



Republic of the Philippines
Municipality of Santa Teresita
MUNICIPAL ENGINEERING OFFICE

Mobile Number: 09178653060/ 09654975148/ 09666434634

CHECKLIST IN SECURING FENCING 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	
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 Fencing Permit form (back-to-back legal-sized bond paper; 5 sets)	
VI. Fencing Specifications (2 sets duly signed and sealed)	
VII. Bill of Materials (2 sets duly signed and sealed)	
VIII. 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>)	
IX. Site Development Plan showing the lot boundaries and the location of proposed fence (<i>minimum size A3</i>)	
X. Section and details of fence, footings, columns and beams (<i>minimum size A3</i>)	
XI. Elevation Plans of fence from corner to corner with complete dimensions (<i>minimum size A3</i>)	
XII. Clear latest picture of site (<i>taken at least a week before application</i>)	
XIII. 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)	
XIV. Duly Notarized Authorization to process and receive approved permit or Special Power of Attorney (<i>for representative/s</i>)	
XV. Construction Tarpaulin	
XVI. Barangay Certificate	

Note: Item V-XI must be duly signed and sealed by licensed practitioner (Civil Engineer or Architect)
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