



Republic of the Philippines
Municipality of Santa Teresita
MUNCIPAL ENGINEERING OFFICE

Mobile Number: 09178653060/ 09654975148/ 09666434634

CHECKLIST IN SECURING EXCAVATION & GROUND PREPARATION PERMIT
Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR

Project Title: _____
Project Location: _____
Owner/ Authorized Representative: _____

Name of Evaluator: _____
Date and Time Received: _____
Forwarded to: _____
Contact No. _____

Requirements	Remarks
I. Applicant is the registered owner of the lot	
a. Certified true copy of title, or Copy of Award	
b. Survey Plan prepared by a Geodetic Engineer showing adjacent lot/s and existing building/s (<i>with name of owner/s</i>)	
c. Topographic Map prepared by a Geodetic Engineer	
II. Applicant is not the registered owner of the lot	
a. Certified Photocopy/ Original/ Duplicate Copy of the Contract of Lease, or	
b. Certified Photocopy/ Original/ Duplicate Copy of the Absolute Deed of Sale, or	
c. Certified Photocopy/ Original/ Duplicate Copy of Conditional Deed of Sale, or	
d. Original copy of Authority to construct on the subject property	
III. Latest Tax Declaration from Municipal Assessor's Office with documentary stamp	
IV. Latest quarter of the Real Property Tax Receipt or Certificate of Non-Tax Delinquency with documentary stamp from the Municipal Treasurer's Office	
V. Duly accomplished Excavation and Ground Preparation Permit form (back-to-back legal-sized bond paper; 5 sets)	
VI. Vicinity Map/ Location Plan within half-kilometer radius for residential and 2-kilometer radius for other buildings showing prominent landmarks or major thoroughfares for easy reference (<i>minimum size A3</i>)	
VII. Clear latest picture of site/ area (<i>taken at least a week before application</i>)	
VIII. Excavation Plan showing the lot boundaries, the area to be excavated and locations of retaining walls (<i>minimum size A3</i>)	
IX. Plan showing the sequence of excavation and construction of retaining walls (<i>minimum size A3</i>)	
X. Excavation Sections (at least 2 sections) with volume computation of soil to be excavated (<i>minimum size A3</i>)	
XI. Plan, details and installation procedure of temporary soil protection (<i>minimum size A3</i>)	
XII. Structural Plan and Section Details of retaining wall (<i>minimum size A3</i>)	
XIII. Drainage Plan during excavation (<i>minimum size A3</i>)	
XIV. Structural Analysis of Retaining Walls (<i>2 sets, signed and sealed</i>)	
XV. Excavation Methodology/ Statement (<i>2 sets, signed and sealed</i>)	
XVI. Photocopy of updated Professional Tax Receipt and Professional Identification Card (PRC ID) of all professional signatories in the application forms and plans (duly signed and sealed)	
XVII. Duly Notarized Authorization to process and receive approved permit or Special Power of Attorney (<i>for representative/s</i>)	
XVIII. Certificate of Construction Safety and Health Program (CSHP) from DOLE	
XIX. Letter of applicant notifying the adjacent property owner/s that an excavation is to be made and also showing how the adjoining property is to be protected. The said letter should be sent to the concerned party/parties not less than ten (10) days before such excavation is to be made (<i>with signature of adjacent property owners</i>)	
XX. Picture and location of dump site with consent from the lot owner (<i>with lot ownership documents- Title</i>)	
XXI. Construction Tarpaulin	
XXII. Barangay Certificate	

Note: All plans should be submitted in 3 sets, must be duly signed and sealed by licensed practitioner and Signed by the owner
All documents prepared by licensed practitioner should be duly signed and sealed