



## CONSTRUCTION PERMIT CRITERIA

### Narrative:

**In order to complete construction in Puerto Rico (PR), Tenant's must obtain a Construction Permit prior to the start of construction.** Once construction is completed, each Tenant is required to obtain a Use Permit prior to the start of business. This Use Permit is similar to a Certificate of Occupancy.

Every Tenant is required to hire an Architect / Engineer of Record who is registered and licensed by the College of Architects & Landscape Architects of PR, or the College of Engineers & Surveyors of PR. They also have to be registered with the State Department of PR. Construction drawings will only be accepted by the Authority Having Jurisdiction (AHJ) if signed and sealed by licensed & registered architect or engineer of PR.

- College of Surveyors & Engineers of Puerto Rico  
Web Page: <http://www.ciapr.org>  
Phone Number: (787)758-2250
- College of Architects and Landscape Architects of Puerto Rico  
Web Page: <http://www.caappr.org/>  
Phone Number: (787)724-1213  
Fax: (787)-724-3295

If a Tenant does not have an Architect / Engineer of Record, please contact Taubman's Tenant Coordination Department for a list of available professionals.

### **Tenant Coordination**

Russ Schoenrath  
Sr. Tenant Coordinator  
248-258-7438  
[rschoenrath@taubman.com](mailto:rschoenrath@taubman.com)

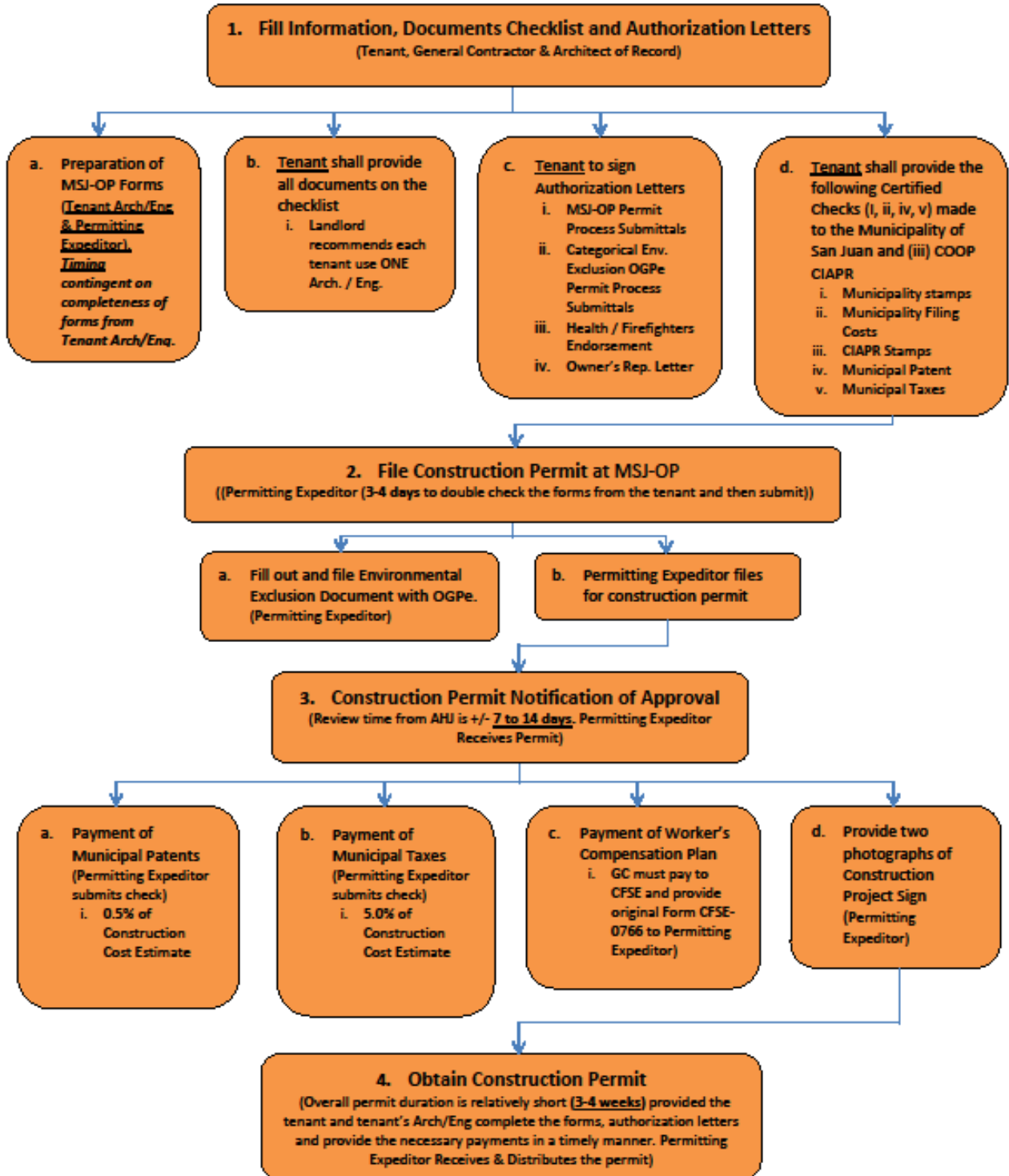
***Taubman has retained a local Permit Specialist for use by all Tenants. This expediting firm will work directly with each tenant at no cost to the Tenant in order to facilitate submitting and obtaining the required Construction Permit and Use permit*** from the local authorities having jurisdiction. Authorization needs to be given to the Permit Expeditor by each Tenant in order to manage this process.

