, on _____ day of _____, 20 _____
personally appeared:

Name of Property Owner

CTC No.

Date/ Place of Issue

Known to me to be the same person who executed the foregoing Certification/ Undertaking, and
who swore to me the same is his/ her voluntary act and deed.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____

CHECKLIST FOR APPLICATION OF MINOR RENOVATION WORKS

- ❑ Application Permit for Minor Renovation (Provided by FPA)
- ❑ Certificate of undertaking for Minor Renovation or Construction (Provided by FPA)
- ❑ Authority to conduct Ocular Inspection (Provided by FPA)
- ❑ Certification/Undertaking for Lot Residence/Owner (Provided by FPA)
- ❑ Certification/Undertaking for Licensed Contractor (Provided by FPA)
- ❑ TCT (photocopy)
- ❑ NBI Clearance (workers)
- ❑ 20.00 for issuance of Gate passes (workers)
- ❑ Construction Drawings (If the work is related to fence, swimming pool, accessory structures etc.)
 1. Total Area of Existing House and Proposed Structure (If additional structure)
 2. Total Height from OGL to the Median of Roof (If Roofing Renovation)
 3. Site Development Plan indicating that there will be No Violation to be constructed in the property. (If applicable and/or accessory structure)

IF PROPERTY IS OWNED BY A CORPORATION THE FOLLOWING SHOULD BE SUBMITTED:

- Articles of Incorporation, By Laws and Certificate of Registrations
- Certificate of Elections of Officers and Directors
- Secretary Certificate/Board Resolution covering authorization of concerned party to transact, undertake, obligate and sign for and in behalf of the corporations relative to the application for work permit being applied.