



DOCUMENTARY REQUIREMENTS FOR BILLBOARD/SIGNAGE PERMIT APPLICATIONS

- 1. Duly accomplished and Notarized Unified Application and Billboard/Signage Permit Forms (4 original copies)
- 2. Barangay Clearance interposing no objection to the proposed/existing project **will not be required once barangay integration starts** (1 original, 3 photocopies)
- 3. Certified True Copy of OCT/TCT by the City Register of Deeds; If the applicant is not the registered owner, in addition to the TCT/OCT, a notarized consent from lot owner/Lease Contract/Deed of Absolute Sale (1-original, 3-photocopies)
- 4. Billboard/Signage Detailed Plans, Design, Bill of Materials and Estimates, Project Specifications, and other documents, signed and sealed by designed professionals and approved by the owner with valid Licenses (PRC ID) & current PTR of all involved professionals with dry seal & specimen signatures (4-sets)
 - a. Architectural Plans (Architect)
 - b. Civil/Structural Plans (Civil Engineer)
 - Structural Design and Analysis (above 20m² floor area)
 - Boring Test
 - c. Electrical Plans, if applicable (Professional Electrical Engineer)
 - e. Mechanical Plans, if applicable (Professional Mechanical Engineers)
 - f. Electronics Plans, if applicable (Electronics Communications Engineer)
 - g. Geodetic Documents/Line & Grade
- 5. DOLE's Construction Safety and Health Program (CSHP), NBC MC# 2, Series of 2011 (1 original copy, 3 photocopies)
- 6. Road-Right-of-Way Clearance (if structure is fronting National Road/Highway (1 original copy, 3 photocopies)
- 7. For applications 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, with valid ID (1 original, 3 photocopies)
- 8. Expanding Folder and Envelope (1 piece each) long size
- 9. Other documents as maybe needed:

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 with when submitting your application