### **Permit Expeditor**

Eng. Miguel A. Bonilla, P.S.C  
Mr. Miguel Bonilla  
315 Winston Churchill Ave.  
San Juan, PR 00926  
[mabmallconsultant@gmail.com](mailto:mabmallconsultant@gmail.com)



# Construction Permit Flowchart (Municipality of San Juan Permits Office "MSJ-OP")





## THE MALL *-of-* SAN JUAN

1. **Required Information List, Document Checklist and Authorization Letters** (Tenant, General Contractor & Architect of Record).
  - a. Each Tenant needs to fill out the Required Information List (**forms included in the permit section of the tenant coordination website**) and submit to the Permit Expeditor for their use in filling out all forms and documents (10+/-).
  - b. Tenant to provide all documents as listed on the Document Checklist (**Checklist included in the permit section of the tenant coordination website**).
    - i. Landlord recommends each Tenant use ONE Architect / Engineer of Record to sign and seal the Final Permit Drawings and Technical Specifications (inclusive of Mechanical, Electrical, Plumbing, Fire Suppression and Structural), rather than each discipline requiring a separate Engineer to sign and seal respective drawings.
  - c. Tenant to sign **Authorization Letters** (**Authorization Letters included in the permit section of the tenant coordination website**) prepared by Permit Expeditor and **MAIL originals** to Permit Expeditor (address above). Authorization Letters are as follows:
    - i. MSJ-OP Permit Process Submittals: These letters will give the Permit Expeditor permission to file all documents and forms to obtain the Construction Permit, Use Permit for MSJ-OP (Municipality of San Juan – Permits Office).
    - ii. Categorical Environmental Exclusion OGPe Permit Process Submittals: This letter will give the Permit Expeditor permission to file all documents and forms to obtain the Categorical Environmental Exclusion form for OGPe (State Office of Permits Management).
    - iii. Health and Firefighters Endorsement from OGPe: This letter will give the Permit Expeditor permission to act as the Authorized Professional and file all documents and forms to obtain Health and Firefighters endorsements from OGPe.
    - iv. Owner’s Rep. Letter: Permit Expeditor to act as the Tenant’s (Owner’s) Representative and sign all required documents and forms for permitting only to be submitted to MSJ-OP and OGPe acting as Owner Representative.
  - d. Tenant shall provide the following **Certified Checks** (i. and ii.) made to the Municipality of San Juan and (iii.) COOP CIAPR (**See example permit payment chart in the permit section of the tenant coordination website**) :
    - i. Municipality stamps (MSJ-OP): \$5.00 for every \$1,000 or fraction of the construction cost estimate. (Ex. for a construction cost of \$200,000. The cost of Municipality Stamps would be  $[(\$200,000/\$1000)*\$5.00] = \mathbf{\$1000.00}$ ).
    - ii. Municipality Filing Costs (MSJ-OP): The filing cost depends of the amount of the construction cost estimate. For example, a construction estimate between \$75,000 and \$99,000 has a filing fee of \$50.00. From \$100,000 to \$299,999 a fee of \$100.00. From \$300,000 to \$999,999 a fee of \$240.00. Finally from \$1,000,000 to \$1,999,999 a fee of \$440.00.



