

APPLICANT : _____
LOCATION : _____

**CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT
APPLICATION**

Fencing Permit

- ☒ **1 set Duly Accomplished Application Forms**
(completely and properly filled-up)
Building Permit Box 1, Box 3A, Box 6, Box 7, Box 8, Box 9
Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
- ☒ **1 pc CEDULA (residence certificate)**
- ☒ **1 pc Home Owners Assn. Clearance**
- ☒ **2 pcs. Barangay Clearance**
- ☐ **1 pc Locational Clearance (City Planning Office)**
- ☒ **6 sets plans with Key Plan and Location Map**
(signed by Owner/Applicant ;
signed and sealed by Engineer/ Architect)
- ☒ **2 pcs. Lot Plan/Location Plan**
- ☒ **2 pcs. Bill of Materials (signed and sealed by engineer/architect)**
- ☒ **2 sets Specification (signed and sealed by engineer/architect)**
- ☒ **2 sets Structural Computation (signed and sealed by engineer)** *1 pc. 1.50m*
- ☐ **2 pcs. Seismic Analysis (for 3 Storey & up)** *1 pc. 1.50m*
- ☐ **2 pcs. Boring and Load Test (for 3-Storey & up)**
- ☒ **2 pcs T.C.T. (Certified True Copy by Registry of Deeds w/in last 4**
- ☐ **2 pcs. Lease Contract**
- ☒ **1 pc. Secretary's Certificate / Authority to Sign / Special Power-of-Attorney / Authorization Letter (whichever is applicable)**
- ☒ **2 pcs. Tax Declaration**
- ☒ **2 pcs. Certificate of No Improvement or w/ Improvement**
(Assessor's Office)
- ☒ **2 pcs. Certification that there are no back taxes**
(Real Property Tax Division)
- ☒ **1 pc Copy of PRC ID , PTR, & UAP-IAPOA (for architects) of Licensed Engineer/Architect**
- ☐ **1 pc. DENR - Environmental Compliance Certificate**
- ☐ **1 pc. DOLE Clearance**
- ☐ **1 pc. Traffic Impact Assessment**
- ☐ **1 pc. DOH Clearance**
- ☐ **1 pc. ATO Clearance**
- ☐ **1 pc. NTC Clearance**
- ☐ **CENRO Clearance**
- ☐ **Others that may be required**

Checked by: _____

RECEIVING OFFICER

Republic of the Philippines
City/Municipality of _____
Province of _____

OFFICE OF THE BUILDING OFFICIAL

FENCING PERMIT

APPLICATION NO.

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FP NO

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BUILDING PERMIT NO.

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BOX 1 (TO BE ACCOMPLISHED BY THE OWNER/APPLICANT)

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I.		TIN			
FOR CONSTRUCTION OWNED BY AN ENTERPRISE				FORM OF OWNERSHIP							
ADDRESS: NO.		STREET		BARANGAY		CITY/MUNICIPALITY		ZIP CODE		TELEPHONE NO	
LOCATION OF CONSTRUCTION:		LOT NO.		BLK NO.		TCT NO.		TAX DEC. NO.			
STREET		BARANGAY				CITY / MUNICIPALITY OF					
SCOPE OF WORK <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ERECTION <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHERS (Specify)											

BOX 2

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
<div style="text-align: right;">Date _____</div> <div style="text-align: center;"> ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) </div>	
Address _____	
PRC. No _____	Validity _____
PTR. No _____	Date Issued _____
Issued at _____	TIN _____

BOX 3

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS	
<div style="text-align: right;">Date _____</div> <div style="text-align: center;"> ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) </div>	
Address _____	
PRC. No _____	Validity _____
PTR. No _____	Date issued _____
Issued at _____	TIN _____

BOX 4 (TO BE ACCOMPLISHED BY THE APPLICANT)

APPLICANT:			WITH MY CONSENT: LOT OWNER		
<p>_____</p> <p>(Signature Over Printed Name)</p> <p>Date _____</p>			<p>_____</p> <p>(Signature Over Printed Name)</p> <p>Date _____</p>		
Address			Address		
C.T.C. No.	Date Issued	Place Issued	C.T.C. No.	Date Issued	Place Issued

BOX 5

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.
 BEFORE ME, at the City/Municipality of _____, on _____ personally
 appeared the following:

_____ APPLICANT	_____ CTC No.	_____ Date Issued	_____ Place Issued
_____ LICENSED ARCHITECT OR CIVIL ENGINEER <small>(Full-Time Inspector and Supervisor of Fencing Works)</small>	_____ CTC No.	_____ Date Issued	_____ Place Issued

whose signatures appear herein above, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series No. _____

 NOTARY PUBLIC (Until December _____)

NOTARY PUBLIC (Until December

BOX 6 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

MEASUREMENTS:	LENGTH IN METERS	HEIGHT IN METERS
TYPE OF FENCING:	<input type="checkbox"/> INDIGENOUS MATERIALS <input type="checkbox"/> R.C. (Reinforced Concrete) <input type="checkbox"/> R.C. and CONC. HOLLOW BLOCKS <input type="checkbox"/> R.C. and BRICKS <input type="checkbox"/> R.C. and INTERLINK/CYCLONE WIRE	<input type="checkbox"/> R.C. STEEL MATTING <input type="checkbox"/> R.C. BARBED WIRE <input type="checkbox"/> OTHERS (Specify) _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

BOX 7 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
LINE AND GRADE (GEODETIC)					
CIVIL/STRUCTURAL					
ELECTRICAL					
OTHERS (Specify)					
ASSESSED FEES					
	Amount Due	O. R. Number	Date Paid	Processed By	
LINE AND GRADE (GEODETIC)					
FENCING					
ELECTRICAL (If any)					
OTHERS (Specify)					
TOTAL					

BOX 8 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:	
PERMIT IS HEREBY ISSUED/GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:	
<ol style="list-style-type: none"> 1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications is liable for damages if within fifteen (15) years from the completion of the structure, it should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials. 2. That the proposed construction/erection/addition, etc. shall be in conformity with the provisions of the "National Building Code" (P.D. 1096) and its Implementing Rules and Regulations. <ol style="list-style-type: none"> a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by responsible licensed Geodetic Engineer. b. That before commencing the excavation the person making or causing the excavation to be made shall verify in writing the owner of adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected. c. That the owner of the fence shall engage the services of responsible licensed Architect or Civil Engineer to undertake the full time inspection and supervision of the construction work. d. That there shall be kept at the jobsite at all times a logbook wherein the actual progress of construction including test conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code. 	
PERMIT ISSUED BY:	
<div style="border-top: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: center;"> BUILDING OFFICIAL <small>(Signature Over Printed Name)</small> <small>Date</small> </div> </div>	