

APPLICANT : _____
LOCATION : _____ E

CHECKLIST OF REQUIREMENTS FOR SIGNAGE PERMIT APPLICATION

SIGNAGE (RENEWAL)

- ☒ **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)**
- ☐ **2 pcs. Seismic Analysis (for 3 Storey & up)**
- ☐ **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**
 - 1. CERTIFICATION OF STRUCTURAL STABILITY
 - 2. PICTURES
 - 3. PREVIOUS COPY SIGN PERMIT
 - 4. ISSUANCE Checked by: POLICY

RECEIVING OFFICER

APPLICANT : _____
LOCATION : _____

**CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT
APPLICATION**

Signage new construction

- ☒ **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
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(Assessor's Office)
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(Real Property Tax Division)
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- ☐ **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

APPLICANT : _____
LOCATION : _____

CHECKLIST OF REQUIREMENTS FOR SIGN PERMIT APPLICATION

Signage (Premises)

- ☒ **1 set Duly Accomplished Application Forms**
(completely and properly filled-up)
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Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
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(Assessor's Office)
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(Real Property Tax Division)
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- ☐ **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

SIGN PERMIT

APPLICATION NO.

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SP 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		USE OR CHARACTER OF OCCUPANCY			
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 _____									
SCOPE OF WORK									
<input type="checkbox"/> NEW CONSTRUCTION			<input type="checkbox"/> RENOVATION _____			<input type="checkbox"/> DEMOLITION _____			
<input type="checkbox"/> ERECTION			<input type="checkbox"/> CONVERSION _____			<input type="checkbox"/> ANCILLARY BUILDING/STRUCTURE _____			
<input type="checkbox"/> ADDITION			<input type="checkbox"/> REPAIR _____			<input type="checkbox"/> OTHERS (Specify) _____			
<input type="checkbox"/> ALTERATION			<input type="checkbox"/> MOVING _____			<input type="checkbox"/> _____			
USE OR CHARACTER OF OCCUPANCY									
A. Type of Display -									
1. <input type="checkbox"/> Neon		1. <input type="checkbox"/> Single Face		2. <input type="checkbox"/> Double Face		3. <input type="checkbox"/> Multi-Media			
		2. <input type="checkbox"/> Illuminated		3. <input type="checkbox"/> Painted-on		4. <input type="checkbox"/> Other			
B. Type of Installation									
1. <input type="checkbox"/> Business Sign, Wall Type				4. <input type="checkbox"/> Business Sign, Temporary		7. <input type="checkbox"/> Advertising Sign, Wall Type			
2. <input type="checkbox"/> Business Sign, Projecting Type				5. <input type="checkbox"/> Advertising Sign, Ground Type		8. <input type="checkbox"/> Advertising Sign, Other			
3. <input type="checkbox"/> Business Sign, Ground Type				6. <input type="checkbox"/> Advertising Sign, Wall Type					
C. Display Size/Face: L (m) = _____ W (m) = _____ At (m²) = _____									

BOX 2 (TO BE CHECKED, RECEIVED AND RECORDED)

ACCOMPANYING DOCUMENTS: [FIVE (5) SETS EACH SIGNED AND SEALED BY RESPONSIBLE DESIGN PROFESSIONAL]

- | | |
|--|---|
| <input type="checkbox"/> CERTIFIED XEROX COPY OF TCT | <input type="checkbox"/> XEROX COPY OF LOT PLAN AND SITE DEVELOPMENT PLAN |
| <input type="checkbox"/> IF NOT OWNED BY THE APPLICANT IN ADDITION TO THE CERTIFIED XEROX COPY OF TCT, XEROX COPY OF CONTRACT OF LEASE | <input type="checkbox"/> PLANS OF SIGN STRUCTURES, STRUCTURAL DESIGN & COMPUTATIONS |
| <input type="checkbox"/> XEROX COPY OF TAX DECLARATION AND LATEST REALTY TAX RECEIPT | <input type="checkbox"/> SPECIFICATIONS AND COST ESTIMATES |

BOX 3

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
_____ Date _____ ARCHITECT AND/OR CIVIL ENGINEER (Signed and Sealed Over Printed Name)	
Address _____	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 4

