



COMMONWEALTH OF  
PUERTO RICO  
DDEC • Puerto Rico Tourism Company

**INSTRUCTIONS TO ANY REQUEST FOR COMMENTS AND ENDORSEMENTS  
BEFORE THE OFFICE OF PLANNING AND DEVELOPMENT OF THE PUERTO RICO  
TOURISM**

1. The applicant must complete the required information in the leaves and shall include all documents listed.
2. The applicant has to submit one (1) hard copy of the papers and one (1) copy in Compact Disc (CD) in PDF format .
3. The planning staff will not make copies of the documentations.
4. Have to bring the complete application and duly signed by the applicant.
5. Incomplete applications will not be deemed properly filed for administrative purposes, and will be returned to the applicant.
6. 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.
7. Charging for service request shall be in accordance with the attached table.



## NOTIFICATION

### CHARGE ON FILING OF REQUESTS FOR COMMENTS AND ENDORSEMENTS IN THE OFFICE OF PLANNING AND DEVELOPMENT OF PUERTO RICO TOURISM COMPANY (PRTC)

On May 19, 2011, the Puerto Rico State Department approved the amendment to the Regulations for the Collection of Fees for Copies of Documents and Publications of the Puerto Rico Tourism Company (Regulation No. 8027 of May 19, 2011). By Articles 5.1 and 8.1 of the Regulation authorizes the Office of Planning and Development of the PRTC charges on filing of requests for comments and endorsements projects.

Payment will be made through:

1. Money Order on behalf of the Tourism Company of Puerto Rico;
2. Manager's check on behalf of the Tourism Company of Puerto Rico, or
3. Cash .You must go through the Accounting Office PRTC located in the Third Floor at Building Ochoa, pay and submit the evidence of payment with the application in the Office of Planning.

As of June 27, 2011 the fee for service requests will be as follows:

| Type of Request for Comments / endorsements   | Cost      |
|---|-----------|
| Conceptual Design & Site location   | \$ 60.00  |
| Permits for Projects in Autonomous Municipalities<br>(includes environmental process) |           |
| ➤ Lodging Facilities & Tourism Projects   | \$ 60.00  |
| ➤ Restaurants, Bars and business which sell<br>alcoholic Beverages                    | \$ 200.00 |
| ➤ Shop Souvenirs / Crafts with sealed Alcoholic<br>drinks                             | \$ 60.00  |
| ➤ Residential Projects (over 100 units)   | \$ 100.00 |
| ➤ hawker, residential projects, commercial projects<br>or another kind of projects    | \$ 60.00  |
| • Signs, Banners, mesh and Billboards   | \$ 200.00 |
| • Renewal or update Endorsements  | \$ 20.00  |
| • Other Applications (technical assessments, site<br>inspections, etc.))              | \$ 50.00  |

**IMPORTANT NOTE:** Cases referred to the PRTC by the PR Permits Management Office (OGPE) will not pay for the service requested.



Paseo La Princesa  
 Old San Juan, P.R. 00902  
 P.O. Box 9023960  
 San Juan, P.R. 00902-3960  
 Phone. 787.721.2400, X 2063



Rev. 3/2013

**CHECK LIST FOR APPLICATION APPROVAL**

**USE PERMIT AND SELLING OF ALCOHOLIC DRINKS**

The applicant must complete the information required and include the necessary documents to be 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: \_\_\_\_\_

Type of Proposed Use: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

..... **SUPPLEMENTARY DOCUMENTS ARE REQUIRED** .....

**RECEIVED**

|    | <b>YES</b> | <b>NOT</b> |  |
|----|------------|------------|--|
| 1. | _____      | _____      | Parcel Number (CRIM) _____   |
| 2. | _____      | _____      | File number from OGPe (P.R. Permits Management Office) _____   |
| 3. | _____      | _____      | If the application is by an Autonomus Municipality, submit copy with the file number included or a letter from the Municipality requesting the endorsement from the Puerto Rico Tourism Company.<br><br>Case Number: _____ |
| 4. | _____      | _____      | Location Plan and/or "sketch" showing the business location site.  |
| 5. | _____      | _____      | Sworn statement or letter from the owner authorizing the applicant to submit the documents in his name.  |

6.    \_\_\_    \_\_\_    If the applicant is a business agent, submit the affidavit enclosed.
7.    \_\_\_    \_\_\_    Explanatory Memorandum from the business must include the following information:
  - Type of operation and purpose;
  - Operating hours and
  - Employments created in operational fase.
8.    \_\_\_    \_\_\_    One (1) recent photograph of the commercial premises façade.
9.    \_\_\_    \_\_\_    The project's preliminary plan: including floors, elevations and their dimensions.
10.   \_\_\_    \_\_\_    Drawing of the proposed space.
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 Institute of Puerto Rican Culture, if the business location is in a historic zone.
14.   \_\_\_    \_\_\_    Type of contract and/or Lease Agreement (owner, submit deeds).
15.   \_\_\_    \_\_\_    Other documents or information (to be requested, if necessary).

If the applicant believes that a particular document requested is not applicable, must submit justification letter. The Company will accept the application conditionally 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: \_\_\_\_\_

PAYMENT ENCLOSED:    YES \_\_\_\_\_ NO \_\_\_\_\_            AMOUNT: \_\_\_\_\_

DULY FILED:            YES \_\_\_\_\_ NO \_\_\_\_\_            RETURN TO THE APPLICANT: \_\_\_\_\_

BY: \_\_\_\_\_  
Authorized Person - Puerto Rico Tourism Company, Planning & Development