

- Employees created in operational fase.

9. ___ ___ One (1) recent photograph of the locale's façade.
10. ___ ___ The project's preliminary plan: including floors, elevations and their dimensions.
11. ___ ___ drawing of the space proposed.
12. ___ ___ If the business is a restaurant: submit a distribution plan of the furniture, kitchen, office equipment and administrative facilities.
13. ___ ___ Menu to be offered.
14. ___ ___ Approval of the Puerto Rico Institute of Culture, if the business location is in a historic zone.
15. ___ ___ Type of contract and/or Lease Agreement (owner, submit deeds).
16. ___ ___ 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 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 of The Puerto Rico Tourism Company Planning & Development Office