

Date: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Description: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Project: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECKLIST OF REQUIREMENTS**

[ ]  Five (5) copies of filed up Application Form for Fencing Permit signed and sealed by professional (NOTARIZED)

[ ]  Two (2) copies of Transfer Certificate of Title (TCT), or Deed of Absolute Sale or or Contract to Sell or Contract of Lease (if lessee)

 Secretary’s Certificate (if corporation) and/or Notarized Authorization Letter/SPA (if the applicant/signatory is not the owner)

[ ]  Two (2) copies of Tax Declaration of Real Property

[ ]  One (1) photocopy of Community Tax Certificate (Cedula)

[ ]  Two (2) copies of updated Official Receipt of Real Property Tax

[ ]  Barangay Building Clearance (photocopy)

[ ]  Three (3) sets of Survey Plans, design plans and other documents as follows:

[ ]  A) Architectural Documents

[ ]  B) Civil/Structural Documents

[ ]  C) Geodetic Documents

[ ]  Two (2) photocopies of Valid Licenses (PRC I.D.) & PTR of all involved professionals (All copies must be originally signed & sealed)

[ ]  Two (2) copies of signed and sealed Bill of Materials

[ ]  Two (2) copies of signed and sealed Specifications

I fully understand that in case there are lacking **MAJOR** requirements on my submission shall cause delay in processing the permit applied. That **ONLY** incomplete requirements with minor deficiencies will proceed to assessment / evaluation and the said documents shall be submitted upon claiming the order of payment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Receiving Officer Applicant

 (Signature over printed name) (Signature over printed name)

**IMPORTANT NOTES:**

* **All application forms are available in the Office of the Building Official and/or on the website.**
* **All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports. All Document must be put inside a clear expandable plastic envelope.**
* **ONLY COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
* **Bring this Checklist with detachable Claim Stub when submitting your application.**

**Keep your CLAIM STUB at all times; “NO CLAIM STUB, NO RELEASE”**

 **R E L E A S I N G .**

**PERMIT RECEIVED BY: DATE OF RELEASE:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature over printed name

**CLAIM STUB**

Application No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time & Date Applied/Submitted : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature over Printed Name)

Name of Applicant/Owner : ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Project : ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title : ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*For updates and inquiries, please call OBO/MEO at 798-0391 local 3647 or email at meobaliwag@gmail.com within 4 working days.*

**NOTE:** Bring this claim stub upon claiming the Order of Payment/Building Permit, FSEC & other documents.