## THE MALL *-of-* SAN JUAN

- iii. CIAPR Stamps (College of Engineers & Surveyors of PR): \$1.00 for every \$1,000 of fraction of the construction cost estimate. (Ex. for a construction cost of \$200,000. The cost of the College of Engineers and Surveyors stamps would be  $[(\$200,000/\$1,000)*\$1.00] = \$200.00$ ).
- iv. Municipal Patent ((.005 (half of a percent) of Construction Cost Estimate))
- v. Municipal Taxes (.05 (5%) of Construction Cost Estimate))

### 2. Permit Submittal:

- a. Permit Expeditor will fill out and file the **Environmental Categorical Exclusion Document** on behalf of each Tenant. The cost (\$75 per Tenant) for this Environmental Categorical Exclusion is covered by Permit Expeditor.
  - i. This document states that there will not be any environmental impact caused by the construction process.
- b. Permit Expeditor will then file for Construction Permit with MSJ-OP for each Tenant.

### 3. Permit Expeditor will then receive the Notification of Approval for permit by MSJ-OP, conditioned upon the following four steps being met:

- a. Payment of Municipal Patents.
  - i. .005 (half of a percent) of Construction Cost Estimate.
- b. Payment of Municipal Taxes.
  - i. .05 (5%) of Construction Cost Estimate.
- c. Payment of Worker's Compensation Plan
  - i. GC must pay to CFSE (State Workmen's Compensation Office) and provide original Form CFSE-0766 to Permit Expeditor (**Map to office in the permit section of the tenant coordination website**).
  - ii. **This will require coordination between each General Contractor and the LL Permit Expeditor (see contact info above).**
- d. Provide two photographs of Construction Project Sign (Permit Expeditor).
  - i. This service is provided to all Tenant's at **no charge to the Tenant**.

### 4. Construction Permit Obtained

- a. Permit Expeditor will obtain and distribute the Construction Permit back to Tenant and to the Landlord.

### 5. Inspections:

- a. A Designated Inspector will be provided to perform inspections throughout the construction process in order to verify the work is being completed in accordance with the architect/engineers plans. The Designated Inspector will compile their reports and submit to the MSJ-OP (Municipality of San Juan – Permits Office) for the Use Permit. Although the tenant's architect/engineer is not required to perform inspections during construction as part of the Use Permit requirements, they may choose to do so to verify the work is being completed in accordance with their plans.



## THE MALL *-of-* SAN JUAN

**BUSINESS LICENSE - REMINDER:** In order to obtain your **Business License** you will need to work with your attorney/accountant to complete the following items:

- a. Register Corporation with the PR State Department.
- b. Obtain or forward your US Treasury Employer ID info.
- c. Merchant Registry - Register with the Treasury Department of PR (Taxes).
- d. Provisional Patent – Commercial patent with MSJ (must complete steps above and provide use permit within 30 days of store opening).

