

**RULES & REGULATIONS FOR CONSTRUCTION**  
**(FOR NEW CONSTRUCTION, RENOVATION, ADDITION OR ACCESSORY STRUCTURE)**

**LIST OF PLANS AND DOCUMENTS FOR ISSUANCE OF BUILDING CERTIFICATE:**

1. Clearance
2. One (1) complete set of all plans. Submission would include, but not limited to, the following:
  - a. Site Plan (Location & Vicinity)
  - b. Floor plans showing total floor areas
  - c. Front-sides-rear elevation drawings
  - d. Roof framing plan
  - e. Fence plan
  - f. Original contour plan relative to the proposed grading and landscaping, showing the original ground line
  - g. Temporary septic tank for comfort rooms of construction crew
3. Construction Schedule
4. CARI (Contractors All Risk Insurance)
5. Photocopy of Transfer Certificate of Title (TCT)
6. Soil test and analysis (optional)
7. Written Consent and Authority from the property owner when the applicant for the proposed structure is not the owner of the real estate property where the construction/renovation/repair of said structure shall be made. For company/corporation-owned properties, the signatory must be duly authorized by its Board of Directors.
8. Written undertaking to comply with the Deed of Restrictions and Construction Guidelines. Building owner undertakes to first secure the Building Certificate from the Developer or Association before construction is commenced and before building materials are brought in.
9. Photocopy of the Building permit issued by OBO
10. Permit to tap utility lines (from VECO & MCWD)
11. A complete list of construction workers, contractors/owners staff or representative for the issuance of ID's.

**REQUIREMENTS/GUIDELINES DURING CONSTRUCTION:**

1. Board up of perimeter area (enclosures on all sides of the lot as well as appropriate enclosures for bathing and latrine facilities).
2. Fire Extinguisher for construction site (1 tank/20 lbs)
3. Provide rechargeable & portable emergency lights at construction site.
4. Site Engineer or representative of the owner/contractor/sub-contractor must be present on site at all times.
5. On site copies – approved building plans shall be kept at the construction site at all times.
6. Inform the Developer or Association of any deviations in the approved construction plans prior to implementation.
7. Construction of driveway, which will affect a portion of the sidewalk & planting strip, must be approved by the Developer or Association.
8. Wearing of ID is a must.
9. For stay-in workers, curfew hours are from 8:00PM to 7:00AM
10. Delivery of construction materials and/or aggregates will be allowed to enter the subdivision from 7:00AM TO 5:00PM ONLY.
11. Delivery vehicle and construction crew access -  
The following shall be allowed to pass through the following gates/entrances:

Gate 1 (Iagobiao)

- a) 2-4 wheeler delivery vehicles, vans & trucks Construction crew - must register and present ID's at the gate. NO ID NO ENTRY.

Gate 2 (Tugbongan)

a) 6 Wheelers up

12. Overtime & Overnight Permits must be secured (for workers assigned to work overtime and shall stay overnight at construction site)
13. No drinking, gambling, cockfights, drugs and other illegal activities; no visitors, women, children and animals at jobsite.
14. No loud singing, shouting, blaring radio, etc. after 8:00PM. (Curfew hours must be observed).

Note: A minimum of three (3) inspections shall be made during the duration of the construction. Additional inspections shall be made at the discretion of the management.

**REQUIREMENTS/GUIDELINES AFTER CONSTRUCTION:**

1. Remove all auxiliary structures including bunkhouses, warehouses, bodegas, latrine enclosures
2. Surrender ID's issued to workers, staff, etc.
3. Cleaning of area surrounding the construction site from garbage and surplus building materials
4. Submit a copy of the occupancy permit issued by OBO
5. Pay all unpaid fees and charges, if any
6. Request for release of guarantee deposit/construction

**FEES & CHARGES**

**Guarantee Deposit/Construction Bond**

A Guarantee Deposit/Construction Bond is required to ensure faithful compliance by the lot owner with all restrictions, rules and regulations (Deed of Restrictions and Construction Guidelines).

- For new construction, renovation, addition or accessory structure – Five Hundred Pesos (P500.00) per sq.m. of floor area (this is 2% of the standard construction cost of P25,000.00/m<sup>2</sup>).
- Construction bond for repairs shall be determined on a case to case basis.

