



Republic of the Philippines
BUILDINGS AND ARCHITECTURE OFFICE

City Government of Baguio

Tel.No. (074)442-2503 Fax No. (074)443-9239

Website: <http://www.baguio.gov.ph>

CHECKLIST IN SECURING EXCAVATION PERMIT

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

- ☐ I. Applicant is the registered owner of the lot
 - ☐ a. Certified true copy of title (updated for not more than 3 mos.), or
 - ☐ Copy of Award
 - ☐ b. Survey Plan prepared by a Geodetic Engineer showing adjacent lot/s and existing building/s (with name of owner/s)
 - ☐ c. Topographic Map prepared by a Geodetic Engineer
- ☐ II. Applicant is not registered owner of the lot
 - ☐ a. Certified Photocopy/Original/Duplicate copy of the Contract of Lease, or
 - ☐ Certified Photocopy/Original/Duplicate copy of the Absolute Deed of sale, or
 - ☐ Certified Photocopy/Original/Duplicate copy of the Conditional Deed of Sale, or
 - ☐ Authority to Construct on the subject property
- ☐ III. Latest Tax Declaration with documentary stamp from City Assessor's Office
- ☐ IV. Latest quarter of the real property tax receipt or Certificate of Non-tax Delinquency with Documentary Stamp from City Treasurer's Office
- ☐ V. Duly accomplished Excavation Permit Form (**back-to-back legal-sized bond paper; 5 sets**)
- ☐ VI. Excavation Plan showing the lot boundaries, the area to be excavated and locations of retaining walls – minimum A3 size
- ☐ VII. Vicinity map/location plan within a half-kilometer radius showing prominent landmarks or major thoroughfares for easy reference – minimum A3 size
- ☐ VIII. Plan showing the sequence of excavation and construction of retaining walls – minimum A3 size
- ☐ IX. Excavation sections (at least two sections) with volume computation of soil to be excavated – minimum A3 size
- ☐ X. Plan, details and installation procedure of temporary soil protection – minimum A3 size
- ☐ XI. Structural Plan and Section Details of retaining wall – minimum A3 size
- ☐ XII. Drainage Plan during excavation – minimum A3 size
- ☐ XIII. Clear latest picture of site/area (Taken at least a week before application)
- ☐ XIV. 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)
- ☐ XV. Construction Tarpaulin
- ☐ XVI. Duly notarized authorization to process and receive approved permit or special power of attorney (*for representative/s*)
- ☐ XVII. Structural Analysis of Retaining Walls (*2 sets signed and sealed*)
- ☐ XVIII. Excavation Methodology/Statement (*2 sets signed and sealed*)
- ☐ XIX. Certificate of Construction Safety Health Program (CSHP) from DOLE
- ☐ XX. Letter of applicant notifying the adjacent property owner/s that an excavation is to be made and also showing how the adjoining property is to be protected. The said letter should be sent to the concerned party/parties not less than ten (10) days before such excavation is to be made (With signature of adjacent property owners)
- ☐ XXI. Picture and location of dump site with consent from the lot owner (With lot ownership documents - Title)
- ☐ XXII. 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**