



## CHECKLIST IN SECURING FENCING PERMIT

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

- ☐ I. Applicants is the registered owner of the lot.
    - ☐ a. Certified true copy of title (*updated for not more than 3 months*), or
    - ☐ Copy of Award
    - ☐ b. Survey Plan prepared by a Geodetic Engineer
  - ☐ II. Applicant is not the registered owner of the lot.
    - ☐ a. Certified Photocopy/ Original/ Duplicate Copy of the Contract of Lease, or
    - ☐ b. Certified Photocopy/ Original/ Duplicate Copy of the Absolute Deed of Sale, or
    - ☐ c. Certified Photocopy/ Original/ Duplicate Copy of Conditional Deed of Sale, or
    - ☐ d. Original copy of Authority to construct on the subject property
  - ☐ III. Latest Tax Declaration from the City Assessor's office with documentary stamp
  - ☐ IV. Latest quarter of the real property tax receipt or certificate of non-tax delinquency with Documentary Stamp from the City Treasurer's Office
  - ☐ V. Duly accomplished Fencing Permit form (**back-to-back legal-sized bond paper; 5 sets**)
  - ☐ VI. Fencing Specifications (2 sets *duly signed and sealed*)
  - ☐ VII. Bill of Materials (2 sets *duly signed and sealed*)
  - ☐ VIII. Vicinity map/location plan within a half-kilometer radius showing prominent landmarks or major thoroughfares for easy reference – minimum A3 size
  - ☐ IX. Site Development Plan showing the lot boundaries and the location of proposed fence – minimum A3 size
  - ☐ X. Section and details of fence, footings, columns and beams - minimum A3 size
  - ☐ XI. Elevation Plans of fence from corner to corner with complete dimensions – minimum A3 size
- \*\*Note: Item V-XI must be duly signed and sealed by licensed practitioner (Civil Engineer or Architect)**
- ☐ XII. Clear latest picture of site (*Taken at least a week before application*)
  - ☐ XIII. Photocopy of updated Professional Tax Receipt and Professional Identification Card (PRC ID) of all professional signatories in the application forms and plans (duly signed and sealed)
  - ☐ XIV. Construction Tarpaulin
  - ☐ XV. Duly notarized authorization to process and receive approved permit or special power of the attorney (*for representative/s*)
  - ☐ XVI. Barangay Certificate

### 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**