



## CHECKLIST IN SECURING SIGN PERMIT

Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR

- I. Sign Permit Form
- II. Certified True Copy of Title (*updated for not more than 6 months and should be free from any Adverse Claim, Lis Pen dens, and any encumbrances that may affect the application of permit being applied for.*), **or** Copy of Award (**APPLICANT IS THE REGISTERED OWNER OF LOT**)
- III. Surveyed Plan signed and sealed by Geodetic Engineer  
Contract of Lease, or Certified Copy of Authority to construct on the subject property (**APPLICANT IS NOT THE REGISTERED OWNER OF LOT**)
- IV. Latest Tax Declaration from City Assessor's Office with documentary stamp
- V. Latest Quarter of the real property tax receipt or Certificate of Non-Tax Delinquency w/ documentary stamp from City Treasurer's Office
- VI. Lot Plan and Site Development Plan
- VII. Plans of Sign Structures
- VIII. Structural Design and Computations
- IX. Specifications and Cost Estimates
- X. Photocopy of updated Professional Tax Receipt and Professional Identification Card (PRC ID) of all professional signatories in the application forms and plans (with 3 specimen signature)

### REMINDERS:

- \*\*ALL PLANS SHOULD BE SUBMITTED IN 3 SETS; MUST BE DULY SIGNED AND SEALED BY LICENSED PRACTITIONER AND SIGNED BY THE OWNER**
- \*\*ALL DOCUMENTS PREPARED BY LICENSED PRACTITIONER SHOULD BE DULY SIGNED AND SEALED**
- \*\*ALL FILES THAT WILL BE UPLOADED SHOULD BE IN PDF FORMAT**