



Republic of the Philippines  
 Department of Public Works and Highways  
 OFFICE OF THE BUILDING OFFICIAL  
 City of San Pedro, Laguna  
 Area Code: 3426R



### SIGN PERMIT REQUIREMENTS

**NOTE: PEASE PRINT ALL FORMS IN A LEGAL/LONG SIZE PAPER. FORMS MUST BE PRINTED BACK TO BACK**

- 3 Copies of Properly filled-out Sign Application form, notarized and originally signed and sealed by licensed Architect or Engineer
- 3 Sets of Signage 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: \_\_\_\_\_

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- 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 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 notarized documents showing proof of ownership shall be submitted:
  - Contract of Lease or Award Notice
  - Deed of Absolute Sale / Donation / Usufruct
  - Contract of Sale
  - Authority to Construct / Affidavit of Consent from the Lot Owner / Affidavit of Heirs
- 1 Certified True Copy of Tax Declaration of land and building
- 1 Original copy of Secretary Certificate, duly notarized
- 1 Colored Copy of Valid ID with specimen signature
- 1 Copy of Latest Year Real Property Tax Receipt
- 1 Original Copy of Homeowner's Clearance or Developer's Approval if applicable
- 1 Original Copy Barangay Clearance
- 1 set (Original) Structural Analysis / Computations duly signed and sealed by Civil / Structural Engineer
- 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: 0961 630 6655 or 0961 630 6685  
 E-mail: [officeofthebuildingofficial@gmail.com](mailto:officeofthebuildingofficial@gmail.com)

OBO-077-0



Republic of the Philippines  
 Department of Public Works and Highways  
**OFFICE OF THE BUILDING OFFICIAL**  
 City of San Pedro, Laguna  
 Area Code: 4023



**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 IN PRINT 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		TELEPHONE No.	
ZIP CODE							
LOCATION OF CONSTRUCTION		LOT No. _____	BLK No. _____	TCT No. _____	TAX DEC. _____		
STREET _____,		BARANGAY _____,		CITY OF SAN PEDRO, LAGUNA, 4023			
<b>SCOPE OF WORK</b>							
<input type="checkbox"/> NEW INSTALLATION		<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"/> _____			
<b>USE OR TYPE OF OCCUPANCY</b>							
A. <b>TYPE OF DISPLAY</b> -							
1. <input type="checkbox"/> Neon		2. <input type="checkbox"/> Illuminated		3. <input type="checkbox"/> Painted-on		4. <input type="checkbox"/> Other	
1. <input type="checkbox"/> Single Face		2. <input type="checkbox"/> Double Face		3. <input type="checkbox"/> Multi-Media			
B. <b>TYPE OF INSTALLATION</b>							
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. <b>DISPLAY SIZE/FACE:</b> L (m)= _____		W (m)= _____		At (m <sup>2</sup> ) = _____			

**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 DEVELOPEMENT 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
	<input type="checkbox"/> OTHERS (Specify) _____

**BOX 3**

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

**BOX 4**

FULL-TIME INSPECTOR & SUPERVISOR OF CONSTRUCTION WORKS	
_____ Date _____	
ARCHITECT AND/OR CIVIL ENGINEER (Signed and Sealed Over Printed Name)	
ADDRESS	
PRC No.	Validity
PTR No.	Date Issued
Issued at	T.I.N

**BOX 5**

<b>APPLICANT</b> (Signature Over Printed Name) _____ Date Signed: _____	
Address	
C.T.C. No.	Date Issued
Place Issued	T.I.N.

**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/construction/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 condition:

1. That under Articles 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 and specifications or defects in the ground. The engineer or architect who supervises the construction shall be solitarily 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 excavation 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 and supervision of the construction work.
    - d. That there shall be kept at the jobsite the 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 the 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.
  3. 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 therefore as provided in the "National Building Code" (PD 1096).
  4. 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.
  5. 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.
  6. Signs shall promote and uphold public goods especially in historical monument 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.
  7. Signs shall display or convey only message or visuals that conform to public decency and good taste.
  8. 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.
  9. 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.
  10. 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.
  11. 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.
  12. 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.
  13. 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.
  14. Signs, which are written in foreign language shall have corresponding translation in English or in the local dialect.
- The bottom line of all signboards adjacent to each other shall flow a common base line as determined by the Building Official.

**PERMIT ISSUED BY:****ENGR. JULIETA A. TIÑANA**

BUILDING OFFICIAL

Date \_\_\_\_\_