



**DOCUMENTARY REQUIREMENTS FOR SHARED PASSIVE TELECOMMUNICATIONS  
 TOWER INFRASTRUCTURE (PTTIs) PERMIT APPLICATION**

- 1. Duly accomplished and Notarized Unified Application and Ancillary Permit Forms (4 original copies)
- 2. Certified True Copy of OCT/TCT by the City Register of Deeds (1-original; 3- photocopies)
- 3. If the property is not yet transferred/owned by the applicant, include Lease Contract/Deed of Absolute Sale, as part of the submission (1 original;3-photocopies)
- 4. In the absence of any existing Certificate of Title in the name of the applicant, a **Certification** from the **CENRO-DENR Office** regarding the present status of the land to the effect that the applicant is the owner/claimant of the property (1-original; 3-photocopies)
- 5. Survey plans, design plans and other documents prepared, signed and sealed by duly licensed and registered professionals (4-sets)
  - a. Architectural Plans (Architect)
  - b. Civil/structural Plans (Civil/Structural Engineer)
    - b.a. Structural Analysis
    - b.b Boring Test/Geotechnical Investigation
  - c. Sanitary/Plumbing Documents (Sanitary Engineer/Master Plumber) if applicable
  - d. Electrical Documents (Professional Electrical Engineer)
  - e. Mechanical Documents (Professional Mechanical Engineers)
  - f. Electronics Documents (Electronics Communications Engineer)
  - g. Geodetic Documents (Geodetic Engineer); and
  - h. Fire Protection Plan (If applicable)
- 6. Project Specifications, signed and sealed by designed professionals (1 original copy, 3 photocopies)
- 7. Estimated value of the building/structure to be erected duly signed and sealed by design professional (1 original copy, 3 photocopies)
- 8. Valid Licenses of all involved professionals (PRC ID & current PTR) (4 photocopies)
- 9. **DOLE's Construction Safety and Health Program** (CSHP), NBC MC# 2, Series of 2011 (1 original copy, 3 photocopies)
- 10. If the project site is within an **ancestral domain**; a **Free and Prior Informed Consent** from IP's shall be secured (1-original; 3- photocopies)
- 11. **Height Clearance Permit** (HCP) from CAAP, if to be constructed within 10-Km radius of Communication-Navigation-Surveillance Facilities located off-airport; **or undertaking certified by a Geodetic Engineer, if outside the CAAP critical areas and below fifty (50) meters in height**
- 12. **Affidavit of Undertaking** for submission of required clearances/permits Within thirty (30) days from other agencies as stipulated, under Section 302 (12) b of the IRR of the NBCP (1original copy, 3 photocopies)
- 13. **For applicants filed by authorized representative:** A sworn Special Power of Attorney for the representative to file/follow up/signed application, and to Claim decision on the application (1-original, 3-photocopies)
- 14. Valid ID of applicant or authorized representative (4-photocopies)
- 15. Construction Logbook (1 copy)
- 16. Expanding envelope & Folder (2 pieces each) long size

**REMARKS:**

- Complete Documents**
- Incomplete Documents** (Please comply documents with unchecked boxes)

Checked & Verified : \_\_\_\_\_  
 Date & Time : \_\_\_\_\_  
 Name of Applicant : \_\_\_\_\_  
 Signature : \_\_\_\_\_

**NOTES:**

- All application forms are available at the OCBO
- All the fully accomplished forms and requirements must be fastened in a long folder except for the drawing plans and reports
- **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED**
- Bring this checklist when submitting your application