**LIQUOR LICENSE - REMINDER:** In order to obtain your **Liquor License** you will need to work with your attorney/accountant to complete the following items (please note, Liquor License expediting is **not** included in the Landlord Expediting Services but may be contracted directly with the Landlord Expeditor under a separate agreement between the Tenant and Landlord Expeditor):

### **The Mall of San Juan Tenant Restaurant Liquor License.**

#### **1. Bureau of Alcoholic Beverages and Licenses requirements.**

- a. Liquor License Application Form SC 2309 (Puerto Rico Treasury Department):
  - b. This form will be filled out by the Permit Expeditor and signed by the Owner or Managing Partner or equivalent. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the individual assigned by the Corporation to be in charge of the business and residing in Puerto Rico shall sign the document.)

#### **2. Owner or Managing Partner or equivalent shall provide a Certificate of Criminal Record from the Puerto Rico Police Department.** (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business who resides in Puerto Rico.)

- a. If required, the Permit Expeditor will accompany the Tenant representative to the Puerto Rico Police Department to obtain the required certificate.

#### **3. Statement of Projected Sales Volume :**

The Tenant must provide this document which must be either signed by a certified accountant or signed as a sworn statement by the Owner or Managing Partner or equivalent. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the individual assigned by the Corporation to be in charge of the business and residing in Puerto Rico shall sign the document.)

#### **4. Certificate of Filing Income Tax Return:**

- a. If the Tenant Corporation has less than one year registered with the Puerto Rico State Department then, a copy issued by the Puerto Rico State Department showing the date the Tenant Corporation was registered will be provided.



**THE MALL *-of-* SAN JUAN**

**5. Certificate of Debts from the Puerto Rico Department of Treasury for the Tenant Corporation and Owner or Managing Partner or equivalent.**

- a. If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico:
  - i. If the Tenant Corporation is new, the Puerto Rico Treasury Department will issue a Certificate that the Corporation does not show up on their system.
  - ii. If the Corporation, Owner or Managing Partner or equivalent has an existing debt with the Puerto Rico Treasury Department a certificate issued by the Treasury Department indicating that the corporation or individual are under a payment plan duly authorized and approved by the Department and that the Corporation and/or individual are in compliance with said payment plan. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico.)
- b. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**6. Certificate of Negative Debt from the Administration for Child Support (ASUME):**

- a. The Owner or Managing Partner or equivalent shall provide this document from ASUME. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico.)
- b. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**7. Copy of Tenant Lease Contract or legal document evidencing ownership/interest with Taubman.**

**8. Copy of Tenant Corporation's Federal Employers ID # (EIN)**

**9. Negative Debt Certificate from the Center of Municipal Revenue Collection (CRIM):**

- a. Certificate must be provided for the corporation and Owner or Managing Partner or equivalent. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico)
- b. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**10. Tenant Use Permit:**

- a. Permit Expeditor will provide the Use Permit.



**THE MALL *-of-* SAN JUAN**

---

**11. Provide copy of Puerto Rico Department of Treasury Merchant's Registry (IVU):**

- a. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**12. P.R. Department of Treasury (Bureau of Alcoholic Beverages and Licenses) Endorsement Letter:**

- a. Landlord to provide a copy of the Endorsement letter by the bureau stating that there are no impediments regarding the distance between the Mall of San Juan and the Cesário Rosa de Rio Piedras School.

**13. Municipal Business License (Patente Municipal of San Juan):**

- a. The Tenant must provide copy of the Provisional Municipal Business License.



## USE PERMIT CRITERIA

### Narrative:

When opening a new business and completing construction in Puerto Rico (PR), Tenant's must obtain a Construction Permit prior to the start of construction. **Once construction is completed, each Tenant is required to obtain a Use Permit prior to the start of business.** This Use Permit is similar to a Certificate of Occupancy.

Every Tenant is required to hire an Architect / Engineer of Record who is registered and licensed by the College of Architects & Landscape Architects of PR, or the College of Engineers & Surveyors of PR. They also have to be registered with the State Department of PR.

If a Tenant does not have an Architect / Engineer of Record, please contact Taubman's Tenant Coordination Department for a list of available professionals.

