



LOCAL BUILDING OFFICIAL DIVISION
City of San Fernando, Pampanga

CHECKLIST OF REQUIREMENTS IN SECURING FENCING PERMIT
(FM-LBOD-26F / Revision No. 02 / 02-17-2016)

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

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

Technical Documents:

- Three (3) copies of Fencing Permit (**DPWH Form No. 77-009-B**), all originally signed and sealed by an architect or civil engineer
- Three copies of Application Form for Electrical Permit (**DPWH Form No. 77-001-E**) – for fence with electrical wiring installations/works
- Three (3) copies of Electrical Permit (**DPWH Form No. 77-002-E**) – for fence with electrical wiring installations/works
- Three (3) of Sets of Plans, all originally signed and sealed by an architect or civil engineer
- Three (3) Sets of Location Plan, original copy duly signed and sealed by a geodetic engineer
- Three (3) sets Bill of Materials, all originally signed and sealed by an architect or civil engineer
- Three (3) 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 two (2) additional photocopies.

***In case the applicant is not the registered owner of the lot, 3 copies of any of the following duly notarized documents showing proof of ownership shall be submitted:*

- Contract of Lease or Award Notice
- Deed of Absolute Sale/ Donation/ Usufruct
- Contract of Sale
- Authority to Construct/ Affidavit of Heirs
- Three (3) copies of Certified Copy of Tax Declaration (1 original and 2 photocopies)
- Three (3) copies of Current/Latest Tax Receipt or Land Tax Clearance
- Three (3) copies Corporate Secretary's Certificate authorizing the signatory
- Three (3) Special Power of Attorney/ Authorization Letter

Clearances:

- Three (3) copies of Barangay Clearance (1 original and 2 photocopies)
- One (1) copy of Fire Safety Evaluation Clearance (**FM-BFP-06**), for fence 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
- DPWH Clearance – For fence within national road

**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).*