



GOVERNMENT OF PUERTO RICO

Puerto Rico Tourism Company

Rev. 4/2017

CHECK LIST APPLICATION CONSTRUCTION ENDORSEMENT

The applicant must complete the information required and include the documents necessary so that they can be evaluated by authorized personnel from The Puerto Rico Tourism Company Planning & Development Office. **Incomplete applications will NOT be deemed properly filed for administrative purposes, and will be returned to the applicant.**

Name of the Applicant: _____

:

Postal Address: _____

Email: _____

Phones: _____

Name of the Project: _____

Physical Address of the Project _____

SUPPLEMENTARY DOCUMENTS ARE REQUIRED

RECEIVED

YES NOT

1. _____ _____ Parcel Number (CRIM) _____
2. _____ _____ Zoning _____
3. _____ _____ File number from OGPe (P.R. Permits Management Office) _____
4. _____ _____ If the application is by an Autonomus Municipality, submit copy with the file number included or letter from the Municipality requesting the endorsement from the Puerto Rico Tourism Company.
5. _____ _____ Location Plan and/or "sketch" showing the project location site.
6. _____ _____ Sworn statement or letter from the owner giving an authorization to the applicant to submit the documents in his name.
7. _____ _____ If the applicant is a business agent, submit a affidavix enclosed.
8. _____ _____ Explanatory Memorandum/Executive Summary from the project which must include the following information:



- Project description;
- Preliminary phasing plans;
- Total project cost and economic impact;
- Amount of jobs to be created during construction and operational phases.

9. _____ Recent photographs of the land where the project will be developed.
10. _____ The project's construction plans: including floors, elevations and their dimensions.
11. _____ If the business is a restaurant: submit a distribution plan of the furniture, kitchen, office, equipment and administrative facilities.
12. _____ Menu to be offered.
13. _____ Approval of the Puerto Rico Institute of Culture, if the business location is in a historic zone.
14. _____ Type of contract and/or lease agreement (owner submits deeds).
15. _____ Other documents or information (to be requested, if necessary).

If the applicant believes that a particular document requested is not applicable, it must submit its justification in writing. The Company will conditionally accept the application and will render a decision on the applicant's position within thirty (30) days following the date of the application. **The term to evaluate and issue an opinion on the approval will be thirty (30) days** as set forth in the Regulation on Administrative Procedures promulgated, pursuant to Act. No. 170 of August 12, 1988, as amended.

NOTE: Compliance with the requirements set forth in this Checklist only evidences their filling, and not their evaluation.

Applicant's Signature

_____ Authorized Personnel PRTC Only _____

DATE: _____

DULY FILED: YES _____ NO _____

RETURN TO THE APPLICANT _____

BY: _____
Authorized Person of the Puerto Rico Tourism Company Planning & Development Office