



CHECKLIST IN SECURING SCAFFOLDING 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
- III. Surveyed Plan signed and sealed by Geodetic Engineer
- IV. Latest Tax Declaration from City Assessor's Office with documentary stamp
- V. Latest Quarter of real property tax receipt or Certificate of Non-Tax Delinquency w/ documentary stamp from City Treasurer's Office
- VI. Copy of Approved Building Permit
- VII. Clear latest picture of site/area (*taken at least a week before application*)
- VIII. Detailed plan (location plan/vicinity map, site development, floor plan & elevation with complete dimensions) -3 sets duly signed and sealed
- IX. Specification – duly signed and sealed
- X. Methodology – duly signed and sealed
- XI. Updated Professional Identification Card/PRC ID and Professional Tax Receipt of professional – signed and sealed
- XII. Construction and Safety Health Program (CSHP) from DOLE
- XIII. 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)

REMINDER:

****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**