

Republic of the Philippines  
Province of Batangas  
CITY OF TANAUAN

## Office of the City Building Official

### 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		MI	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE			FORM OF OWNERSHIP			USE OR CHARACTER OF OCCUPANCY	
ADDRESS:	NO.	STREET	BARANGAY	CITY/MUNICIPALITY	ZIP CODE	TELEPHONE NUMBER	
LOCATION OF ELECTRICAL WORKS:		LOT NO.	BLK NO.	TCT NO.	TAX DEC. NO.		
STREET, BARANGAY			CITY OF TANAUAN, BATANGAS				

**SCOPE OF WORK**

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE
<input type="checkbox"/> CORRIDORS	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHERS (Specify)
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING	

**USE OR CHARACTER OF OCCUPANCY**

A. Type of Display

1 <input type="checkbox"/> Single Face	2 <input type="checkbox"/> Double Face	3 <input type="checkbox"/> Multi-Media
1 <input type="checkbox"/> Neon	2 <input type="checkbox"/> Illuminated	3 <input type="checkbox"/> Painted-on
		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 ITC	<input type="checkbox"/> XEROX COPY OF LOT PLAN AND SITE DEVELOPMENT PLAN
<input type="checkbox"/> IF 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

**BOX 3**

DESIGN PROFESSIONAL PLANS & SPECIFICATIONS	
<p>_____</p> <p>ARCHITECT OR CIVIL ENGINEER</p> <p>(Signed &amp; Sealed Over Printed Name)</p>	
PRC No	Validity
PTR No	Date Issued
Issued at	TIN

**BOX 4**

FULL-TIME INSPECTOR & SUPERVISOR OF CONSTRUCTION WORKS	
<p>_____</p> <p>ARCHITECT OR CIVIL ENGINEER</p> <p>(Signed &amp; Sealed Over Printed Name)</p>	
PRC No	Validity
PTR No	Date Issued
Issued at	TIN

**BOX 5**

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

BOX 6

BUILDING OWNER		
_____ (Signature Over Printed Name)		
Address _____		
CTC No. _____	Date Issued _____	Place Issued _____

BOX 7

WITH MY CONSENT: LOT OWNER		
_____ (Signature Over Printed Name)		
Address _____		
CTC No. _____	Date Issued _____	Place Issued _____

FEE PAID _____	DATE PAID _____	OFFICIAL RECEIPT NO _____	DATE ISSUED _____
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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 wording \_\_\_\_\_ at the premises of \_\_\_\_\_  
 as per submitted plans pursuant to pertinent provisions of the "National Building Code" (P. D. 1096) and its Implementing Rules and Regulations 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 THE 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 INSPECTIONS OF THE STRUCTURE TO ENSURE THAT THE CONDITIONS UNDERWHICH THE STRUCTURE WAS DESIGNED ARE NOT BEING VIOLATED OR ABUSED.
2. THAT THE PROPOSED SIGN SHALL BE IN CONFORMITY WITH THE RULE XX OF THE "NATIONAL BUILDING CODE" (PD 1096)
  - 2.1 THAT PRIOR TO COMMENCEMENT OF THE PROPOSED PROJECTS AND CONSTRUCTION/ERECTION AN ACTUAL RELOCATION SURVEY SHALL BE CONDUCTED BY RESPONSIBLE LICENSED GEODETIC ENGINEER.
  - 2.2 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 MADE AND SHOW HOW THE ADJOINING BUILDING SHOULD BE PROTECTED.
  - 2.3 THAT THE OWNER OF THE SIGN STRUCTURE SHALL ENGAGE TO SERVICES OF A RESPONSIBLE LICENSED ARCHITECT OR CIVIL ENGINEER TO UNDERTAKE THE FULL-TIME INSPECTION AND SUPERVISION OF THE CONSTRUCTION WORK.
  - 2.4 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.
  - 2.5 THAT UPON COMPLETION OF THE CONSTRUCTION/SIGN STRUCTURE, THE SAID 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.
  - 2.6 THAT HE SHALL ALSO PREPARE AND SUBMIT CERTIFICATE OF COMPLETION OF THE PROJECT STATING THAT THE CONSTRUCTION/SIGN STRUCTURE CONFORMS WITH 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" (P.D. 1096).
4. THAT THIS PERMIT SHALL NOT SERVE AS AN EXEMPTION FROM SECURING PERMIT/WITTEN CLEARANCES FROM VARIOUS GOVERNMENT AUTHORITIES EXERCISING REGULATORY FUNCTION AFFECTING BUILDING AND OTHER RELATED STRUCTURES.
5. SIGNS SHALL ADHERE TO THE CODE OF ETHICS TO THE CODE OF ETHICS FOR ADVERTISING & PROMOTIONS TO THE RULES & REGULATIONS OF THE APPROPRIATE AGENCY IN CHARGE OF THE CONDUCT OF THE BUSINESS.
6. SIGNS SHALL PROMOTE & UPHOLD THE PUBLIC GOODS THE PUBLIC GOODS SPECIALLY IN HISTORICAL MONUMENTS & SHRINES, NATURAL SCENIC AREAS, PARKS, PARKWAYS AND THEIR IMMEDIATE APPROACHES. IMMEDIATE APPROACHES SHALL MEAN A 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 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 PROVISION OF SECTION 2003 OF THE "NATIONAL BUILDING CODE" (PD 1096) PLANS AND 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. SIGN 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 PROVISION 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 PLACE IN SUCH A MANNER THAT NO PART OF ITS SURFACE WILL INTERFERE IN ANYWAY WITH THE FREE USE OF A DOORWAY, 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 DETERMINED BY THE BUILDING OFFICIAL.

**RECOMMENDING ISSUANCE OF ARCHITECTURAL PERMIT:**

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 ENGR. ROBERTO M. VARGARA  
 Building Official