



# Application Sheet & Inspection Report



OFFICE OF THE CITY BUILDING OFFICIAL  
City of BACCOOR  
Province of Cavite

Applicant Name:		TRACKING NO:	
Location of Billboard/Signage:			
Inspector Name:	Application Date:	Inspection Date:	Follow Up Date:
Representative & Contact Person:		Contact Number:	

## Checklist of requirements for ANNUAL BILLBOARD/SIGNAGE RENEWAL

### TECHNICAL DOCUMENTS:

- CERTIFICATE** of Structural Stability from Structural Engineer (*ORIGINAL Copy*)
  - That the Billboard/Signage is structurally safe and sound
  - Billboard/Signage design & dimension (Indicate size L x W x H)
- PRC ID & PTR of Structural Engineer (*Photocopy, updated, signed & sealed with three (3) ORIGINAL specimen signatures*)
- SIGNAGE** Permit Form (*Accomplished and duly signed and sealed*)
- Picture(s)** of Billboard/Signage (*With clear SKETCH, location, label, name & number of contact person*)
- Folder long (1pc) & Expanding Plastic Envelope (1pc) - Color **VIOLET**

### SUPPORTING DOCUMENTS:

- Insurance Coverage and Policy
- Photocopy of previous approved Sign Permit & order of payment
- Authorization Letter notarized (*If a representative will apply in behalf of the applicant w/ photocopy of valid ID*)
- Tax Declaration of Billboard/Signage

### REMARKS & RECOMMENDATIONS:

