REPUBLIC OF THE PHILIPPINES
City of San Juan, Metro Manila

OFFICE OF THE CITY BUILDING OFFICIAL

Pinaglabanan Street corner Dr. P.A. Narciso Street,
San Juan City Hall, San Juan City, Metro Manila
Tel. No. 8654-0747 Email: citybuilding@sanjuancity.gov.ph

DOCUMENTARY REQUIREMENTS FOR SIGN PERMIT

Name of Applicant / Owner : _____
Project Title / Description : _____
Location of Project : _____

SUBMISSION GUIDELINES: To ensure efficient evaluation, all submitted documents must be securely fastened within a long folder and arranged strictly according to the sequence provided in this checklist.

DOCUMENTARY REQUIREMENTS	COPIES REQUIRED	GUIDELINES
APPLICATION FORMS AND SUPPORTING DOCUMENTS		
☐ 1. Sign Permit *(B-07)*	2	Must be duly filled out, bearing the original signatures and seals of corresponding professionals and the Applicant/Owner
☐ 2. Signage / Signboard Plan and Details	2	Signed and Sealed by the Design Architect or Civil Engineer
☐ 3. Signage / Signboard Structural Plans and Details, Structural Analysis and Design for post and roof mounted sign	2	Signed and Sealed by the Design Civil/ Structural Engineer
☐ 4. Signage / Signboard Electrical Plans and Details, Design Analysis	2	Signed and Sealed by the Design Professional Electrical Engineer
☐ 5. Signage / Signboard Electronics Plans and Details	2	Signed and Sealed by the Design Electronics Engineer
☐ 6. Professional's PRC ID and PTR (Designer and Supervisor-in-Charge)	2	Clear, colored copies, original signed and sealed
☐ 7. Notarized Undertaking (Data Privacy)	1	
CLEARANCES FROM OTHER OFFICES / AGENCIES		
☐ 1. Barangay Clearance	1	Applicant may submit his copy if already secured, or if not, it will be processed through the OSCP
☐ 2. DPWH Clearance		
☐ 3. Locational Clearance		
☐ 4. Other Clearances pursuant to Section 302.12 of PD 1096, as applicable		
ADDITIONAL SUPPORTING DOCUMENTS *Required only if NO Building Permit application has been filed*		
1. In case the applicant is the registered owner of the lot		
☐ 1.1. Blue Copy of Transfer Certificate Title (TCT)	1	Blue Copy is required
☐ 1.2. Tax Declaration (for Lot and Improvement, as applicable)	OSCP	Latest
☐ 1.3. Current Real Property Tax Receipt	OSCP	Latest
2. In case the applicant is not the registered owner of the lot, in addition to item 1:		
☐ 2.1. Duly Notarized Copy of Contract of Lease; **OR** Deed of Absolute Sale	1	
3. Identification of Applicant		Clear, colored copies, original signed
☐ 3.1. Government Issued ID	1	
4. Authorization of Applicant (if not the Registered Owner)		
☐ 4.1. Duly Notarized Special Power of Attorney (SPA) from the registered owner(s), or a Secretary's Certificate/Board Resolution for corporate-owned properties authorizing the representative to sign, process, and receive all documents related to the building permit application.	1	
☐ 4.2. Government Issued ID of Registered Owner(s)	1	
☐ 4.3. Articles of Incorporation for Corporate-owned properties	1	
5. Liaison Officer(s) submitting, processing, receiving all documents related to the building permit application, **other than the Applicant himself**		
☐ 5.1. Government Issued ID	1	Clear, colored copies, original signed
☐ 5.2. Duly Notarized Special Power of Attorney (SPA) or Notarized Authorization Letter from the registered owner(s), or a Secretary's Certificate/Board Resolution for corporate-owned properties, or the Applicant himself, authorizing the representative to submit, process, and receive all documents related to the building permit application.	1	