



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 (includes environmental process)	
➤ Lodging Facilities & Tourism Projects	\$ 60.00
➤ Restaurants, Bars and business which sell alcoholic Beverages	\$ 200.00
➤ Shop Souvenirs / Crafts with sealed Alcoholic drinks	\$ 60.00
➤ Residential Projects (over 100 units)	\$ 100.00
➤ hawker, residential projects, commercial projects 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 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.

9. _____ Other documents or information (to be requested, if necessary).

If the applicant believes that a particular document requested is not applicable, a justification must be submitted 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 Regulations 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 Office