



CHECKLIST OF REQUIREMENTS

SIGN PERMIT APPLICATION

Stub no.: _____
Applicant: _____
Location: _____
Project title: _____

Owner/Representative's Name: _____

Telephone/ Mobile number: _____

Basic Requirements

- 4 copies of duly accomplished Unified Building and Sign Permit application Forms originally signed and sealed by a licensed Civil Engineer/Architect.
- 4 sets of plans with key plan, Locational Map & Vicinity Map – originally signed and sealed by the supervising Civil Engineer/Architect and signed by the owner.
- 1 copy of Detailed Bill of Materials – signed and sealed by Civil Engineer.
- 1 copy of Specification – signed and sealed by Civil Engineer
- 1 copy of Structural Design and Analysis – signed and sealed by Civil Engineer **(if pylon signage)**
- 1 copy of the approved plan of the building where the pylon will be installed **(for pylon signage)**
- 1 copy of latest PTR and Valid PRC ID of respective Licensed Engineer / Architect originally signed and sealed
 - Architect with attached UAP / IAPOA certificate
 - Civil/Structural Engineer
- 1 copy of certificate of Occupancy of the Building / unit **(Photocopy)**
- 1 copy of Tax declaration of land and building **(original copy)**
- 1 copy of certificate that there no back taxes or updated Tax Receipt **(original)**.
- 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative **(if corporation) (original copy)**
- 1 copy of duly notarized Authorization Letter with attached photocopy of ID of Owner/applicant and representative **(original copy) (if applicable)**
- 1 copy of Certificate of Use – for billboard structure **(original)**

Additional Requirement

(For sign and sign structures equipped with electrical devices/ machinery rated less than 500 kva or less than 600 volts)

- 4 sets of Electrical plans, duly signed and seal by a Professional Electrical Engineer and signed by the owner / applicant.
- 1 set detailed Bill of Materials for Electrical works originally signed and sealed by a Professional Electrical Engineer (PEE)
- 1 set Scope of Works for electrical works originally signed and sealed by PEE
- 1 set Electrical Design Analysis, Short Circuit and Voltage Drop Calculation, originally signed and sealed by PEE.
- 1 set Electrical Specification originally signed and sealed by PEE.
- 1 latest copy of PTR and PRC ID of Professional Electrical Engineer (PEE) / Registered Electrical Engineer (REE) / Registered Master Electrician (RME) originally signed and sealed.

Date and time Received: _____

RECEIVED BY: _____