



**OFFICE OF THE CITY BUILDING OFFICIAL  
City of San Fernando, Pampanga**



**CHECKLIST OF REQUIREMENTS IN SECURING FENCING PERMIT**  
(*FM-CSFP-QMS-16; Revision No. 00; 02/08/2021*)

- Only applications with **COMPLETE** requirements will be accepted by the Office of the City Building Official (OCBO).
- Please include this checklist when submitting the below stated documents.

**Technical Documents:**

- \_\_\_ Three (3) copies of notarized Unified Application Form for Building Permit (**FM-OCBO-09**)
- \_\_\_ Two (2) copies of Fencing Permit (**DPWH FORM NO. 77-009-B**), all originally signed and sealed by an architect or civil engineer
- \_\_\_ Two (2) copies of Application Form for Electrical Permit (**DPWH FORM NO. 77-001-E**), all originally signed and sealed by PEE – for fence with electrical wiring installations/works
- \_\_\_ Two (2) copies of Electrical Permit (**DPWH FORM NO. 77-002-E**) – for fence with electrical wiring installations/works
- \_\_\_ Three (3) of sets of the following Plans, all originally signed and sealed by an architect or civil engineer:
  - \_\_\_ Architectural Plans
  - \_\_\_ Civil/Structural Plans
  - \_\_\_ Electrical Plans with Short Circuit and Voltage Drop Calculations
  - \_\_\_ Mechanical Plans (if applicable)
  - \_\_\_ Electronic Plans (if applicable)
- \_\_\_ Three (3) copies of Location Plan, blueprint copy, originally signed and sealed by a geodetic engineer
- \_\_\_ Three (3) sets Bill of Materials, all originally signed and sealed by an architect or civil engineer, notarized
- \_\_\_ Three (3) sets of Specifications, all originally signed and sealed by an architect or civil engineer
- \_\_\_ One (1) copy of DOLE Certification for Construction Safety and Health Program Certificate
- \_\_\_ Two (2) copies of Valid Professional Licenses and latest PTR with three (3) specimen signatures and seal

**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, 2 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
  - \_\_\_ Memorandum of Agreement
  - \_\_\_ Waiver of Rights
- \_\_\_ One (1) copy of certified copy of Tax Declaration (to be facilitated by OCBO)
- \_\_\_ One (1) copy of Real Property Tax Clearance or latest real property tax payment receipt (to be facilitated by OCBO)
- \_\_\_ Any of the following will be required in cases when the applicant is not the registered owner (1 original copy):
  - \_\_\_ Corporate Secretary's Certificate – for corporation
  - \_\_\_ Special Power of Attorney
  - \_\_\_ Notarized Authorization Letter

**Clearances:**

- \_\_\_ Barangay Clearance (for OCBO)
- \_\_\_ Fire Safety Evaluation Clearance (**BFP-QSF-FSED-003**) - for fence with electrical wiring installation/works  
**(to be facilitated by OCBO)**

**Note:**

*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).*