**Deductions & Forfeitures** - Deductions shall be made against the guarantee deposit/construction bond for violations.

<b>Violation/Prohibition</b>	<b>Penalty</b>
1. Started construction without the required sanitary facilities for construction crew.	P5,000.00
2. Failure to board up (enclosures on all sides of the lot as well as appropriate enclosures for bathing and latrine facilities).	P5,000.00 If not corrected in 5 days
3. Failure of personnel/construction crew to wear their IDs	P100.00 per violation per person
4. Failure to secure work permits for those who wish to work overtime and/or stay overnight. Overtime is up to 7:00PM	P300.00 per person
5. Failure to secure work permits for Sundays and Holidays	P300.00 per person
6. Loitering/roaming around the subdivision after curfew hours (curfew hours - 8:00PM to P7:00AM)	P100.00 per violation per person
7. Failure to provide fire extinguishers and portable emergency lights at construction site.	P1,500.00 If not corrected in 5 days
8. There is a deviation or violation of the approved construction plans. In this regard, the owner or contractor must secure approval from the Developer or Association for any deviations sought to be introduced.	P1,000.00 per deviation or violation
9. Failure to clean up debris on streets and sidewalks (except during construction of fence).	P500.00 per day

10. Dumping of construction materials, sand, gravel, garbage, etc. on adjacent lots.	P1,000.00	1 <sup>st</sup> violation
	P2,500.00	2 <sup>nd</sup> violation
	P5,000.00	3 <sup>rd</sup> violation
11. Drinking, gambling, cockfighting. Visitors, women, children and animals are not allowed at jobsite.	P1,000.00	1 <sup>st</sup> offense
	P 2,500.00	2 <sup>nd</sup> offense
	P5,000.00	succeeding
12. Drugs and illegal activities	Forfeiture of construction bond	
13. Loud singing, shouting, blaring radio, etc. after 8:00PM. (Curfew hours must be observed).	P500.00	1st offense
	P 1,500.00	succeeding
14. Failure to secure approval for construction of driveway	P3,000.00	
15. Failure to repair damage to common areas	Forfeiture of guarantee deposit/construction bond if not repaired within 5 days	
16. Failure to remove auxiliary structures within five (5) days from completion of construction (including bunkhouse, warehouse, bodega, etc.)	Forfeiture of guarantee deposit/construction bond	

**Entry Fees on Delivery Vehicles**

Truck fee/toll fee for delivery vehicles/trucks/vans, cargo trucks, heavy commercial vehicles, cement bulk carriers, long-bed trailers, container vans and other types of heavy and long trucks or equipment shall be imposed upon entry into the subdivision and shall be billed on a regular basis:

▪ Multicab	P10.00
▪ Other 4-wheeler delivery vans/vehicles	P50.00
▪ 6-Wheel delivery vans/trucks/vehicles	P150.00
▪ 10-Wheel delivery vans/trucks/vehicles	P500.00

**Other Fees**

Administrative Fee:

- For new construction - P500.00 per month
- For renovation - P250.00 per month

The Guarantee Deposit/Construction Bond, Delivery Vehicle entry fees, Administrative rates & penalties for violation may be adjusted from time to time. The guarantee deposit/construction bond shall be payable prior to issuance of the notice to proceed. The administrative fee, which represents the inspection fee is payable on a monthly basis to commence on the month the construction started and to cease right after the submission/presentation of the occupancy permit.

**CONFORME:**

\_\_\_\_\_  
Signature of Lot Owner above printed name

\_\_\_\_\_  
Date

**AFFIDAVIT OF UNDERTAKING**

I, \_\_\_\_\_, of legal age and with postal address at \_\_\_\_\_, do hereby depose and state:

1. That in connection with my application for clearance/permit for fencing/repair/renovation/construction of \_\_\_\_\_ at \_\_\_\_\_, I have read and understood all the provisions of the Deed of Restrictions and the Rules and Regulations for Construction;
2. That the fencing/repair/renovation/construction of the structure shall be built in accordance with the approved Plans and Specifications;
3. That I agree to comply with all the provisions of the aforementioned Deed of Restrictions and the Construction Guidelines;
4. That I will pay the corresponding fines and penalties to include the forfeiture of the Guarantee Deposit/Construction Bond for any violation as provided for in these Rules and Regulations;
5. That I authorize the representatives of the Developer and/or the Association to enter the premises of the project for inspection purposes;
6. That I will submit a list of construction personnel with their ID pictures who will be authorized to enter, stay in or work at the project site. A maximum of four (4) persons/workers will be authorized to sleep inside the construction site who will be issued a special permit;
7. That I shall be responsible and liable for all the acts of all those working or staying at the construction site and/or delivering materials thereto, who have caused damage to the properties of the Association, and/or which were committed in violation of these Restrictions, Rules and Regulations.

