



# CHECKLIST OF REQUIREMENTS

## PERMIT TO OPERATE OF TEMPORARY CONSTRUCTION EQUIPMENT APPLICATION

Stub no.: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Location: \_\_\_\_\_  
Project title: \_\_\_\_\_

Owner/Representative's Name: \_\_\_\_\_

Telephone/ Mobile number: \_\_\_\_\_

### **Basic Requirements** **(for Construction Elevator, Hoist, Gondola)**

- 2 sets of duly accomplished Certificate of Completion for Mechanical originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant and Mechanical Contractor.
- 1 copy of approved Mechanical Permit to install and Mechanical plan
- 3 copies of latest PTR and PRC ID of PME originally signed and sealed
- 1 copy of Certificate of Safe operating Condition originally signed and sealed by PME
- 1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer and 3 copies of latest PTR and PRC ID of Structural Engineer originally signed and sealed.
- 1 copy of Certificate of Occupancy **(Photocopy)**
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**

### **Additional Requirement**

#### **(if there are changes in the Approved Plan)**

- 4 sets as-built mechanical plan originally signed and sealed by a Professional Mechanical Engineer (PME) with signature of Applicant.
- 1 copy of Mechanical Specifications originally signed and sealed by a Professional Mechanical Engineer.
- 1 copy of duly notarized Affidavit of Change of Mechanical Engineer **(if applicable)**
- 1 set of detailed Bill of Materials for mechanical works originally signed and sealed by PME

### **Basic Requirements** **(for Tower Crane, Placing Boom)**

- 2 sets of duly accomplished Certificate of Completion for Mechanical originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant and Mechanical Contractor.
- 1 copy of approved Mechanical Permit to install and Mechanical plan
- 1 copy of approved Civil/Structural Permit and Civil/Structural plan
- 3 copies of latest PTR and PRC ID of PME and Civil Engineer, originally signed and sealed
- 1 copy of Certificate of Safe operating Condition originally signed and sealed by PME
- 1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**

### **Additional Requirement**

#### **(if there are changes in the Approved Plan)**

- 4 sets as-built mechanical plan originally signed and sealed by a Professional Mechanical Engineer (PME) with signature of Applicant.
- 4 sets as-built civil/structural plan originally signed and sealed by Civil/Structural Engineer with signature of Applicant.
- 1 copy of Mechanical Specifications originally signed and sealed by a Professional Mechanical Engineer.
- 1 copy of duly notarized Affidavit of Change of Mechanical Engineer **(if applicable)**
- 1 set of detailed Bill of Materials for mechanical works originally signed and sealed by PME

Date and time Received: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_



# CHECKLIST OF REQUIREMENTS

## PERMIT TO INSTALL OF TEMPORARY CONSTRUCTION EQUIPMENT APPLICATION

Stub no.: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Location: \_\_\_\_\_  
Project title: \_\_\_\_\_

Owner/Representative's Name: \_\_\_\_\_

Telephone/ Mobile number: \_\_\_\_\_

### Basic Requirements (for Construction Elevator, Hoist, Gondola)

- 4 copies of duly accomplished Mechanical Permit forms, originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant
- 4 sets of complete plans with key plan and location map duly signed and sealed by a Professional Mechanical Engineer and signed by the owner / applicant.
- 1 set of detailed Bill of Materials for mechanical works originally signed and sealed by PME
- 1 copy of Mechanical Specification originally signed and sealed by PME
- 1 copy of scope of Mechanical works originally signed and sealed by PME
- 1 copy of latest PTR and PRC ID of PME originally signed and sealed
- 1 set erection methodology signed and sealed by PME.
- 1 copy of approved Building Permit of the Building **(if applicable)**
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**

### Basic Requirements (for Tower Crane, Placing Boom)

- 4 copies of duly accomplished Mechanical Permit forms, originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant
- 4 copies Duly accomplished Civil / Structural Permit application Forms originally signed and sealed by Civil Engineer and Civil Engineer In-Charge.
- 4 sets of complete plans with key plan and location map duly signed and sealed by a Professional Mechanical Engineer and signed by the owner / applicant.
- 4 sets of complete plans with key plan, location map and vicinity map duly signed and seal by a Civil Engineer.
- 1 copy of complete Structural Design and Analysis / Structural Computation signed and sealed by a Civil Engineer
- 1 set erection methodology signed and sealed by PME.
- 1 set of detailed Bill of Materials for civil/structural works originally signed and sealed by Civil Engineer.
- 1 set of detailed Bill of Materials for mechanical works originally signed and sealed by PME
- 1 copy of specification originally signed and sealed by PME
- 1 copy of scope of works originally signed and sealed by PME
- 1 copy of latest PTR and PRC ID of PME and Civil Engineer originally signed and sealed
- 1 copy of approved Building Permit of the Building **(if applicable)**
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**

Date and time Received: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_