



Republic of the Philippines
City Government of Valenzuela
OFFICE OF THE BUILDING OFFICIAL
(ONE STOP SHOP FOR CONSTRUCTION PERMIT)



**DOCUMENTARY REQUIREMENTS FOR
ACCESSORY PERMITS (VARIOUS)**

FENCING PERMIT

- Four (4) copies of properly filled up and notarized Fencing Permit Forms
- One (1) copy of certified true copy and three (3) photocopies of Transfer Certificate of Title (TCT); If TCT is not in the name of the applicant, submit Deed of Absolute Sale or Contract of Lease.
- Special Power of Attorney (SPA) or Secretary's Certificate if the applicant is a Corporation - One (1) original and three (3) photocopies.
- Four (4) sets of Relocation Survey/ Lot Plan (A3 size, 15" x 20" or 20" x 30") - signed and sealed by a licensed Geodetic Engineer;
- Four (4) sets of Fencing Plan and details/ sections - fence below 1.80m in height (A3 size, 15" x 20" or 20" x 30") - signed and sealed by the concerned professional;
- Four (4) clear photocopies of Valid Professional Licenses (PRC I.D.) and Professional Tax Receipts (PTR) of the concerned professional/s.

*** nothing follows ***

Barangay Clearance, Tax Clearance and Latest/updated copy of Tax Declaration shall be processed in the OSCP and shall be billed accordingly reflecting in the Order of Payment.

NOTES:

- Please include this checklist when submitting the above-mentioned documents for your application.
- All the fully accomplished above-mentioned forms and requirements must be fastened in a LONG FOLDER including the Drawing Plans and reports upon submission. (make 4 sets).
- Only COMPLETE and COMPLIANT application will be accepted.
- Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE!" Policy.
- ***A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (buildings), install (Electro-mechanical equipments), alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit. (Section 25.1 of Rule III of the National Building Code/PD 1096)***



NBC FORM NO. B - 03

FENCING PERMIT

APPLICATION NO.

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FP NO

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BUILDING PERMIT NO.

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BOX 1 (TO BE ACCOMPLISHED BY THE OWNER/APPLICANT)

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN	
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP			
ADDRESS:	NO., STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIP CODE	TELEPHONE NO
LOCATION OF CONSTRUCTION:	LOT NO. _____	BLK NO. _____	TCT NO. _____	TAX DEC. NO. _____	
STREET _____		BARANGAY _____		CITY/ MUNICIPALITY OF _____	
SCOPE OF WORK					
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> REPAIR _____	<input type="checkbox"/> OTHERS (Specify) _____			
<input type="checkbox"/> ERECTION	<input type="checkbox"/> DEMOLITION _____	_____			
<input type="checkbox"/> ADDITION					

BOX 2

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
_____ Date _____	
ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name)	
Address _____	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 3

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS	
_____ Date _____	
ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name)	
Address _____	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 4 (TO BE ACCOMPLISHED BY THE APPLICANT)

APPLICANT:	WITH MY CONSENT: LOT OWNER
_____	_____
(Signature Over Printed Name) Date _____	(Signature Over Printed Name) Date _____
Address _____	Address _____
C.T.C. No. Date Issued Place Issued	C.T.C. No. Date Issued Place Issued

BOX 5

REPUBLIC OF THE PHILIPPINES) S.S
CITY/MUNICIPALITY OF _____)
BEFORE ME, at the City/Municipality of _____, on _____ personally
appeared the following:

_____	CTC No. _____	Date Issued _____	Place Issued _____
APPLICANT			
_____	CTC No. _____	Date Issued _____	Place Issued _____
LICENSED ARCHITECT OR CIVIL ENGINEER (Full-Time Inspector and Supervisor of Fencing Works)			

whose signatures appear herein above, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.
WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series No. _____

NOTARY PUBLIC (Until December _____)

BOX 6 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

MEASUREMENTS : _____ LENGTH IN METERS	_____ HEIGHT IN METERS
TYPE OF FENCING:	
<input type="checkbox"/> INDIGENOUS MATERIALS	<input type="checkbox"/> R.C. STEEL MATTING
<input type="checkbox"/> R.C. (Reinforced Concrete)	<input type="checkbox"/> R.C. BARBED WIRE
<input type="checkbox"/> R.C. and CONC. HOLLOW BLOCKS	<input type="checkbox"/> OTHERS (Specify) _____
<input type="checkbox"/> R.C. and BRICKS	<input type="checkbox"/> _____
<input type="checkbox"/> R.C. and INTERLINK/CYCLONE WIRE	<input type="checkbox"/> _____

BOX 7 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
LINE AND GRADE (GEODETIC)					
CIVIL/STRUCTURAL					
ELECTRICAL					
OTHERS (Specify)					
ASSESSED FEES					
	Amount Due	O. R. Number	Date Paid	Processed By	
LINE AND GRADE (GEODETIC)					
FENCING					
ELECTRICAL (If any)					
OTHERS (Specify)					
TOTAL					

BOX 8 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:

PERMIT IS HEREBY ISSUED/GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications is liable for damages if within fifteen (15) years from the completion of the structure, it should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
2. That the proposed construction/erection/addition, etc. shall be in conformity with the provisions of the "National Building Code" (P.D. 1096) and its Implementing Rules and Regulations.
 - a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by responsible licensed Geodetic Engineer.
 - b. That before commencing the excavation the person making or causing the excavation to be made shall verify in writing the owner of adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected.
 - c. That the owner of the fence shall engage the services of responsible licensed Architect or Civil Engineer to undertake the full time inspection and supervision of the construction work.
 - d. That there shall be kept at the jobsite at all times a logbook wherein the actual progress of construction including test conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.

PERMIT ISSUED BY:

BUILDING OFFICIAL
(Signature Over Printed Name)
Date _____