



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



CHECKLIST OF REQUIREMENTS IN SECURING SIGN PERMIT
(FM-CSFP-QMS-35; 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:

- ___ ****Two (2) copies of Unified Application Form for Building Permit (FM-OCBO-09)**, all originally signed and sealed by an architect or civil engineer, notarized
- ___ Two (2) copies of Application Form for Electrical Permit **(DPWH FORM NO. 77-001-E)**, all originally signed and sealed by a PEE – for sign with electrical wiring installations/works
- ___ Two (2) copies of Electrical Permit **(DPWH FORM NO. 77-002-E)**, – for sign with electrical wiring installations/works
- ___ Two (2) copies of Electronics Permit **(NBC Form No. A-07)**
- ___ Three (3) sets of the following Plans, preferably A-1 Size (594mm x 641 mm), all originally signed and sealed by an architect or civil engineer *(additional 1 copy for sign/ billboard structure along national road)*:
 - ___ Architectural Plans
 - ___ Civil/ Structural Plans
 - ___ Electrical Plans with Short Circuit and Voltage Drop Calculations
 - ___ Electronic Plans – for electronic billboards
- ___ Three (3) sets of Location Plan, all originally signed and sealed by a geodetic engineer (if applicable)
- ___ Three (3) sets of 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
- ___ Three (3) copies of Valid Professional Licenses and latest PTR with three (3) specimen signatures and seal
- ___ Affidavit of Undertaking – for Sign Permit applications with 30 days grace period submission of other government clearances

*Legend: ** - Additional one (1) copy for signage with structures*
- Additional one (1) copy for outdoor ads/ billboards with electrical wiring installation/works

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
 - ___ Authority to Install Signage
 - ___ Affidavit of Heirs
 - ___ Memorandum of Agreement
 - ___ Waiver of Rights
- ___ One (1) copy of Certified Copy of Tax Declaration
- ___ One (1) copy of Real Property Tax Clearance or latest real property tax payment receipt
- ___ 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

Notes: -Certified True Copy of Transfer Certificate of Title is not applicable for tenants in malls or commercial building.
-For installation of signages only, submit existing approved Building Permit. (if applicable)

Clearances:

- ___ One (1) copy of Zoning Certificate **(FM-CPDCO-02)** or Locational Clearance **(FM-CPDCO-04)** – for signage with structures **(to be facilitated by OCBO)**
- ___ One (1) copy of Fire Safety Evaluation Clearance **(BFP-QSF-FSED-003)**, for outdoor ads/ billboards with electrical wiring installation/works **(to be facilitated by OCBO)**
- ___ One (1) copy of DPWH Clearance – For signs/billboards within national roads (to be submitted within 30 days from the date of application)
- ___ One (1) copy of NGCP Clearance – for signs/ billboards near transmission lines (to be submitted within 30 days from the date of application)

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).