### **Tenant Coordination**

Russ Schoenrath  
Sr. Tenant Coordinator  
248-258-7438  
[rshoenrath@taubman.com](mailto:rshoenrath@taubman.com)

***Taubman has retained a local Permit Specialist for use by all Tenants. This expediting firm will work directly with each tenant at no cost to the Tenant in order to facilitate submitting and obtaining the required Construction Permit and Use permit from the local authorities having jurisdiction. Authorization needs to be given to the Permit Expeditor by each Tenant in order to manage this process.***

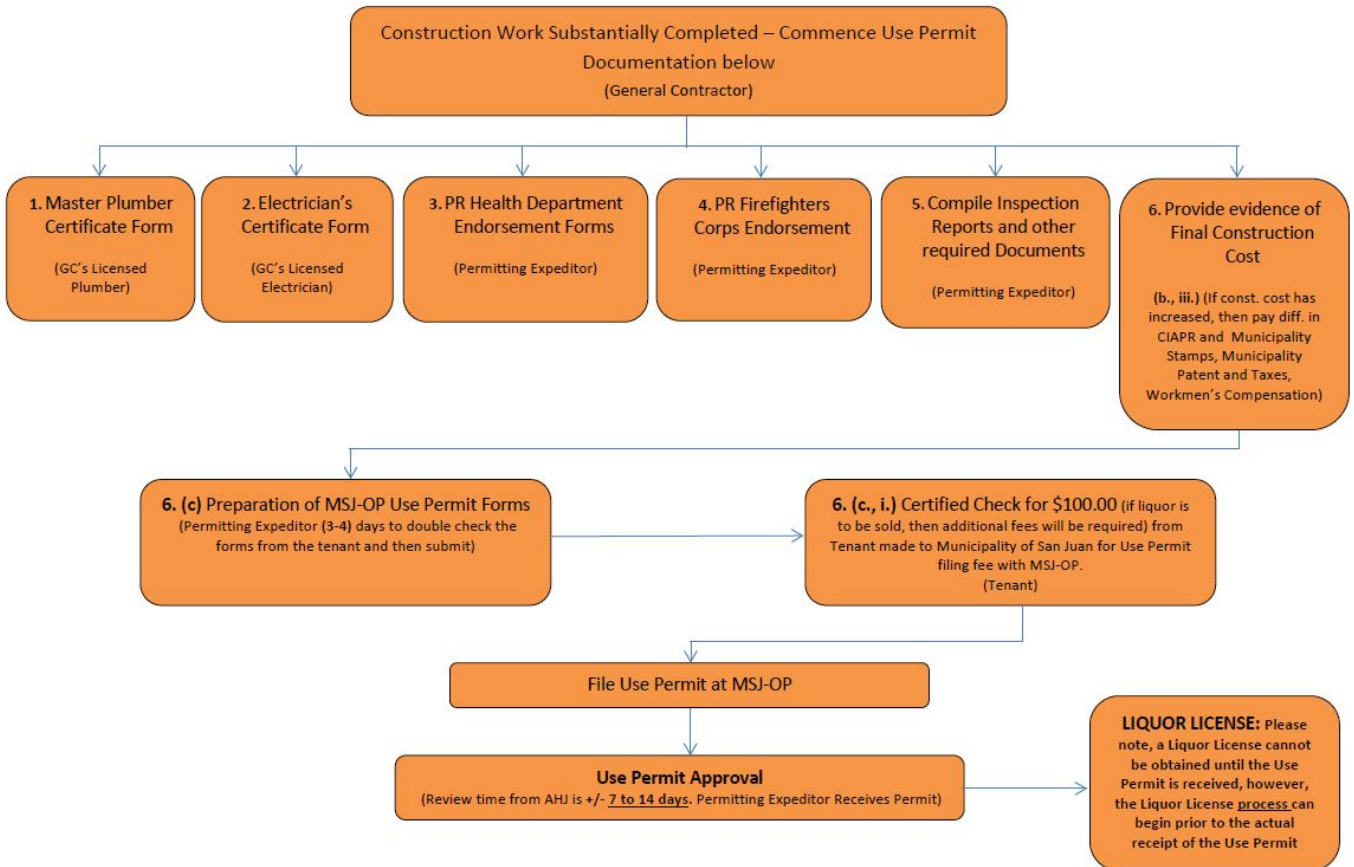
### **Permit Expeditor**

Eng. Miguel A. Bonilla, P.S.C  
Mr. Miguel Bonilla  
315 Winston Churchill Ave.  
San Juan, PR 00926  
[mabmallconsultant@gmail.com](mailto:mabmallconsultant@gmail.com)





### Use Permit Flowchart (Municipality of San Juan Permits Office MSJ-OP)





THE MALL - of - SAN JUAN

1. Master Plumber Certificate form:
  - a. Permit Expeditor will complete the Certificate form once work is substantially completed and GC's Licensed – Master Plumber will sign the Certificate.
    - i. Master Plumber must be registered with the College of Plumbers of PR.
  - b. Form must be notarized (Permit Expeditor will provide this service).
  - c. Original Form to be submitted by Permit Expeditor to MSJ-OP.
  
2. Electrician's Certificate Form:
  - a. GC's Licensed Electrician obtains form from PREPA (Puerto Rico Electrical Power Authority) once work is substantially completed and files with PREPA.
    - i. Licensed Electrician must be registered with the College of Electricians of PR.
  - b. GC's Electrician to provide PREPA Stamped form to Permit Expeditor.
  
3. PR Health Department Forms - required by OGPe (State Office of Permits Management):
  - a. Required for ALL Tenants with Restrooms and / or Kitchens.
  - b. Forms to be completed once work is substantially complete.
  - c. Permit Expeditor (Authorized Professional) will complete form, pay fees and submit at no cost to Tenant.
  
4. Firefighter Corp (OGPe) - verification of Life Safety measures:
  - a. Permit Expeditor (Authorized Professional) will complete form and pay fees as needed at no cost to Tenant.
