



### **CHECKLIST IN SECURING FENCING PERMIT**

Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR

- I. Applicants is the registered owner of the lot.
  - a. Certified true copy of title (*updated for not more than 3 months*), or
  - Copy of Award
  - b. Survey Plan prepared by a Geodetic Engineer
- II. Applicant is not the registered owner of the lot.
  - a. Certified Photocopy/ Original/ Duplicate Copy of the Contract of Lease, or
  - b. Certified Photocopy/ Original/ Duplicate Copy of the Absolute Deed of Sale, or
  - c. Certified Photocopy/ Original/ Duplicate Copy of Conditional Deed of Sale, or
  - d. Original copy of Authority to construct on the subject property
- III. Tax Declaration from the City Assessor's office with documentary stamp
- IV. Latest quarter of the real property tax receipt or certificate of non-tax delinquency with Documentary Stamp from the City Treasurer's Office
- V. Duly accomplished Fencing Permit form
- VI. Fencing Specifications (*to be signed by the Applicant/ Owner, signed and sealed*)
- VII. Bill of Materials (*signed and sealed*)
- VIII. Fencing Plan & Details: Design Analysis for fence with height of 2 meter and above. (*signed and sealed*)

**\*\*Note: Item V-VIII must be duly signed and sealed by licensed practitioner (Civil Engineer or Architect)**

- VIII. Clear latest picture of site (*Taken at least a week before application*)
- IX. Photocopy of updated professional tax receipt and Professional Regulations Commission (PRC) identification of all professional signatories to the application forms and plans
- X. Construction Tarpaulin
- XI. Duly notarized authorization to process and receive approved permit or special power of the attorney (*when applicable*)