

ISSUANCE OF SIGNAGE & SIGNBOARD PERMIT

Office or Division:	City Building Official	
Classification:	Simple Transaction Signages for advertising and business signs Complex Transaction Billboard structures	
Type of Transaction:	Government to citizen	
Who may avail:	Owner of the Building / Contractor who will apply for Signage & Signboard Permit	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
SIMPLE TRANSACTION		
Application Form (notarized) duly signed & sealed by an Architect / Civil Engineer, attached with colored photocopies of PRC ID & PTR with original signed & sealed		OBO (One Stop Shop)
Barangay Clearance for Signage Permit		OBO (One Stop Shop)
Two (2) sets Signage / Signboard Plan) duly signed & sealed by an Architect / Civil Engineer		Provided by client
Blue copy of TCT (Transfer Certificate of Title), Tax Receipt, Tax Declaration, Tax Clearance		Provided by client
Contract of Lease		Provided by client
COMPLEX TRANSACTION		

Application Form (notarized) duly signed & sealed by a Structural / Civil Engineer, attached with colored photocopies of PRC ID & PTR with original signed & sealed	OBO (One Stop Shop)
Barangay Clearance for Signage Permit	OBO (One Stop Shop)
Two (2) sets Signage / Signboard, Structural, Electrical, and Electronics Plans; Attached Site Development Plan and Location Plan duly signed & sealed by Engineers in their respective fields	Provided by client
Blue copy of TCT (Transfer Certificate of Title), Tax Receipt, Tax Declaration, Tax Clearance	Provided by client
Contract of Lease	Provided by client
DPWH Clearance	Provided by client
Locational Clearance	OBO (One Stop Shop)
Structural Analysis and Design for post & roof mounted sign	Provided by Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation	1.1. Receive documents; Attach checklist		5 min.	Admin Aide III
	1.2. Check completeness of requirements		10 min.	Admin Asst.
			15 min.	Admin Asst.
	1.3. Check authority on application; Issue application number		5 min.	Admin Asst.

	1.4. Set schedule of inspection	Refer to computation of fees below	20 mins.	Building Inspector
	1.5. Inspection Proper		15 mins.	Evaluator
	1.6. Assess fees			
	<i>Note: If the plan & documents are found to be inconsistent with the building code, its referral codes & local ordinances, the Building Official will issue a Notice of Disapproval</i>		15 mins.	Department Head; or next in rank
	1.7. Review, approve, and sign the Order of Payment or Notice of Disapproval		2 mins.	Admin Aide III
	1.8. Advise client when the Order of Payment is ready for release		2 mins.	Admin Aide III
	1.9. Release Order of Payment to the Client			
2. Payment of fees	2.1. Receive payment and issue receipt		5 mins.	Cashier (Treasury Department)
3. Return the Official Receipt to the Office	3.1. Encode the corresponding		5 mins.	Admin Aide III

of the Building Official	amount on logbook		5 mins.	Admin Aide III
	3.2. Printing of Signage and Signboard Permit		15 mins.	Department Head
	3.3. Sign the approved Signage and Signboard Permit		10 mins.	Admin Aide III
	3.4. Scanning of all documents		5 mins	Admin Aide III
	3.5. Profiling of documents			
4. Claim issued Signage and Signboard Permit	4.1. Release of Signage and Signboard Permit		3 mins.	Admin Aide III
TOTAL TRANSACTION TIME			137 mins.	

--- END OF TRANSACTION ---

ACTUAL MINIMUM AMOUNT OF COMPUTATION:

- First 4.00 sq.m. Php 480.00, succeeding Php 24.00 / sq.m. + Inspection Fee + Processing Fee

****Refer to National Building Code of the Philippines for the schedule of fees.***