

Republic of the Philippines

OFFICE OF THE BUILDING OFFICIAL

CITY OF PANABO

CHECKLIST FOR PERMIT APPLICATION

SIGNBOARD	
NEW	RENEWAL
<div><input type="checkbox"/> Notarized Application Letter (1 copy)</div> <div><input type="checkbox"/> Lease of Contract / Certified True Copy of Title [for Lease of Contract (2 copies)] [for Title (1 true copy and 1 machine copy)]</div> <div><input type="checkbox"/> Signage Plan with Dimension and Elevation (3 copies) [if with post/support must be signed and sealed by a duly lisenced Architect / Civil Engineer]</div> <div><input type="checkbox"/> Electrical Plan [if lighted](3 copies) [signed and sealed by licensed Professional Electrical Engineer]</div> <div><input type="checkbox"/> Sketch Plan showing Site Development, Vicinity and Locational Map (2 copies)</div> <div><input type="checkbox"/> DPWH Clearance [if along highway] (1 original and 1 machine copy)</div>	<div><input type="checkbox"/> Notarized Application Letter (1 copy)</div> <div><input type="checkbox"/> Lease of Contract / Certified True Copy of Title [for Lease of Contract (2 copies)] [for Title (1 true copy and 1 machine copy)]</div> <div><input type="checkbox"/> Approved Sign Permit with official receipt (1 photocopy)</div> <div><input type="checkbox"/> Actual Pictures</div> <div><input type="checkbox"/> Sketch Plan showing Site Development, Vicinity and Locational Map (2 copies)</div>

PYLON	
<div><input type="checkbox"/> Notarized Application Letter (1 copy)</div> <div><input type="checkbox"/> Sketch Plan showing Site Development, Vicinity and Locational Map (2 copies)</div> <div><input type="checkbox"/> Certified Copy of Title (1 original and 1 photocopy)</div> <div><input type="checkbox"/> Forms</div>	<div><input type="checkbox"/> Signage Plan with Dimension and Elevation (3 copies) [if with post/support must be signed and sealed]</div> <div><input type="checkbox"/> Electrical Plan [if lighted](3 copies) [signed and sealed by licensed Professional Electrical Engineer]</div> <div><input type="checkbox"/> DPWH Clearance (1 original and 1 machine copy)</div>

TARPAULIN, BANNERS, STREAMER, ETC.	
<div><input type="checkbox"/> Notarized Application Letter (1 copy)</div> <div><input type="checkbox"/> Layout with Dimensions</div>	<div><input type="checkbox"/> Sketch Plan showing Site Development, Vicinity and Locational Map (2 copies)</div> <div><input type="checkbox"/> List of private establishment where the signages will be placed, with signature over printed name of the person who approved (2 copies)</div>

DIRECTIONAL SIGN	
<div><input type="checkbox"/> Notarized Application Letter (1 copy)</div> <div><input type="checkbox"/> Signage Plan with Dimension and Elevation (3 copies) [if with post/support must be signed and sealed by a duly lisenced Architect / Civil Engineer]</div>	<div><input type="checkbox"/> Sketch Plan showing Site Development, Vicinity and Locational Map (2 copies)</div> <div><input type="checkbox"/> List of private establishment where the signages will be placed, with signature over printed name of the person who approved (2 copies)</div>

MOBILE SIGN (NEW and RENEWAL)	
<div><input type="checkbox"/> Notarized Application Letter (1 copy)</div> <div><input type="checkbox"/> Signage Plan with Dimension and Elevation (3 copies) [if with post/support must be signed and sealed by a duly lisenced Architect / Civil Engineer]</div>	<div><input type="checkbox"/> Official Receipt and Certification of Registration unit (1 original and 1 photocopy)</div> <div><input type="checkbox"/> Notarized MOA between unit owner and advertizer (2 copies)</div>

(to be filled up the personal of the Office of the City Building Official)

Received / Pre-evaluated as to checklist by:	Re-entry of Application :
Name/Position : _____	Name/Position : _____
Date/Time : _____	Date/Time : _____
Signature : _____	Signature : _____

FIELD INSPECTORS	COMMENTS
Name/Position : _____	_____
Date/Time : _____	_____
Signature : _____	_____

CITY GOVERNMENT OF PANABO
OFFICE OF THE BUILDING OFFICIAL
PANABO CITY

APPLICATION NO.: _____

PERMIT NO.: _____

DATE: _____

☐ Billboard ☐ Signboard ☐ Streamer ☐ Pylon ☐ Direction Sign ☐ Moblie Sign

SIGN PERMIT

Permit is hereby granted to _____
with postal address at _____

to install/attach/paint _____

with the wordings "_____
at the premises of _____

as per attached sketch plan or location plan to pertinent provisions of the National Building Code (P.D. 1096), City Ordinance No. 092, series of 2000 and its implementing Rules and Regulations and to the following Conditions :

- 1 The sign shall be installed in conformity with Rule XX of the implementing Rules and Regulations of P.D. 1096 and the City Ordinance No. 092, Series of 2000
- 2 In case of Electric or neon signs the corresponding Electrical Permit therefore shall be secured.
- 3 This Permit must be kept in the premises of the establishment wherein the sign is installed for inspection purposes. It may be cancelled or revoked pursuant to sections 305 and 306 of the National Building Code (P.D. 1096), The City Ordinance No. 092, Series of 2000 and when public interest so demands.

