

**WORK PERMIT**

(For suppliers/ contractors not under the main construction contract of lot owner and for MECO, CATV, Telecom personnel)

Date : _____
Area/Location : _____
CONTRACTOR : _____Validity Date : _____
Ph/Blk.Lot/House No. : _____
Time : _____**LIST OF PERSONNEL**

NAMES	WORK DESCRIPTION

LIST OF MATERIALS

QUANTITY	BRAND	DESCRIPTION

LIST OF TOOLS AND EQUIPMENT

QUANTITY	BRAND	DESCRIPTION

Requested by: _____

Approved by: _____

Resident/Project In-charge

Village Administrator

FOR COMMON AREAS:**To be accomplished by Village Engineer/ Architect after work completion.**

Date of Inspection : _____

COMMENTS :

Village Engineer/Architect
(Signature Over Printed Name)

Note:

1. Work Permit shall be entertained only from 8:00a.m. - 5p.m. Mondays - Fridays.
2. Work Permit must be submitted three (3) days before actual work schedule for approval.
3. Workers must be properly dressed. Those wearing sandals or slippers shall be prohibited from entering the village premises.
Temporary ID will be issued if work is less than one month. For more than one month, apply for Construction ID.
4. All workers must abide by the Association's Construction Guidelines.
5. Fines and penalties will be imposed to violators.