



Republic of the Philippines  
Province of Cavite  
**CITY OF BACOOR**  
**OFFICE OF THE BUILDING OFFICIAL**

**INFORMATION SHEET & INSPECTION REPORT FORM  
FOR SIGN PERMIT (BILLBOARD/SIGNBOARD RENEWAL)**

Date Received:	Inspection Date:	Tracking No.
Name of Applicant:		
Location:		
Name of Representative/Contact Person:		Contact Number(s):
<b>SIGNAGE PERMIT NO.</b>		Date Issued:
<b>CERTIFICATE OF USE NO.</b>		Date Issued:

**Checklist of Requirements for Securing a Sign Permit (Billboard/Signboard Renewal)**

**A. Documents**

1. Information Sheet & Inspection Report Form for Sign Permit (Billboard/Signboard Renewal) application (*this form*)
2. Sign Permit Form
3. Certificate of Structural Stability of Steel Framing & its Anchorages (*2 sets - duly signed & sealed by CE*)
4. Photocopy of updated valid PRC ID's & PTR of CE (*with 3 specimen signature & dry-seal*)
5. Photocopy of Insurance Coverage and Policy
6. Tax Declaration of Billboard/Signboard and Land
7. Tax Clearance of Real Property Billboard/Signboard and Land (*updated*)

**B. Supplementary Documents**

1. Photocopy of previous approved Signage Permit
2. Picture(s) of Billboard/Signage (*with clear sketch of location*)
3. As built plan (*2 sets - if there are changes, revisions on the approved plan*)
4. If a Representative is applying in behalf of the applicant
  - \_\_\_Notarized Authorization Letter to transact with OBO (*with valid ID's*)
5. Expanding plastic envelope (*1 pc. - color violet*) & long folder (*1 pc.*)

**INSPECTION REPORT** (*To be accomplished by OBO Inspector*)

**RECOMMENDATION** (*To be accomplished by OBO Evaluator*)

**ASSESSMENT OF FEES**

UNIT	DESCRIPTION	AMOUNT
<b>ONE-TIME PAYMENT (NEW)</b>		
	Signboard Structure Fee	₱
	Sign Permit Fee	
	Certificate of Use	
	Annual Inspection Fee	
	Signboard Inventory Fee	
<b>ANNUAL PAYMENT (RENEWAL)</b>		
	Annual Renewal Fee (Signboard)	₱
	Annual Renewal Fee (Structure)	
	<b>Administrative Fine</b>	
	<b>Other Fee</b>	
<b>TOTAL</b>		₱

**LOCATION SKETCH** *(leading to the site and showing prominent roads and landmarks):*