

**APPLICATION PERMIT FOR
MAJOR 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 MAJOR RENOVATION at

_____ (Address)

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

II. CONTACT PERSONS/TEL. NUMBER :

I forward herewith the following documents for review and evaluation by the Association's Building and Construction Committee:

1. One (1) set of:

- ☐ Construction Schedule (Bar Chart)
- ☐ Scope of Work
- ☐ Transfer Certificate Title (TCT) of the property
- ☐ Certificat : if property is owned by a corporation - Secretary's Certificate
if property is owned by an individual - Notarial Certificate
if property is being leased, Lessee must obtain General Power of Attorney

2. Seven (7) sets duly, signed and sealed by my Architect/Engineer concerned:

- ☐ Topographical Map & Relocation Plan
- ☐ Architectural Perspective
- ☐ Site Development Plan and Vicinity Map
- ☐ Floor Plan
- ☐ 4-Building Elevations
- ☐ 2-Building Sections
- ☐ Roof Plan showing property boundaries and building line
- ☐ Wall/Fence Plan, proposed grading and landscaping within the property
- ☐ Sidewalk landscaping (using keyhole pavers at sidewalk 1.20m in width)

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

- a. I, my Architect/Engineer, and Contractor shall faithfully abide by the FPA Rules and Regulations.
- b. Once the submitted construction plans have been approved by the Association, no deviation shall be made. In case of deviation/s, I will pay the FINE prescribed by the Association. The work will be STOPPED IMMEDIATELY upon receipt of a notice of violation from the Association. Workers, construction materials, vehicles and equipment will be denied entry at the gates. The lifting of the ban will only be approved by the Association upon submission and approval of the revised construction drawing and work schedule. Failure to comply with this rule shall mean automatic cancellation of the approved construction work permit and forfeiture of the cash bond.
- c. Upon notification by the Association of an existing property violation, I shall correct the same after approval of this permit together with the above-stated works. An undertaking to this effect is attached or will be submitted as part of this application.
- d. A CASH BOND shall be posted upon approval of this Application for a Work Permit. The cash bond shall only be paid by me and that I will not allow my Contractor to post the said bond.
- e. The cash bond as posted with the Association shall be used for any fine imposed by the Association during the construction stage. In case the cash bond has been depleted due to the penalties imposed, the same shall be replenished to its full amount.
- f. I understand that the Association will refund the Cash Bond (minus any fines imposed by the Association during construction) without interest to me after full completion and inspection to verify compliance of the project. The term full completion shall mean that the residential edifice is in accordance with the approved plans, hard and soft-scaping, utilities and permanent fixtures finished, installed and ready for immediate occupancy, the adjacent premises cleaned of any construction debris, etc. This shall likewise include correction/removal of all previously existing violations. The Association shall retain ten

percent (10%) of the total Cash Bond as prescribed in the FPA Rules and Regulations Article IV Section 4.3.

- g. I understood that the said cash bond outstanding for a period of five (5) years and which I cannot validly claim for refund because of violation and/or non-compliance with the FPA Rules and Regulations shall be deemed forfeited and recognized as the Association's revenues, without prejudice to the Association's position that the violation shall be corrected.

Should an existing violation remain even after the forfeiture of the cash bond, the Board may deny any application for a work permit unless otherwise I will give a written undertaking that upon approval of the work permit, I shall undertake to correct the existing violation before any new construction is stated.

- h. I hereby authorize the Entry of the FPA BUILDING & FIELD INSPECTOR or other official representative designated by the Association 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.

Printed Name & Signature of Property Owner

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 permit to undertake **MAJOR RENOVATION/CONSTRUCTION WORKS** is hereby being granted to the above applicant. The designated Architect/ Engineer and 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: P1,000.00 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



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

CERTIFICATE OF UNDERTAKING FOR MAJOR RENOVATION

In view of the permit for Major Renovation being granted in me, I hereby undertake to remove or correct all existing structures or improvements on my property that are not in consonance with the Association's Building Rules and Regulations. I shall undertake these corrective measures together with but not later than the completion of the New Construction.

For failure to comply with this undertaking, my construction bond shall be forfeited in favor of the Association.

Printed Name and Signature of Property Owner

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.
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CERTIFICATE OF UNDERTAKING FOR MAJOR 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 Major Renovation being granted to me may entail the rectification of the property's existing violation/s.

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 major renovation 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.

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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 (ARCHITECT)

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

(1) That I am the duly Architect/ Planner, with office address at

_____;

- (2) That the residence/ building plans and/ or designs of the house and structure I have prepared are in full compliance with any and all applicable building and construction Rules and Regulations issued by the FORBES PARK ASSOCIATION INC. (FPAI), and with the Deed of Restrictions applicable to all lots within FPAI;
- (3) That I will be solely liable, answerable, and accountable for damages and/ or other penalties to FPAI in the event that there is any feature or aspect in the aforementioned residence/ building plans and/ or designs that is in contravention with or in violation of the said Rules and Regulations, or Deed Restrictions, irrespective of whether the same is discovered before, during or after construction of the residence or building;
- (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 its representatives free and harmless from any and all claims, demands and causes of action, either in law or in equity, arising from its / their enforcement of the aforementioned plans and/ or designs, Rules and Regulations and Deed Restrictions, including the enforcement of this Certification/ Undertaking;
- (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 Architect/ Planner

Name of Property Owner



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City of Makati) SS

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Name of Property Owner

CTC No.

Date/ Place of Issue

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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



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personally appeared:

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Notary Public

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CHECKLIST FOR APPLICATION OF MAJOR RENOVATION WORKS

- ❑ Application work permit
- ❑ Authority to conduct Ocular Inspection
- ❑ Certification/Undertaking for Lot Residence or Owner
- ❑ Certification/Undertaking for Licensed Contractor
- ❑ Certification /Undertaking for duly licensed Architect/Engineer/Planner
- ❑ Certification by the homeowners regarding correction of existing violations
- ❑ Certificate of undertaking for Major Renovation
- ❑ Detailed Scope of work
- ❑ Work Schedule/Bar Chart
- ❑ Bill of Materials (Labor & Materials)
- ❑ Photocopy of TCT
- ❑ Pictures of existing violations (If any)
- ❑ NBI Clearance
- ❑ P20.00/worker for processing of Gate passes (1-month Validity)
- ❑ 7 sets of Architectural Plan
 - Topographical Map and Survey/Relocation Map
 - Architectural Perspective
 - Site Development Plan and Vicinity Map
 - Floor Plans
 - 4 Building elevations
 - 2 – Building Sections
 - Roof Plan showing property boundaries and building line
 - Wall / Fence Plan, Proposed Grading and Landscaping with the property
 - Sidewalk Landscaping (Using keyhole pavers bricks at sidewalk 1.20m in width)
 - Total Lot Area
 - Building footprint Total Area

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
- 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.