



## SIGN PERMIT

APPLICATION NO.

SP NO.:

**BOX 1 ( To be accomplished by designing Architect/Civil Engineer, in print):**

NAME OF APPLICANT: Last Name First Name M.I.			Tax Identification Number
For Construction owned	Form of Ownership	Main economic Activity/ Kind of Bus.	
ADDRESS:	No. of Street	Barangay	City/Municipality
LOCATION:	No. of Street	Barangay	City/Municipality
SCOPE OF WORK:			
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> others			
TYPE OF SIGN:		MAKE ( Display Surface)	
<input type="checkbox"/> Well		<input type="checkbox"/> Neon	
<input type="checkbox"/> Projecting		<input type="checkbox"/> Panaflex	
<input type="checkbox"/> Roof (max. of 6.0 meters)		<input type="checkbox"/> Cloth/Canvas	
<input type="checkbox"/> Self-supporting (Above 6.0 meters)		<input type="checkbox"/> G.I. Sheets	
<input type="checkbox"/> Others (Specify) _____		<input type="checkbox"/> Others (Specify) _____	
TEMPORARY SIGNS(Designing Arch't./CE not necessary)		TYPE OF SIGN STRUCTURE:	
<input type="checkbox"/> STREAMER		<input type="checkbox"/> WOODEN	
<input type="checkbox"/> POSTERS		<input type="checkbox"/> STEEL	
<input type="checkbox"/> OTHERS (SPECIFY) _____		<input type="checkbox"/> Others (specify) _____	
BOX 2 ( To be accomplished by the Receiving & Recording Section)			

LOT OR INSTALLATION SITE DOCUMENTS ( THREE SETS EACH )  <input type="checkbox"/> LOT TITLE <input type="checkbox"/> LEASE /RENTAL CONTRACT <input type="checkbox"/> LOT/BUILDING OWNER'S AUTHORITY <input type="checkbox"/> OTHERS [ Specify]	SIGN PLANS AND DOCUMENTS  <input type="checkbox"/> PERSPECTIVE,SITE DEV'T. PLAN <input type="checkbox"/> MECHANICAL PLAN <input type="checkbox"/> SPECIFICATIONS <input type="checkbox"/> BILL OF MAT'LS AND COST ESTIMATES <input type="checkbox"/> STRUCTURAL ANALYSIS & COMPUTATIONS
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CLEARED AS TO ZONING REQUIREMENTS

CLEARED AS TO TOURISM:

\_\_\_\_\_  
 CITY ZONING OFFICE R

\_\_\_\_\_  
 CITY TOURISM OFFICER

**BOX 3 ( To be accomplished by the Building Official)**

<b>ACTION TAKEN:</b> PERMIT is hereby GRANTED subject to the following conditions: 1. That the SIGN shall be installed in conformity with Chapter 20 of P.D.1096 and Rule V of its Implementing Rules and Regulation 2. In case of Electronic or neon signs, a corresponding electrical permit therefore shall be secured. 3. This permit must kept in the premises of the establishment wherein the sign is installed for inspection purposes.  NOTE: THIS PERMIT MAYBE CANCELLED OR REVOKED PURSUANT TO SECTION 305 AND 306 OF THE NATIONAL BUILDING CODE (PD 1096) AND WHEN PUBLIC INTEREST SO DEMANDS.	<b>APPROVED:</b>          _____ DATE
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**BOX 4 ( To be accomplished by Designing Architect/ Civil Engineer in print)**

<b>TOTAL ESTIMATED COST</b> _____	<b>COST OF EQUIPMENT INSTALLED</b> _____	<b>Total surface Area</b> _____ <b>sq.m.</b> <b>Proposed Date of construction</b> _____ <b>Expected Date of Completion</b> _____
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**BOX 5 ( To be accomplished by the Division/Section Concerned)**

<b>NOTED:</b> _____ <b>Chief, Processing Div./Sec</b>	<b>PROGRESS FLOW</b>					
	<b>TIME</b>	<b>IN DATE</b>	<b>OUT TIME</b>	<b>DATE</b>	<b>ACTION/REMARKS</b>	<b>PROCESSED BY:</b>
<b>RECEIVING &amp; RECORDING</b>						
<b>LAND USE AND ZONING</b>						
<b>ARCHITECTURAL</b>						
<b>STRUCTURAL</b>						
<b>SANITARY</b>						
<b>ELECTRICAL</b>						
<b>MECHANICAL</b>						
<b>ELECTRONICS</b>						

We hereby affix our hands signifying our conformity to the information herein setforth					
<b>BOX 6 ( To be accomplished by designer)</b>			<b>BOX 9 ( To be accomplished by the Structural Designer)</b>		
<b>ARCHITECT/CIVIL ENGR./ PRC NO.</b> (Signed & Sealed Plans/Specifications Print Name		<b>PRC NO.</b>	<b>CIVIL ENGINEER/STRUCTURAL ENGINEER</b> Signed & Sealed Struct'l Design Anaslysis & comp. Print Name		<b>PRC NO.</b>
<b>Address</b>			<b>Address</b>		
<b>PTR NO.</b>	<b>DATE ISSUED</b>	<b>P-ISSUED</b>	<b>PTR NO.</b>	<b>DATE ISSUED</b>	<b>P-ISSUED</b>
<b>SIGNATURE</b>		<b>TIN</b>	<b>SIGNATURE</b>		<b>TIN</b>

**BOX 7 (To be accomplished by the Construction-in-Charge)**

**BOX 10 ( To be accomplished by Lot Owner)**

<b>ARCHITECT/CIVIL ENGINEER In-charge of Construction</b>		<b>PRC NO.</b>	<b>TCT/OCT NO.</b>		<b>TAX Dec. No.</b>
<b>Print Name:</b>			<b>Print Name:</b>		
<b>ADDRESS</b>			<b>ADDRESS</b>		
<b>PTR NO.</b>	<b>DATE ISSUED</b>	<b>PLACE ISSUED</b>	<b>RES. CERT. NO</b>	<b>D-ISSUED</b>	<b>P-ISSUED</b>
<b>SIGNATURE</b>		<b>TIN</b>	<b>SIGNATURE</b>		<b>TIN</b>

**BOX 9 (TO BE ACCOMPLISHED BY THE APPLICANT)**

<b>SIGNATURE</b>  _____		<b>RES. CERT. NO.</b>	<b>DATE ISSUED</b>	<b>PLACE ISSUED</b>
<b>APPLICANT</b>				