



LOCAL BUILDING OFFICIAL DIVISION
City of San Fernando, Pampanga

CHECKLIST OF REQUIREMENTS IN SECURING SIGN PERMIT
(FM-LBOD-26S / Revision No. 02 / 02-17-2017)

Only applications with **COMPLETE requirements will be accepted.*

**Please include this checklist when submitting the below stated documents.*

Technical Documents:

- ___ Five (5) copies of Building Permit (**DPWH Form No. 77-001-B**) - for new construction, addition, repair and renovation of building/structures, outdoor ads/billboards and other similar
- ___ Three (3) copies of Application Form for Electrical Permit (**DPWH Form No. 77-001-E**) – for sign with electrical wiring installation/works
- ___ Three (3) copies of Electrical Permit (**DPWH Form No. 77-002-E**), for sign with electrical wiring installations/works
- ___ Two (2) Sets of Plans preferably A-1 Size (594mm x 641 mm)
- ___ Two (2) sets of Bill of Materials, all originally signed and sealed by an architect or civil engineer
- ___ Two (2) sets of Specifications, all originally signed and sealed by an architect or civil engineer
- ___ Construction Sign Board (for presentation only)

Legal Documents:

- ___ One (1) original copy of Certified True Copy of Transfer Certificate of Title (TCT) from Register of Deeds and one (1) additional photocopy.

**In case the applicant is not the registered owner of the lot, two (2) copies of any of the following duly notarized documents showing proof of ownership shall be submitted:*

- ___ Contract of Lease or Award Notice/ Offer Sheet
 - ___ Deed of Absolute Sale/ Donation/ Usufruct
 - ___ Contract of Sale
 - ___ Affidavit of Heirs
 - ___ Two (2) copies of Certified Copy of Tax Declaration (1 original and 1 photocopy)
 - ___ Two (2) copies of Current/Latest Real Property Tax Receipt or Land Tax Clearance
- *Certified True Copy of Transfer Certificate of Title, Certified Tax Declaration and Real Property Tax Receipt or Land Tax Clearance are not applicable for tenants in malls or commercial building.*
- *For installation of signages only, submit existing approved Building Permit.*
- ___ Two (2) copies Corporate Secretary's Certificate authorizing the signatory
 - ___ Two (2) Special Power of Attorney/ Authorization Letter

Clearances:

- Two (2) copies of Barangay Clearance (1 original and 1 photocopy)
- One (1) copy of Fire Safety Evaluation Clearance (FM-BFP-06), for outdoor ads/ billboards with electrical wiring installation/works
- One (1) copy of Construction Safety and Health Program Certificate and/or Endorsement of Building Permit Application for Construction Safety and Health Program (CSHP) (FM-LBOD-03) duly received by DOLE-for outdoor ads/billboards and other similar structure
- DPWH Clearance – For signs/billboards within national roads

**A surcharge shall be imposed and collected from any person who shall construct, repair (building), install, alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit (Section 212, Rule III of the National Building Code – P.D. 1096 and its Revised IRR).*