



# CHECKLIST OF REQUIREMENTS

## EXCAVATION AND GROUND PREPARATION PERMIT APPLICATION

Stub no.: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Location: \_\_\_\_\_  
Project title: \_\_\_\_\_

Owner/Representative's Name: \_\_\_\_\_

Telephone/ Mobile number: \_\_\_\_\_

### Basic Requirements

- 4 copies of duly accomplished Excavation and Ground Preparation 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 latest Verification Survey Plan and Survey Report -originally signed and sealed by a Geodetic Engineer.
- 1 copy of Detailed Bill of Materials – signed and sealed by Civil Engineer/Architect.
- 1 copy of Specification – signed and sealed by Civil Engineer/Architect.
- 1 copy of Structural plan and structural design and analysis – signed and sealed by Civil Engineer, for slope protection **(if applicable)**
- 1 copy of Soil Test **(if applicable)**
- 1 copy of latest PTR and Valid PRC ID of Licensed Engineer / Architect originally signed and sealed
  - Architect with attached UAP / IAPOA certificate
  - Civil/Structural Engineer
  - Geodetic Engineer
- 1 copy of Locational Clearance **(original) (If applicable)**
- 1 original copy of Certified True Copy of TCT – within the last 4 months
- 1 copy of Tax Declaration of Land **(original)**
- 1 copy of certificate that there no back taxes or updated Tax Receipt. **(original)**
- 1 copy of Barangay Clearance **(original)**
- 1 copy of Homeowner's Clearance **(original)**
- 1 copy of CEDULA (Community Tax Certificate) **(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)**

### Additional Requirement

If in case the **applicant** is not the registered owner of the said lot / building in addition to TCT, the Following Documents must be attached, whichever is applicable:

- 1 copy of duly notarized Deed of Absolute Sale **(original)**
- 1 copy of duly notarized Deed of Donation **(original)**
- 1 copy of Assignment of Rights or any proof of ownership and possession. **(original)**
- 1 copy of Duly notarized Affidavit of Consent from the Lot Owner. **(original)**
  - 1 copy of Duly notarized Extra Judicial Settlement (if registered owner is deceased) **(original)**
  - 1 copy of Duly notarized Special Power of Attorney **(original)**.

Date and time Received: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_