  - b. Forms to be completed once systems are substantially completed and the certification of proper installation from the installer is obtained.
  
5. Compile Inspection Reports:
  - a. A Designated Inspector will be provided (at no cost to the tenant) to perform inspections and submit required reports throughout the construction process.
    - i. Reports will be compiled and submitted to the MSJ-OP (Municipality of San Juan – Permits Office) for the Use Permit.



THE MALL - of - SAN JUAN

6. Provide Evidence of Final Construction Costs:
  - a. GC/Tenant final cost summary must be submitted to Permit Expeditor at the earliest possible opportunity.
  - b. Cost estimate is used to complete forms OP-MSJ-9 & 111.
    - i. OP-MSJ-9 & 111 Forms will be completed by Permit Expeditor, signed by GC and notarized.
    - ii. If costs increase from the initial permit submittal cost estimate, then GC/Tenant must pay the difference in the CIAPR Stamps and Municipal Treasury Stamp.
      - Difference between Original Payment of Municipal Patents (0.5% of Construction Cost Estimate) and Final Cost Estimate.
      - Difference between Original Payment of Municipal Taxes (5.0% of Construction Cost Estimate) and Final Cost Estimate.
  - c. Once final cost estimate is received and reconciled, Permit Expeditor will prepare and submit the MSJ-OP Forms at the earliest possible opportunity.
    - i. **It is highly recommended that this reconciliation take place as early as possible.**
    - ii. GC/Tenant to provide the Certified Check paid to the Municipality of San Juan in the amount of \$100.00 to Permit Expeditor.



## THE MALL - of - SAN JUAN

**BUSINESS LICENSE - REMINDER:** In order to obtain your **Business License** you will need to work with your attorney/accountant to complete the following items:

- a. Register Corporation with the PR State Department.
- b. Obtain or forward your US Treasury Employer ID info.
- c. Merchant Registry - Register with the Treasury Department of PR (Taxes).
- d. Provisional Patent – Commercial patent with MSJ (must complete steps above and provide use permit within 30 days of store opening).

