

## MAINTENANCE DESIGN/PERMIT REQUEST

PLOT NO.		BUILDING NAME	
CONSULTANT		LOCATION	
CONTRACTOR		FLOOR NO.	
SUBMITTAL TYPE (TICK APPROPRIATE BOX)	<input type="checkbox"/> Design Review and Permit <input type="checkbox"/> Design Review <input type="checkbox"/> Permit (Design Number: ) <input type="checkbox"/> Permit Renewal		
SUBMISSION DETAILS (TICK APPROPRIATE BOX)	<input type="checkbox"/> Initial Submission <input type="checkbox"/> Re-submission		
APPLICATION DETAILS (TICK APPROPRIATE SCOPE OF REVISION)	<input type="checkbox"/> Structural <input type="checkbox"/> Structural & Architectural <input type="checkbox"/> Structural & Mechanical <input type="checkbox"/> Structural, Architectural & Mechanical		
SCOPE DESCRIPTION			

### DOCUMENTS REQUIRED

#### For Design Review and Permit:

- Contractor Appointment Letter from Owner/Tenant
- Method of Repair
- Proposed Structural, Architectural, and Mechanical Drawings (if applicable)
- Photo of the building current status

#### For Design Review:

- Consultant Appointment Letter from Owner/Tenant
- Proposed Structural, Architectural, and Mechanical Drawings (if applicable)
- Structural method of statement
- Photo of the building current status

#### For Permit:

- Contractor Appointment Letter from Owner/Tenant

#### For Permit Renewal

Not Applicable

### Terms and Conditions

• I hereby certify that the information, data and documents provided with this application are true, genuine and correct to the best of my knowledge. In case of default/failure to comply with any of the aforesaid conditions or the documents submitted by us is found false/forged, our application will be rejected forfeiting any applicable fees paid

### REQUESTER DETAILS

NAME		DATE & SIGNATURE	
MOBILE			
EMAIL		STAMP	