



NAME OF OWNER/APPLICANT : \_\_\_\_\_ CONTACT NO./EMAIL ADD : \_\_\_\_\_  
 PROJECT LOCATION : \_\_\_\_\_ DATE/ TIME APPLIED : \_\_\_\_\_  
 PROJECT TITLE : \_\_\_\_\_ FOLLOW-UP DATE : \_\_\_\_\_  
 NEW : \_\_\_\_\_ RE-APPLIED : \_\_\_\_\_

**FOR FENCING PERMIT**

**PLANS**

1. Four (4) Sets of Construction Plan prepared, signed and sealed by duly licensed Architect or Civil Engineer:

- a. Architect plan (with Site Development Plan)
- b. Structural plan
- c. Four (4) copies of Location Plan with vicinity map (signed and sealed by Geodetic Engineer)

**TECHNICAL DOCUMENTS**

2. (To be prepared, signed and sealed by the Licensed Professional)

- a. Three (3) copies of Construction Specification
- b. Three (3) copies of Bill of Materials (Signed And Sealed by Architect / Civil Engineer)

**APPLICATION FORMS**

3. Duly accomplished Application Forms with signed and sealed by duly licensed professionals engineers/ architect:

- a. Fencing Permit
- b. Photocopy/ies of PTR/ PRC ID of the Engineers/ Architect who signed and sealed the plans and forms.

**4. OTHER DOCUMENTS TO BE SUBMITTED**

- a. Certified True Copy of Transfer Certificate of Title (TCT) - (Registry of Deeds J.P. Rizal St., Concepcion 1, Marikina City)
- b. Photocopy/ies of Tax Declaration of Real Property/ies (Land & Building) - (Assessor's Office – Ground Floor, Marikina City Hall)
- c. Photocopy/ies of Tax Receipt of Real Property/ies for the current year (Amillar)
- d. Notarized Contract of Lease / Affidavit of Consent / Deed of Absolute Sale/ Extra-Judicial Settlement  
(if the applicant is not the registered property owner).
- e. Notarized Authorization letter from the owners or applicant allowing their representative to submit the application for processing & evaluation or to receive the approved permit on their behalf and submit photocopy of ID of owner for verification
- f. Construction Clearance from the Developer (optional)
- g. Homeowner's Clearance (if applicable)

**5. FOR CORPORATIONS:**

- a. Submit Notarized Secretary's Certificate with Board Resolution allowing the representative to sign/secure a permit in behalf of the company or register the same under his/her name
- b. Security Exchange Commission Articles of Incorporation or DTI (1 set - photo copy) LESSOR & LESSEE if applicable

**Note: Other documents may be required to be submitted if necessary.**

Submitted by:

Received by:

Checked by:

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
DOLORES GRACIA

\_\_\_\_\_  
ENGR. RICKY BANGAWAN

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