



HOUSE(Minor/Major)REPAIRS, HOME IMPROVEMENT

Working Permits Requirements

For Minor repairs:

1. Submit completely filled out work permit request form provided by SFTMHOAI Admin Office.
2. Association Dues on aforementioned property paid up-to-date;
_____ YES
_____ No, if no, balance is _____

For Major Repairs/ House Improvement:

1. Letter of Intent
2. Structural Design Analysis (if applicable)
3. Provide materials specification
4. Scope of the plan repairs (hard copy of perspective design)
Ex.
 - Restoration of tiles
 - Structural additions
 - Repainting of whole house (color scheme)
5. **Construction bond**
 - **(P50,000.00)** refundable
6. Association Dues on aforementioned property paid up-to-date;
_____ YES
_____ No, if no, balance is _____
7. Submit completely filled out work permit request form provided by SFTMHOAI Admin Office.

***** Additional requirements for work duration exceeding two weeks or more;**

- Each worker will provide the following:
 1. 1x1 picture (2copies)
 2. BIODATA
 3. NBI Clearance, Police Clearance, Barangay Clearance (Any)
Note: Please attach the Original and Photocopy of each.
 4. Payment of **(P200.00)** for each ID to be released.

NOTES:

1. **WORK-PERMIT/S** for major repairs/constructions/renovations will only be given by the Administration Office if the above mentioned requirements are completed and **upon** requirements **determination and approval** of SFTMHOAI Maintenance and **Construction Committee**.
2. SFTMHOAI Maintenance and Construction Committee and Security Personnel may conduct random site inspections of work to ensure general compliance.
3. Minor repair is defined as the renewal or replacement of any existing part or parts of a building or structure, in keeping with its existing type of construction, arrangement of parts and occupancy for maintenance purposes, when the structural parts of the building or structure are not affected. The duration of minor repairs shall not exceed of (5) five working days. Any repairs in excess of (5) working days shall be considered as major repair.