



Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Contact Number/s: \_\_\_\_\_

Application: **BILLBOARD**

- **1 Set Duly Accomplished Application Forms (*Completely and properly filled-out*)**

**Building Permit Box 1, Box 3A, Box 6, Box 7 & Box 9**

**Sanitary/Plumbing Permit Box 1, Box 6, Box 7 & Box 8**

Remarks: \_\_\_\_\_

\_\_\_\_\_

- **1 CEDULA (*Residence Certificate*)**
- **1 Home Owners Association Clearance**
- **2 Barangay Clearance**

Remarks: \_\_\_\_\_

\_\_\_\_\_

- **1 Locational Clearance**
- **2 Locational Plan**
- **6 Sets Plans with Key Plan, Location Map & Vicinity Map (*Signed by the Owner/Applicant & Signed and sealed by Engineer/Architect*) \*3-Storey Up must be signed and sealed by an Architect.**

Remarks: \_\_\_\_\_

\_\_\_\_\_

- **2 copies of Bill of Materials (*Signed & Sealed by Architect/Engineer*)**
- **2 sets Specification (*Signed & sealed by Architect/Engineer*)**

Remarks: \_\_\_\_\_

\_\_\_\_\_

- **2 sets Structural Computation (*Signed & sealed by Engineer*)**

Remarks: \_\_\_\_\_

\_\_\_\_\_

- **2 TCT (*Certified True Copy by Registry of Deeds w/in the last 4 months*)**
- **2 copies Tax Declaration**
- **2 copies of Certification that there are no back taxes/ Tax Receipt (*Real Property Tax Division*)**

Remarks: \_\_\_\_\_

\_\_\_\_\_

- **1 copy of PRC ID, PTR & UAP-IAPOA (for Architects) of Licensed Engineer/ Architect**

Remarks: \_\_\_\_\_

\_\_\_\_\_