



**FENCING PERMIT REQUIREMENTS**

- 3 Copies of Properly filled-out Fencing Application form, notarized and originally signed and sealed by licensed Architect or Engineer
- 3 Sets of Fencing Plans originally signed and sealed by licensed Architect / Engineer
  - Architectural Plans duly signed and sealed by Architect
  - Structural Plans duly signed and sealed by Civil / Structural Engineer
  - Site Development Plan** (With technical description of the Lot)
  - Others: \_\_\_\_\_
- 3 sets of Bill of Materials duly signed and sealed by the Architect / Civil Engineer
- 3 Sets of Specifications signed and sealed by the Architect / Civil Engineer
- 1 set (Original) Structural Analysis / Computations duly signed and sealed by Civil / Structural Engineer
- 1 set of Location Plan duly signed and sealed by Geodetic Engineer
- 1 copy - Certified True Copy of Transfer Certificate Title;
  - \*\*In case the applicant is not the registered owner of the lot, any of the following duly notarize documents showing proof of ownership shall be submitted:**
    - Contract of Lease, with attached title
    - Notice of Award / Deed of Donation, with attached title
    - Deed of Absolute Sale / Contract to Sell, with attached title
    - Authority to Construct / Affidavit of Consent from the Lot Owner / Deed of Usufruct, with attached title
    - Valid ID of the Lot Owner & Applicant
  - \*\*In case the registered owner of the lot is deceased, provide notarize document of the following:**
    - Affidavit of Heirs
    - Extra Judicial Settlement of Estate
    - Death Certificate of the deceased Owner
    - PSA Birth Certificate of Heir/s (if the deceased owner is the parent/ spouse/ children/ etc., / of applicant)
    - Authorization Letter for the representative transacting the permit
    - Valid ID of Heir/s & representative
  - \*\*In case the registered owner of the lot is single, provide:**
    - Marriage Contract
    - Valid ID
  - \*\*In case the registered owner of the lot is in abroad, provide:**
    - Consularized Special Power of Attorney (executed and signed abroad at the Philippine Embassy of the country where the requesting OFW resides)
    - Authorization Letter for the representative transacting the permit
    - Valid ID of the OFW & Representative
- 1 Certified True Copy of Tax Declaration of land and building
- 1 Copy of Latest Year Real Property Tax Receipt
- 1 Original copy of Secretary Certificate, duly notarized
- 1 Colored Copy of Valid ID with specimen signature
- 1 Original Copy of Homeowner's Clearance or Developer's Approval if applicable
- 1 Original Copy Barangay Clearance
- 1 Colored Copy of Updated PTR and PRC of signing professional
- LONG BROWN ENVELOPE OR EXPANDABLE ENVELOPE
- OTHERS (Specify) : \_\_\_\_\_

**APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED**

For inquiries:

**CALL:** (02) 8808-2020 local 205 and 206

**TEXT:** 0991 925 3896

**E-mail:** [officeofthebuildingofficial@gmail.com](mailto:officeofthebuildingofficial@gmail.com)

OBO-030-0



**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. (Reinforced Concrete) <input type="checkbox"/> R.C. and CONCRETE HOLLOW BLOCKS <input type="checkbox"/> R.C. and BRICKS <input type="checkbox"/> R.C. and INTERLINK/ CYCLONE WIRE	<input type="checkbox"/> R.C. STEEL MATTING <input type="checkbox"/> R.C. BARBED WIRE <input type="checkbox"/> OTHERS (Specify) _____ _____ _____

**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)				
<b>TOTAL</b>				

**BOX 8 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)****ACTION TAKEN:****PERMIT IS HEREBY ISSUE/GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That under the 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 and 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" (PD 1096) and its Implementing Rules and Regulations.
  - a) That prior to commencement of the proposed project 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 date are to be recorded, same shall be made available for scrutiny and comments by the Office of the Building Official representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.

**PERMIT ISSUED BY:**

**ENGR. JULIETA A. TIÑANA**  
Building Official

\_\_\_\_\_ Date