

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.

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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.