



GROUND PREPARATION and EXCAVATION PERMIT REQUIREMENTS

"The Building Official may issue a GROUND PREPARATION AND EXCAVATION PERMIT even **while** the building permit application is still being processed subject to payment of the corresponding fees." (Section 304, Paragraph 3, NBCP)

Application No.: _____

☐ Residential

☐ Commercial, Institutional, Industrial, Recreational

Project Location:

Owner/Applicant/ Authorized Representative:

Contact No.:

A. LEGAL DOCUMENTS		Original (1 Set) + Photocopy
1	Transfer Cert.of Title (From R.O.D)	
2	Real Property Tax Clearance / Certificate of Non-Tax Delinquency	
3	Tax Declaration of the property (From MASSO)	
4	If lot is not in the name of the applicant:	
	Award Notice, Excavation Works Contract or Agreement or Certification	
	Others	
5	For Corporations	
	Secretary's Certification Authorizing the Signatory/ies	
B. CLEARANCE		Original (1 Set) + Photocopy
1	Barangay Clearance	
2	Locational Clearance (From Municipal Planning and Development Office)	
Cash Bond and other Taxes required after assessment (Must be paid together w/ the Ground Preparation and Excavation permit fees)		
1	Cash Bond in favor of the Municipality of Itogon until the building permit is issued (per Section 304, Paragraph 4 of the National Building Code)	
2	PAMB Clearance (As per Executive Order No. 11, series of 2024)	
3	Others	
C. Technical Documents (application forms must be duly accomplished, signed & sealed by the professionals & signed by the applicant/s		Original (1 set)
1	Building Permit Forms	
2	Photocopies of valid PRC IDs & current PTRs with dry-seal and 3 specimen	
D. Supplemental Documents (if applicable)		Original (1 set)
Notarized Authorization Letter (for applicant's representative)		
Affidavit of Undertaking, Consent, etc. (if necessary)		
E. Building Plans at minimum Scale 1 : 100 (2 sets signed by the owner, signed & sealed by the professionals)		Original (2 sets)
1	Lot Plan (signed & sealed by a Geodetic Engineer)	
2	Architectural - with perspective, site development plan, location plan and excavation plan	
Supporting Documents (signed & sealed by the professionals)		Original (1 Set) + Photocopy
1	Geotech Report/Soil Boring Test Report w/ photocopy of valid PRC Id & current PTR of Geotech Engineer (for 3 storey and above)	
2	Project Specifications (including methodology, anchorages and safety measures)	
3	Excavation Cost	

Evaluated by:

Signature over Printed Name

Date: