



**Camella**  
A Vista Land Company

*To be filled up by Homeowner*

|                |   |  |
|----------------|---|--|
| OWNER'S NAME   | : |  |
| SUBDIVISION    | : |  |
| BLOCK / LOT    | : |  |
| HOUSE MODEL    | : |  |
| CONTACT NUMBER | : |  |
| EMAIL ADDRESS  | : |  |

*To be filled up by Developer*

APPLICATION NO. : \_\_\_\_\_  
DATE FILED : \_\_\_\_\_  
PERMIT DATE ISSUE : \_\_\_\_\_  
EXPIRY DATE : \_\_\_\_\_

## NATURE OF CONSTRUCTION TO BE IDENTIFIED BY DEVELOPER

## MAJOR CONSTRUCTION

|  |                         |
|--|-------------------------|
|  | HOUSE CONSTRUCTION      |
|  | HOUSE EXPANSION         |
|  | AUXILLIARY STRUCTURES   |
|  | CARPORT/BALCONY/PORCH   |
|  | FENCE                   |
|  | OTHERS (SPECIFY): _____ |
|  | _____                   |

## MINOR CONSTRUCTION

|  |                             |
|--|-----------------------------|
|  | HOUSE REPAIRS & ENHANCEMENT |
|  | INTERIOR RENOVATION         |
|  | MINOR AUXILIARY STRUCTURES  |
|  | CANOPY/TRELLIS              |
|  | LANDSCAPING                 |
|  | ACU & GRILLES               |
|  | OTHERS (SPECIFY): _____     |

## MAJOR CONSTRUCTION

|  |                                     |
|--|-------------------------------------|
|  | SIGNED CONSTRUCTION GUIDELINES      |
|  | SITE DEVELOPMENT PLAN               |
|  | FLOOR PLANS (with dimensions)       |
|  | ELEVATIONS (with specifications)    |
|  | SECTIONS / DETAILS (as required)    |
|  | PERSPECTIVE                         |
|  | MATERIAL SAMPLES/ BROCHURES         |
|  | BILL OF QUANTITIES & SPECIFICATIONS |
|  | HOA CLEARANCE/ RPT PAYMENT          |

### MINOR CONSTRUCTION

|  |                                     |
|--|-------------------------------------|
|  | SIGNED CONSTRUCTION GUIDELINES      |
|  | SITE DEVELOPMENT PLAN               |
|  | FLOOR PLANS (with dimensions)       |
|  | ELEVATIONS (with specifications)    |
|  | MATERIAL SAMPLES/ BROCHURES         |
|  | BILL OF QUANTITIES & SPECIFICATIONS |
|  | HOA CLEARANCE/ RPT PAYMENT          |

Once requirements/checklists are completed, Developer will assess documents submitted.

## REMARKS

|   |                                         |
|---|-----------------------------------------|
| 1 |                                         |
|   | Signature over Printed Name - DEVELOPER |

Signature over Printed Name - DEVELOPER

2 \_\_\_\_\_

Signature over Printed Name - DEVELOPER

Signature over Printed Name - DEVELOPER

## ASSESSMENT

|                          |                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | PROCEED                                                                                         |
| <input type="checkbox"/> | FOR REVISION                                                                                    |
| <input type="checkbox"/> | APPROVED WITH COMMENTS                                                                          |
| <input type="checkbox"/> | INCOMPLETE ATTACHMENTS                                                                          |
| <input type="checkbox"/> | ENDORSED FOR BUILDING PERMIT APPLICATION (Subject to Owner's compliance with the Building Code) |

|                          |                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | PROCEED                                                                                         |
| <input type="checkbox"/> | FOR REVISION                                                                                    |
| <input type="checkbox"/> | APPROVED WITH COMMENTS                                                                          |
| <input type="checkbox"/> | INCOMPLETE ATTACHMENTS                                                                          |
| <input type="checkbox"/> | ENDORSED FOR BUILDING PERMIT APPLICATION (Subject to Owner's compliance with the Building Code) |

Once documents are approved: (1) For major construction, secure building permit from LGU, process bond and fees then proceed to Step 4; (2) For minor construction process bonds and fees then proceed to Step 5.

**BUILDING PERMIT APPROVAL (FOR MAJOR CONSTRUCTION)**

BUILDING PERMIT NUMBER

ISSUANCE DATE OF BUILDING PERMIT

DEVELOPER Signature - Date

Once building permit is provided and Step 3 data are filled up, proceed to Step 4.

### ADDITIONAL REQUIREMENTS PRIOR RELEASE OF PERMIT

## MAJOR CONSTRUCTION

|  |                                                        |              |
|--|--------------------------------------------------------|--------------|
|  | SUBMIT APPROVED PRELIMINARY PLANS                      |              |
|  | SUBMIT (2) SETS COPY OF APPROVED BUILDING PERMIT PLANS |              |
|  | PROVIDE LIST OF MANPOWER/WORKERS WITH SAMPLE ID        |              |
|  | PROVIDE LIST OF EQUIPMENT                              |              |
|  | PAY CONSTRUCTION BOND                                  | OR NO. _____ |
|  | PAY PROCESSING FEE                                     | OR NO. _____ |
|  | INDICATE CONSTRUCTION DURATION:                        |              |

### MINOR CONSTRUCTION

|  |                                                 |              |
|--|-------------------------------------------------|--------------|
|  | SUBMIT APPROVED PRELIMINARY PLANS               |              |
|  | PROVIDE LIST OF MANPOWER/WORKERS WITH SAMPLE ID |              |
|  | PROVIDE LIST OF EQUIPMENT                       |              |
|  | PAY CONSTRUCTION BOND                           | OR NO. _____ |
|  | PAY PROCESSING FEE                              | OR NO. _____ |
|  | INDICATE CONSTRUCTION DURATION:                 |              |

VERIFIED BY: \_\_\_\_\_  
Signature over Printed Name - DEVELOPER

DATE SIGNED \_\_\_\_\_