



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)**

SIGN PERMIT

- Four (4) copies of properly filled up and notarized Sign 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 Signage Plan and details/ sections/ connections or mounting details (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.
- Four (4) sets of Technical Specifications and Construction Guidelines, and Bill of Materials

*** nothing follows ***

Barangay Clearance, Locational 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 - 07

SIGN PERMIT

APPLICATION NO.

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SP 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	USE OR CHARACTER OF OCCUPANCY		
ADDRESS: NO.,	STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIPCODE	TELEPHONE NO
LOCATION OF CONSTRUCTION:		LOT NO. _____	BLK NO. _____	TCT NO. _____	TAX DEC. NO. _____
STREET _____		BARANGAY _____		CITY/ MUNICIPALITY _____	
SCOPE OF WORK					
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION _____	<input type="checkbox"/> DEMOLITION _____			
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION _____	<input type="checkbox"/> ANCILLARY BUILDING/STRUCTURE _____			
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR _____	<input type="checkbox"/> OTHERS (Specify) _____			
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING _____	<input type="checkbox"/> _____			
USE OR CHARACTER OF OCCUPANCY					
A. Type of Display -					
1. <input type="checkbox"/> Neon	1. <input type="checkbox"/> Single Face	2. <input type="checkbox"/> Double Face	3. <input type="checkbox"/> Multi-Media		
2. <input type="checkbox"/> Illuminated		3. <input type="checkbox"/> Painted-on	4. <input type="checkbox"/> Other		
B. Type of Installation					
1. <input type="checkbox"/> Business Sign, Wall Type	4. <input type="checkbox"/> Business Sign, Temporary	7. <input type="checkbox"/> Advertising Sign, Wall Type			
2. <input type="checkbox"/> Business Sign, Projecting Type	5. <input type="checkbox"/> Advertising Sign, Ground Type	8. <input type="checkbox"/> Advertising Sign, Other			
3. <input type="checkbox"/> Business Sign, Ground Type	6. <input type="checkbox"/> Advertising Sign, Wall Type				
C. Display Size/Face:					
L (m) = _____	W (m) = _____	At (m ²) = _____			

BOX 2 (TO BE CHECKED, RECEIVED AND RECORDED)

ACCOMPANYING DOCUMENTS: [FIVE (5) SETS EACH SIGNED AND SEALED BY RESPONSIBLE DESIGN PROFESSIONAL]	
<input type="checkbox"/> CERTIFIED XEROX COPY OF TCT	<input type="checkbox"/> XEROX COPY OF LOT PLAN AND SITE DEVELOPMENT PLAN
<input type="checkbox"/> IF NOT OWNED BY THE APPLICANT IN ADDITION TO THE CERTIFIED XEROX COPY OF TCT, XEROX COPY OF CONTRACT OF LEASE	<input type="checkbox"/> PLANS OF SIGN STRUCTURES, STRUCTURAL DESIGN & COMPUTATIONS
<input type="checkbox"/> XEROX COPY OF TAX DECLARATION AND LATEST REALTY TAX RECEIPT	<input type="checkbox"/> SPECIFICATIONS AND COST ESTIMATES

BOX 3

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

BOX 4

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 5

_____ Date _____			
APPLICANT (Signature Over Printed Name)			
Address			
C.T.C. No.	Date Issued	Place Issued	TIN

BOX 6

BUILDING OWNER		
_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 7

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

BOX 8 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

FEE PAID _____ DATE PAID _____ OFFICIAL RECEIPT NO. _____ DATE ISSUED _____

BOX 9 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)**ACTION TAKEN:**

Permit is hereby issued/granted to _____ with postal address at _____
 to install/erect/construct/attach/paint _____ with the word _____ at
 the premises of _____ as per submitted plans pursuant to pertinent provisions
 of the "National Building Code" (PD 1096) and its Implementing Rules and Regulations and 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 for a building/structure is responsible for damages if within fifteen (15) years from the completion of the structure, the same 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 sign shall be in conformity with Rule XX of the "National Building Code" (PD 1096).
 - a. That prior to commencement of the proposed project and construction/erection, an actual relocation survey shall be conducted by the responsible licensed geodetic engineer.
 - b. That before commencing the excavation the person making or causing the excavations to be made shall notify in writing the owner of the 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 sign structure shall engage the services of a responsible licensed architect or civil engineer to undertake the full-time inspection an supervision of the construction work.
 - d. That there shall be kept at the jobsite a logbook of daily construction activities wherein the actual daily progress of construction including tests 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.
 - e. That upon completion of the construction/sign structure, the responsible licensed supervising architect or civil engineer shall submit the logbook duly signed and sealed to the Building Official including as-built plans and other documents.
 - f. That he shall also prepare and submit a Certificate of Completion of the project stating that the construction/sign structure conforms to the provision of the "National Building Code" (PD 1096) as well as with plans and specifications.
2. That no sign shall be used and no change in the existing character of occupancy classification of a building/structure or portion thereof shall be made until the Building Official has issued a Certificate of Use or Occupancy therefor as provided in the "National Building Code" (PD 1096).
3. That this permit shall not serve as an exemption from securing permit/written clearances from various government authorities exercising regulatory function affecting building and other related structures.
4. Signs shall adhere to the Code of Ethics for Advertising and Promotions and to the rules and regulations of the appropriate agency in-charge of the conduct of the business.
5. Signs shall promote and uphold the public goods especially in historical monuments and shrines, natural scenic areas, parks, parkways and their immediate approaches. Immediate approaches shall mean a distance not exceeding fifty (50.00) meters from the periphery of said areas.
6. Signs shall display or convey only message or visuals that conform to public decency and good taste.
7. Signs shall follow standards of design, construction and maintenance in the interest of public safety, convenience, good viewing and to promote proper urban design or community architecture.
8. Sign structures may be constructed only in areas where zoning regulations permit them and in accordance with the accepted standards of design, construction and maintenance.
9. Signs and sign structures shall be constructed in accordance with the provisions of Section 2003 of the "National Building Code" (PD 1096). Plans of sign structure exceeding three (3.00) meters in height from the ground shall be signed and sealed by the responsible designing architect or civil engineer.
10. Signs and sign structures built within highly restrictive fire zones shall be of incombustible materials. No combustible materials other than approved plastic shall be used in construction of electrical signs.
11. Signs and sign structures equipped with electrical devices shall have an electrical plan conforming with the provisions of the latest edition of the Philippine Electrical Code duly signed and sealed by the responsible Professional Electrical Engineer, if the installation or the machinery is rated less than 500 KVA or less than 600 volts.
12. Signs shall be placed in a such manner that no part of its surface will interfere in any way with the free use of a doorway, a fire escape, standpipe or other required means of exit and fire-protective devices.
13. Signs, which are written in foreign language, shall have corresponding translation in English or in the local dialect.
14. The bottom line of all signboards adjacent to each other shall follow a common base line as determined by the Building Official.

PERMIT ISSUED BY:

BUILDING OFFICIAL
 (Signature Over Printed Name)
 Date _____