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS	
_____ Date _____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name)	
Address _____	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 5

_____ Date _____ APPLICANT (Signature Over Printed Name)			
Address _____			
C.T.C. No.	Date Issued	Place Issued	TIN

BOX 6

BUILDING OWNER		
_____ (Signature Over Printed Name) Date _____		
Address _____		
C.T.C. No.	Date Issued	Place Issued

BOX 7

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

BOX 8 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

FEE PAID _____	DATE PAID _____	OFFICIAL RECEIPT NO. _____	DATE ISSUED _____
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BOX 9 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

<p>ACTION TAKEN:</p> <p>Permit is hereby issued/granted to _____ with postal address at _____</p> <p>to install/erect/construct/attach/paint _____ with the word _____ at the premises of _____ as per submitted plans pursuant to pertinent provisions of the "National Building Code" (PD 1096) and its Implementing Rules and Regulations and to the following conditions:</p> <ol style="list-style-type: none"> That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure is responsible for damages if within fifteen (15) years from the completion of the structure, the same 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. That the proposed sign shall be in conformity with Rule XX of the "National Building Code" (PD 1096). <ol style="list-style-type: none"> That prior to commencement of the proposed project and construction/erection, an actual relocation survey shall be conducted by the responsible licensed geodetic engineer. That before commencing the excavation the person making or causing the excavations to be made shall notify in writing the owner of the adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected. That the owner of the sign structure shall engage the services of a responsible licensed architect or civil engineer to undertake the full-time inspection and supervision of the construction work. That there shall be kept at the jobsite a logbook of daily construction activities wherein the actual daily progress of construction including tests 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. That upon completion of the construction/sign structure, the responsible licensed supervising architect or civil engineer shall submit the logbook duly signed and sealed to the Building Official including as-built plans and other documents. That he shall also prepare and submit a Certificate of Completion of the project stating that the construction/sign structure conforms to the provision of the "National Building Code" (PD 1096) as well as with plans and specifications. That no sign shall be used and no change in the existing character of occupancy classification of a building/structure or portion thereof shall be made until the Building Official has issued a Certificate of Use or Occupancy therefor as provided in the "National Building Code" (PD 1096). That this permit shall not serve as an exemption from securing permit/written clearances from various government authorities exercising regulatory function affecting building and other related structures. Signs shall adhere to the Code of Ethics for Advertising and Promotions and to the rules and regulations of the appropriate agency in-charge of the conduct of the business. Signs shall promote and uphold the public goods especially in historical monuments and shrines, natural scenic areas, parks, parkways and their immediate approaches. Immediate approaches shall mean a distance not exceeding fifty (50.00) meters from the periphery of said areas. Signs shall display or convey only message or visuals that conform to public decency and good taste. Signs shall follow standards of design, construction and maintenance in the interest of public safety, convenience, good viewing and to promote proper urban design or community architecture. Sign structures may be constructed only in areas where zoning regulations permit them and in accordance with the accepted standards of design, construction and maintenance. Signs and sign structures shall be constructed in accordance with the provisions of Section 2003 of the "National Building Code" (PD 1096). Plans of sign structure exceeding three (3.00) meters in height from the ground shall be signed and sealed by the responsible designing architect or civil engineer. Signs and sign structures built within highly restrictive fire zones shall be of incombustible materials. No combustible materials other than approved plastic shall be used in construction of electrical signs. Signs and sign structures equipped with electrical devices shall have an electrical plan conforming with the provisions of the latest edition of the Philippine Electrical Code duly signed and sealed by the responsible Professional Electrical Engineer, if the installation or the machinery is rated less than 500 kVA or less than 600 volts. Signs shall be placed in a such manner that no part of its surface will interfere in any way with the free use of a doorway, a fire escape, standpipe or other required means of exit and fire-protective devices. Signs, which are written in foreign language, shall have corresponding translation in English or in the local dialect. The bottom line of all signboards adjacent to each other shall follow a common base line as determined by the Building Official. <p>PERMIT ISSUED BY:</p> <p style="text-align: center;">ARCH. RAUL S. SILVA BUILDING OFFICIAL (Signature Over Printed Name) Date _____</p>
