



AYALA ALABANG VILLAGE ASSOCIATION

NEIGHBORHOOD CENTER, NARRA ST., AYALA ALABANG VILLAGE
MUNTINLUPA CITY

www.aava.com.ph

TEL. NO. 809-2282 | FAX NO. 842-5403

Date _____

This is to request for your approval and issuance of a permit on the following scope of works:

Note: Approval is based on the indicated Scope of Work. Any changes or additional construction/work shall require AAVA approval. The PCM Inspector inspects the house and takes photo/s of the four sides of the house (front, left and right sides and rear), issues Inspection Report as proof that the construction/renovation/repair work conforms with the Deed Restrictions of the Village.

Project Site Address: _____ CCODE _____ P _____ B _____ L _____

Name of Contractor: _____

Address: _____

Tel. No.: _____ Mobile No.: _____

Name of Workers:	Address:
1. _____;	_____
2. _____;	_____
3. _____;	_____
4. _____;	_____
5. _____;	_____
6. _____;	_____
7. _____;	_____
8. _____;	_____
9. _____;	_____
10. _____;	_____
11. _____;	_____
12. _____;	_____
13. _____;	_____

Duration of Works: _____ (days/months)

WARNING!
Any building extension or additions not indicated herein may constitute a violation and may cause the non-refund of construction bond and stoppage of your construction unless otherwise compliance to the restrictions and AAVA approval is secured prior to its implementation.

No stockpiling of construction materials shall be allowed on streets and sidewalks. Excess water shall be allowed to drain to the existing drainage line.

Secure necessary permit prior to the use of adjacent vacant lot for stockpiling and other purposes to avoid penalty.

O.R.No. _____

HOMEOWNER/REPRESENTATIVE
(Signature over printed name)

Home Address
Tel. No. _____

Permit is **VALID UNTIL**: _____

*Approved for construction permit only.
Secure I.D. and gate pass for workers to
SECURITY DEPARTMENT.*

Checked by: _____

Noted by: _____

Date: _____

WORK HOURS

Official work hours are from 7:00 A.M. to 5:00 P.M. Mondays to Saturdays. Overtime work beyond 5:00 P.M. requires prior approval from AAVA on a case-to-case basis. The AAVA approval will be predicated on condition that such activity does not create noise or disturbance and does not elicit any complaints from neighbors. Any complaint from neighbor will warrant stoppage of overtime work. Work or construction activity on Sundays, legal and non-working holidays are not allowed.

STAY-IN WORKERS

AAVA's general rule is that ingress of construction workers is not permitted between 8:00 P.M. to 6:00 A.M. however, in cases where the construction is to be secured or for practical reasons, a maximum of two (2) persons stay-in per project may be allowed.

CONSTRUCTION WORKERS' I.D.

All workers must secure their I.D. prior to any construction activity. Penalties and fines may be imposed on workers who use I.D. assigned to a previous construction or a construction other than the assigned construction site or residence. Workers with expired I.D. or found without the same may be dealt with accordingly.

Rqmts. for workers' I.D. (NBI Clearance, Drug Test- accredited AAVA Clinic, 2 copies 1"x1" picture, AAVA I.D. form).

DELIVERY OF MATERIALS

Delivery of materials shall only be allowed to all houses under construction, renovation and repair, **with permit from AAVA Architectural Department.**

Toll fee deliveries of materials shall be allowed from Mondays to Saturdays, 8:00 A.M. to 5:00 P.M. No deliveries shall be allowed from 5:01 P.M. to 7:59 A.M. No deliveries shall be allowed on Sundays and legal holidays. (Refer to Delivery Toll Fees Schedule.)

FINES AND PENALTIES

VIOLATION	FINES	PENALTIES
Stockpiling on streets and sidewalks and common property without permit	1 st offense – P300.00 2 nd offense - 600.00 3 rd offense – 1,000.00	Confiscate const. foreman's I.D. Confiscate const. foreman's I.D. Stop const. Ban entry.
Stockpiling on vacant lot without owner's consent & AAVA consent.	1 st offense – P5,000.00 2 nd offense - 7,000.00 3 rd offense –10,000.00	Confiscate hauler/workers' I.D. Confiscate hauler/workers' I.D. Confiscate I.D. Ban entry.
Clogging sewer/drainage utility lines due to stockpiled const. materials	1 st offense – P2,000.00 2 nd offense - 3,000.00 3 rd offense - 5,000.00	Confiscate workers' I.D. Confiscate workers' I.D. Stop const. Ban entry.
Overtime work conducted without permit (to be deducted from the owner's/contractor's bond.)	1 st offense – P1,000.00 2 nd offense – 2,000.00 3 rd offense – 3,000.00	Confiscate workers I.D. One week ban. Confiscate workers I.D. One month ban. Confiscate workers' I.D. Ban entry.
Unauthorized use of I.D. (False Identity/Fake I.D) Disregard of curfew hours (8PM to 6AM)/ Illegal gambling/Indulging in intoxicating liquor/ Illegal entry/exit / Indecent exposure	1 st offense – P 500.00 2 nd offense – P1,000.00 3 rd offense – P1,500.00	Confiscation of AAVA I.D. Ban entry.
Unauthorized stay-in (max. 2-two stay-in workers per construction site)	1st offense - P 500.00	Ban entry
Loitering	1 st offense – P 500.00 2 nd offense – P1,000.00	One week ban. Ban entry.
No provision of temporary site enclosure/	1 st offense – P 1,000.00	Work temporarily stopped until compliance
Dilapidated site enclosure (laminated polysack)	2 nd offense – P 3,000.00 3 rd offense - P 5,000.00 4 th offense - P 10,000.00	Work Stoppage Work Stoppage Work Stoppage

***Non-wearing of AAVA I.D. / Non-wearing of prescribed uniform (RED T-shirts) for workers while inside the village. P 100.00 upon redemption of AAVA I.D.**

Note: *Non-wearing of AAVA ID includes service people (Gardener/Swimming pool Maintenance & other Service Maintenance)

I hereby read the above Rules and Regulations of AAVA and promise to abide by the same.

**Signature over Printed name
Owner/Owner's Representative**