



**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; 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)
- 3. 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 and as authorized occupant of the land (1-original; 3-photocopies)
- 4. 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)
- 5. Survey plans, design plans, bill of materials and estimates, project specifications and other documents 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)
 - h. Fire Protection Plan (If applicable)
- 6. Valid Licenses (PRC ID) & current PTR of all involved professionals with dry seal & specimen signatures (4-photocopies)
- 7. **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**
- 8. **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)
- 9. **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 and with valid ID (1-original, 3- photocopies)
- 10. 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