

OFFICE OF THE MUNICIPAL ENGINEER/BUILDING OFFICIAL

PROCESSING AND EVALUATION DIVISION

Structural Section

SIGN PERMIT

APPLICATION NO.

SP NO.

BUILDING PERMIT NO.

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BOX 1 (TO BE ACCOMPLISHED BY 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				
1. <input type="checkbox"/> NEW CONSTRUCTION	5. <input type="checkbox"/> RENOVATION _____	9. <input type="checkbox"/> DEMOLITION _____		
2. <input type="checkbox"/> ERECTION	6. <input type="checkbox"/> CONVERSION _____	10. <input type="checkbox"/> ANCILLARY BUILDING/STRUCTURE _____		
3. <input type="checkbox"/> ADDITION	7. <input type="checkbox"/> CONVERSION _____	11. <input type="checkbox"/> OTHERS (Specify) _____		
4. <input type="checkbox"/> ALTERATION	8. <input type="checkbox"/> MOVING _____	12. <input type="checkbox"/> _____		
USE OR CHARACTER OF ACCUPANCY				
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	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 (m²) = _____				

BOX 2 (SUBMITTALS TO BE CHECKED, RECEIVED AND RECORDED)

ACCOMPANYING DOCUMENTS: (FIVE (5) SETS EACH SIGNED AND SEALED BY RESPONSIBLE DESIGNING 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 & CVCOMPUTATIONS
<input type="checkbox"/> XEROX COPY OF TAX DECLARATION AND LATEST REALTY TAX RECEIPT	<input type="checkbox"/> SPECIFICATION AND COST ESTIMATES

BOX 3

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

BOX 4

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS	
_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed)	
PRC No.	Validity
PTR No.	Date Issued
Issued at	TIN

BOX 5

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

BOX 6**BUILDING OWNER**

(Signature Over Printed Name)

Address

C.T.C. No.

Date Issued

Place Issued

BOX 7**WITH MY CONCENT: LOT OWNER**

(Signature Over Printed Name)

Address

C.T.C. No.

Date Issued

Place Issued

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

BOX 8 (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 wording _____ 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 the Designer is aware that under Article 1723 of the Civil Code of the Philippines, he is responsible for damages if within Fifteen (15) years from the completion of the structure, it should collapse due to defect in the plans or specifications or defect in the ground. He is therefore enjoined to conduct annual inspection of the structure to ensure that the conditions under which the structure was designed are not being violated or abuse.

2. That the proposed sign shall be in conformity with the Rule XX of the "National Building Code" (PD 1096).

That prior to commencement of the proposed projects and construction/erection, an actual relocation survey shall be conducted by responsible License Geodetic Engineer.

That before commencing the excavation the person making or causing the excavation is to be made shall notify in writing the owner of adjoining building not less than ten (10) days before such excavation is to be and show how the adjoining building should be projected.

That the owner of the sign structure shall engage the services of a licensed Architect or Civil Engineer to undertake the full-time inspection and supervision of the construction.

That there shall be kept at the jobsite at all times 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.

That upon completion of the construction/sign structure. The said 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.

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.

3. That no sign shall be used and no change in the existing Character of Occupancy, Classification of a Building/Sign Structure or portion thereof shall be made until the Building Official has issued a Certificate of Use/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 the Public goods especially in historical monuments and shrines, natural scenic areas, parks, parkways and their immediate approaches. Immediate approach shall mean distance not exceeding 50.00 meters from the periphery of said areas.

7. Signs shall display or convey only messages 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 the 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 structures exceeding 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 Zone shall be of incombustible materials. No combustible materials other than approved 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 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 places in such a manner that no part of its surface will interfere in any way with the free use of a doorway, a fire escape, stand pipe or other required means of exit and fire-protective devices.

14. Signs which are written in any foreign language shall have corresponding translation in English or in the Local Dialect.

15. The bottom line of all sign boards adjacent to each other shall follow a common base line as determine by the Building Official.

RECOMMENDING ISSUANCE OF SIGN PERMIT:

SIGN INSPECTOR
(Signature Over Printed Name)

CHIEF, STRUCTURAL SECTION
(Signature Over Printed Name)

CHIEF, PROCESSING AND EVALUATION DIVISION
(Signature Over Printed Name)

PERMIT ISSUED:

BUILDING OFFICIAL
Date _____