



**DOCUMENTARY REQUIREMENTS FOR EXCAVATION & GROUND PREPARATION  
 PERMIT APPLICATIONS**

- 1. Duly accomplished and Notarized Unified Application and Excavation & Ground Preparation Permit Forms (4 original copies)
- 2. Excavation Clearance from the Barangay (1 original copy, 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. Methodology for Excavation and Ground Preparation, signed and sealed by Civil Engineer (1 original copy, 3-copies)
- 5. Building Plans/ Foundation / Excavation Plan, signed and sealed by Civil Engineer (minimum size: A3) with valid Licenses (PRC ID) & current PTR with dry seal & specimen signatures (4-sets)
- 6. Cash Bond (Section 304, Paragraph 4, NBCP) (1 original copy, 3 photocopies)
- 7. DOLE's Construction Safety & Health Program (CSHP), NBC MC No. 2, Series of 2011 (1 original copy, 3 photocopies)
- 8. 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 of authorized representative (4-photocopies)
- 9. Expanding envelope and folder (1 piece each) long size
- 10. Other documents as maybe needed:  
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**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