\*\*\*This process can be started in ADVANCE of Construction and/or Use Permit.

**LIQUOR LICENSE - REMINDER:** In order to obtain your **Liquor License** you will need to work with your attorney/accountant to complete the following items (please note, Liquor License expediting is **not** included in the Landlord Expediting Services but may be contracted directly with the Landlord Expeditor under a separate agreement between the Tenant and Landlord Expeditor):

### **The Mall of San Juan Tenant Restaurant Liquor License.**

#### **1. Bureau of Alcoholic Beverages and Licenses requirements.**

- a. Liquor License Application Form SC 2309 (Puerto Rico Treasury Department):
  - b. This form will be filled out by the Permit Expeditor and signed by the Owner or Managing Partner or equivalent. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the individual assigned by the Corporation to be in charge of the business and residing in Puerto Rico shall sign the document.)

#### **2. Owner or Managing Partner or equivalent shall provide a Certificate of Criminal Record from the Puerto Rico Police Department.** (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business who resides in Puerto Rico.)

- a. If required, the Permit Expeditor will accompany the Tenant representative to the Puerto Rico Police Department to obtain the required certificate.

#### **3. Statement of Projected Sales Volume :**

The Tenant must provide this document which must be either signed by a certified accountant or signed as a sworn statement by the Owner or Managing Partner or equivalent. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the individual assigned by the Corporation to be in charge of the business and residing in Puerto Rico shall sign the document.)

#### **4. Certificate of Filing Income Tax Return:**

- a. If the Tenant Corporation has less than one year registered with the Puerto Rico State Department then, a copy issued by the Puerto Rico State Department showing the date the Tenant Corporation was registered will be provided.



**THE MALL *-of-* SAN JUAN**

**5. Certificate of Debts from the Puerto Rico Department of Treasury for the Tenant Corporation and Owner or Managing Partner or equivalent.**

- a. If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico:
  - i. If the Tenant Corporation is new, the Puerto Rico Treasury Department will issue a Certificate that the Corporation does not show up on their system.
  - ii. If the Corporation, Owner or Managing Partner or equivalent has an existing debt with the Puerto Rico Treasury Department a certificate issued by the Treasury Department indicating that the corporation or individual are under a payment plan duly authorized and approved by the Department and that the Corporation and/or individual are in compliance with said payment plan. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico.)
- b. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**6. Certificate of Negative Debt from the Administration for Child Support (ASUME):**

- a. The Owner or Managing Partner or equivalent shall provide this document from ASUME. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico.)
- b. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**7. Copy of Tenant Lease Contract or legal document evidencing ownership/interest with Taubman.**

**8. Copy of Tenant Corporation's Federal Employers ID # (EIN)**

**9. Negative Debt Certificate from the Center of Municipal Revenue Collection (CRIM):**

- a. Certificate must be provided for the corporation and Owner or Managing Partner or equivalent. (If the Owner, Managing Partner or equivalent does not reside in Puerto Rico, the information required shall be for the person in charge of the business residing in Puerto Rico)
- b. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**10. Tenant Use Permit:**

- a. Permit Expeditor will provide the Use Permit.



**THE MALL *-of-* SAN JUAN**

---

**11. Provide copy of Puerto Rico Department of Treasury Merchant's Registry (IVU):**

- a. If authorized by the Tenant, the Permit Expeditor can carry out the process to obtain the required certificate.

**12. P.R. Department of Treasury (Bureau of Alcoholic Beverages and Licenses) Endorsement Letter:**

- a. Landlord to provide a copy of the Endorsement letter by the bureau stating that there are no impediments regarding the distance between the Mall of San Juan and the Cesário Rosa de Rio Piedras School.

**13. Municipal Business License (Patente Municipal of San Juan):**

- a. The Tenant must provide copy of the Provisional Municipal Business License.