Republic of the Philippines
Province of Albay
CITY OF TABACO
Office of the Building Official

CHECKLIST FOR FENCING PERMIT REQUIREMENT

- ☐ 2cps Letter to the Building Official
- ☐ 3cps Secretary Certificate for Company/Corporation and the like
- ☐ 2cps Authorization Letter for Authorize Representative to transact this Fencing Permit
- ☐ 3pcs Property Documents
  Transfer Certificate of Title (TCT) (Certified Blue Copy); Tax Declaration and Latest Tax Receipt.
  Deed of Sale/Lease Contract duly notarized/Contract to Sell/Extra Judicial Settlement
  (If the TCT is not in the name of the owner/applicant)
- ☐ 4cps Fencing Permit Form, Excavation and Ground Preparation Permit Form
- ☐ 4cps Fencing Plan
  Lot Plan (signed and sealed by Geodetic Engineer)
  Vicinity Map/Location Map
  Plan & Elevation & Detail of Fence (signed and sealed by an Architect/Civil Engineer)
- ☐ 4cps Copies of valid licenses of all involved professionals(Professional Tax Receipt(PTR) and Professional Regulation Commission(PRC) Identification Card.*(Signed and Sealed)*
- ☐ 4cps Estimated Value of the fence or structure to be erected
- ☐ 2cps Locational Clearance or Certificate(CPDO-Tabaco)

- ***NO CONSTRUCTION SHALL COMMENCE WITHOUT PRIOR APPROVAL FROM THIS OFFICE***.

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