☐ New ☐ Renewal
S.P. No. _____
Date Issued: _____
With sketch of location : _____

Fee : _____
O.R. No. : _____
Date Paid : _____

Recommending
Approval: _____

Approved :

Architect/Civil Engineer
(In-Charge of Construction)
PRC Reg. : _____
PTR No. : _____
Date Issued : _____
Place Issued : _____

By :

Applicant

NOTE :
STREAMERS ACROSS THE STREET ARE NOT
ALLOWED, PERMIT NUMBER MUST BE POSTED
ON BILLBOARDS/SIGNBOARDS AND STREAMERS

City Mayor

City Administrator

Building/Lot Owner

REMINDER :
RENEWAL OF SIGN PERMIT SHOULD BE FILED
IN THIS OFFICE ON OR BEFORE THE DUE DATE
TO AVOID PENALTIES AND SURCHARGE

ALL SIGNBOARDS/BILLBOARDS SHOULD BE
ANNUALLY INSPECTED EVERY 1st WEEK OF
JANUARY FOR PAYMENTS OF ANNUAL
INSPECTION FEES.

APPLICATION LETTER

Date : _____

ENGR. CIRINIA GRACE L. CATUBIG

Officer-In-Charge

Davao City

Sir/Maam:

I _____
(First Name) (Middle Name) (Family Name)

would like to apply for _____ for my _____

located at _____
(Complete Address)

I also authorize _____ to
(Authorized Representative of the Company)

transact the application with your Office in my behalf.

I/We hereby certify that the documents submitted herein are all true and correct, therefore falsification on the supporting document in any way will cause disapproval of the permit application without prejudice to further action that may be undertaken pursuant to Articles 171 & 172 of R.A. 3815, otherwise known as the Revised Penal Code of the Philippines.

(Signature over Printed Name of Owner)

(Signature over Printed Name of Authorized Representative)

Address: _____

Address: _____

Contact Number: _____

Contact Number: _____

REQUIREMENTS IN SIGN PERMIT APPLICATION

SIGNBOARD NEW

- >Application Letter with notarized
- > 2 copies Lease ;of contract/ title if owned
certified true copy of title and 1 Machines Copy
- >3 copies of signage Plan With Dimension And Elevation
. If with post/ support must be signed and sealed by
a duly lincensed Arthitect/Civil Engineer
- >3 copies of electrical Plan (if Lighted- signed & sealed
by a lincensed Professional Electrical Engineer)
- >2 copies of Locational Sketch Plan

Renewal

- .Application Letter with Notarized
- >2 Copies (photocopy) Lease of Contract/Title(if owned)
- >Photocopy of Approved sign Permit with official receipt.
- >Pictures

TARPULINS, BANNERS, STREAMER, ETC.

- >Applicant Letter with Notarized
- >Layout with Dimesions
- >2copies of Locational Sketch Plan
- >2 Copies of list of (private establishment where the
signages will be placed, with signature over printed
name of the person who approved.

PROHIBITED AREAS:

- > PARTS
- >CENTER Islands
- > Overpass and Flyover
- >Lamp Post (DLPC & PLDT)
- >Trees
- Any Government owned structures

PYLON

- >Application Letter with notarized
- >2 copies Sketch/ Lot Plan
- > title Certified true copy of From registry of
deeds with photocopy
- >Forms
- >3 copies of Signage Plan
with Dimension and Elevation
. If with post/support must be signed and sealed
a duly lincensed Architect/Civil Engineer
- >3 copies of Electrical Plan
. If lighted-signed & sealed by a lincensed
Profesional Engineer
- >1 Original & Machine DPWH clearance (highway)
. If signage with post/support

DIRECTIONAL SIGN

- >Applicant Letter with Notarized
- >3 copies of signage Plan with Dimension and Elevation
. If with post/support must be signed and sealed a duly
Lincensed Arthitect/ civil Engineer
- >3 copies of electrical Plan
.if lighted-signed & sealed by lincensed
Professional Engineer
- >2 copies lease of Contracr/Title (if Owned)

MOBILE SIGN

NEW & RENEWAL:

- > Application Letter with Notarized
- >3 Copies of Signage Plan with Dimension and Elevation
signed and sealed bu a duly lincensed arthitect/ civil engineer
- >1 original and 1 photocopy of O.R &
certification of registration of unit.
- >copies MOA Between unit owner and advertized

to be filed up the personnel of the office of City Building Official

Received/ Pre-evaluated as to checklist by:

name/ Postion: _____

Date/Time: _____

Signature: _____

Re-entry of Application: .

Name/ Position: _____

Date /Time : _____

Signature: _____

Application Letter should be Addres to ENGR. CIRINIA GRACE L. CATUBIG, OIC- Davao City Building Office

FIELD INSPECTORS

Name : _____

Time & Date: _____

Signature: _____

COMMENTS
