



**SIGN PERMIT**

(For Business Sign & Billboard/Signboard)

**CHECKLIST OF REQUIREMENTS**

Telephone No. (046) 481-4121 / (046) 481-4100 local 215

**A. Business Sign**

- 1. Sign Permit Form
- 2. Contractor's Temporary Business Permit Application Form
- 3. Notarized Bill of Materials (2 sets - to be signed & sealed by Engr/Arch on each page)
- 4. Photocopy of updated valid PRC ID's & PTR of Engrs/Arch (with 3 specimen signature & dry-seal)
- 5. Complete & Detailed Signage Plans (4 sets - scale of 1:100 duly signed & sealed by the design professionals)

**B. Billboard/Signboard (for Wall-Mounted)**

- 1. Sign Permit Form
- 2. Contractor's Temporary Business Permit Application Form
- 3. Notarized Bill of Materials (2 sets - to be signed & sealed by Engr/Arch on each page)
- 4. Photocopy of updated valid PRC ID's & PTR of Engrs/Arch (with 3 specimen signature & dry-seal)
- 5. Certificate of Structural Stability of Steel Framing and its Anchorages (1 set - duly signed & sealed by Civil Engineer)
- 6. Complete & Detailed Signage Plans (4 sets - scale of 1:100 duly signed & sealed by the design professionals)

**C. Billboard/Signboard (for Free-Standing/Pylon)**

- 1. Unified Application Form for Building Permit and FSEC
- 2. Ancillary Forms (for free standing billboard structure)
  - \_\_\_ Sign Permit
  - \_\_\_ Architectural Permit
  - \_\_\_ Civil/Structural Permit
- 3. Locational Clearance Application Form
- 4. Contractor's Temporary Business Permit Application Form
- 5. Relocation Survey Report & Lot Plan with Vicinity Map (4 sets - duly signed & sealed by a licensed GE)
- 6. Photocopy of updated valid PRC ID's & PTR of Engrs/Arch (with 3 specimen signature & dry-seal)
- 7. Project Specification (2 sets - to be signed & sealed by Engr/Arch on each page)
- 8. Notarized Bill of Materials (3 sets - to be signed & sealed by Engr/Arch on each page)
- 9. Structural Design Analysis & Computation (1 set - for structure two(2) storey and above NSCP 5<sup>th</sup> Edition)
- 10. Seismic Analysis (1 set - for structure exceeding 7.5 meters in height)
- 11. Complete & Detailed Plans (4 sets - scale of 1:100 duly signed & sealed by the design professionals)
  - \_\_\_ Architectural Plans (showing Site Dev't Plan, Location Plan, Vicinity Map)
  - \_\_\_ Structural Plans
  - \_\_\_ Signage Plans

**D. Supplementary Documents (1 set)**

- 1. Electronic copy of Transfer Certificate of Title (TCT) (original copy)
  - If applicant has Co-owner(s) on the Transfer Certificate of Title (TCT)
    - ❖ \_\_\_ Notarized Affidavit of Consent
  - If TCT is not in the name of the applicant (submit any of the following)
    - ❖ \_\_\_ Deed of Absolute Sale
    - ❖ \_\_\_ Contract to Sell
    - ❖ \_\_\_ Lease Contract
    - ❖ \_\_\_ Deed of Assignment / Donation or any equivalent
  - If TCT is in the name of a Corporation
    - ❖ \_\_\_ Corporate Secretary's Certificate (authorizing the signatory with general information sheet)
  - If a Representative is signing in behalf of the applicant
    - ❖ \_\_\_ Notarized Special Power of Attorney (SPA) (with valid ID of applicant and representative)
- 2. Tax Declaration of Lot & Building (if with existing structure/building)
- 3. Tax Clearance of Real Property Lot & Building (updated & if with existing structure/building)
- 4. Affidavit of Undertaking (for National Agencies Clearances, Barangay Clearance, HOA Clearance & Neighbor's Consent)
- 5. Sketch or Key Plan (with clear landmarks leading to the lot with name & number of contact person)
- 6. Picture of site/location (colored copy)
- 7. Expanding plastic envelope (1 pc. - color yellow) & long folder (1 pc.)

**REMARKS**

- Complete Documents
- Incomplete Documents (please comply documents with unchecked boxes)

**NOTES:**

- All application forms are available in OSCP and/or on the website
- All the fully accomplished forms and requirements must be fastened in a long folder except for the drawing plans & reports
- **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED**
- Bring the checklist when submitting your application
- Keep your **FOLLOW-UP SLIP** at all times, **"NO FOLLOW-UP SLIP, NO RELEASE"**

Name of Receiving Officer:	_____
Date & Time Returned:	_____
Signature of applicant:	_____