\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE me this \_\_\_\_ day of \_\_\_\_\_ affiant exhibiting to me his valid ID No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ and valid until \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

# CLEARANCE

LOT OWNER: \_\_\_\_\_

LOT/BLOCK/PHASE # \_\_\_\_\_ PROJECT TYPE \_\_\_\_\_

NEW CONSTRUCTION    IMPROVEMENT    OTHERS (specify) \_\_\_\_\_

<b><u>ACCOUNTING</u></b> (2 signatories)	<b><u>DOCUMENTATIONS</u></b> (1 signatory)	<b><u>ENGINEERING/CONSTRUCTION</u></b> (1 signatory)
<p>_____ Signature above printed name</p> <p>Position: _____</p> <p>_____ Signature above printed name</p> <p>Position: _____</p>	<p>_____ Signature above printed name</p> <p>Position: _____</p>	<p>_____ Signature above printed name</p> <p>Position: _____</p>
Date	Date	Date
Remarks	Remarks	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CLEARANCE  
GRANTED**

\_\_\_\_\_  
**WENDILYN V. CASTRO**  
Office Manager

Date \_\_\_\_\_

**REQUEST FOR ISSUANCE OF IDs FOR CONSTRUCTION CREW**

(Accomplish in triplicate & attach ONE (1) 1x1 ID photo of each crew member)

REQUESTED BY (FULL NAME & POSITION):		DATE:
LOT OWNER (IF REQUESTING PARTY IS NOT THE OWNER)		LOT/BLOCK/PHASE #
FULL NAME	POSITION	
1.		
2.		
3.		
4.		
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10.		
11.		
12.		
13.		
14.		
15.		
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18.		
19.		
20.		
_____ Signature of requesting party	APPROVED BY: <b>AGRO-MACRO DEVT. CORP.</b>  By: _____ Signature above printed name	

## REQUEST FOR OVERTIME & OVERNIGHT STAY AT JOB SITE

(Accomplish in triplicate)

REQUESTED BY (FULL NAME & POSITION):		DATE:																																																						
LOT OWNER (IF REQUESTING PARTY IS NOT THE OWNER)		LOT/BLOCK/PHASE #																																																						
<input type="checkbox"/> OVERTIME:  Date: <input style="width: 150px; height: 20px;" type="text"/>  Time: <input style="width: 60px; height: 20px;" type="text"/> To <input style="width: 60px; height: 20px;" type="text"/>		PROJECT TYPE  <hr/> PROJECT NATURE <input type="checkbox"/> New Construction <input type="checkbox"/> Improvement <input type="checkbox"/> Others (specify) _____																																																						
NAMES OF WORKERS WHO WILL RENDER OVERTIME  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30px;"></th> <th style="width: 60%;">FULL NAME</th> <th style="width: 10%;">ID#</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td></tr> </tbody> </table> <p style="text-align: center; font-size: small;">Use separate sheet if necessary</p>			FULL NAME	ID#	1			2			3			4			5			6			7			8			9			10			11			12			<input type="checkbox"/> OVERNIGHT STAY AT JOB SITE  <p style="text-align: center;">INCLUSIVE DATES</p> From: <input style="width: 150px; height: 20px;" type="text"/>  To: <input style="width: 150px; height: 20px;" type="text"/>  NAMES OF WORKERS WHO WILL STAY OVERNIGHT (maximum of 4 workers are allowed)  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30px;"></th> <th style="width: 60%;">FULL NAME</th> <th style="width: 10%;">ID#</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> </tbody> </table>		FULL NAME	ID#	1			2			3			4		
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_____ Signature of requesting party		APPROVED BY: <b>AGRO-MACRO DEVT. CORP.</b>  By: _____ Signature above printed name																																																						



### CONSTRUCTION MONITORING SHEET

LOT OWNER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ITEM

COMMENTS/FINDINGS

RECOMMENDATIONS

<u>ITEM</u>	<u>COMMENTS/FINDINGS</u>	<u>RECOMMENDATIONS</u>

Submitted Documents Checked/Reviewed By:

Received by/Date:

\_\_\_\_\_

\_\_\_\_\_



**TEMPORARY GATE PASS FOR CONSTRUCTION CREW**

REQUESTED BY (FULL NAME & POSITION):		DATE:
LOT OWNER (IF REQUESTING PARTY IS NOT THE OWNER:		LOT/BLOCK/PHASE #
FULL NAME	POSITION	
1.		
2.		
3.		
4.		
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10.		
Valid Until:	APPROVED BY: <b>AGRO-MACRO DEVT. CORP.</b>	
_____	By:	_____
Date		Signature above printed name



**MARIA LUISA PROPERTIES**  
 21 Paseo Annabelle, Maria Luisa Estate Park  
 Banilad, Cebu City, Philippines 6000



**CONTRACTORS/SUB-CONTRACTORS  
 PERMIT TO ENTER & WORK AT JOB SITE**  
 (for sub-contractors, suppliers, etc.)

CONTRACTOR		SUB-CONTRACTOR		DATE:
LOT OWNER			LOT/BLOCK/PHASE #/LOT CODE	
NAMES OF WORKERS		PROJECT		
		PROJECT NATURE  RESIDENTIAL BUILDING CONSTRUCTED BY HOMILEE, INC.		
NAME OF REQUESTING PARTY		INCLUSIVE DATES  From: <input type="text"/>  To: <input type="text"/>		
POSITION				
SIGNATURE OF REQUESTING PARTY				
APPROVED BY:  AGRO-MACRO DEVT. CORP. Engineering Department  By: _____  CINDY UY-EQUIPADO		REMARKS:		