



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 Sablan until the building permit is issued (per Section 304, Paragraph 4 of the National Building Code)	
2 Others	
C. Technical Documents (application forms must be <u>duly accomplished, signed & sealed by the professionals</u> & 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 <u>signed by the owner, signed & sealed by the professionals</u>)	Original (2 sets)
1 Lot Plan (signed & sealed by a Geodetic Engineer)	
2 Architectural - with <u>perspective, site development plan, location plan and excavation plan</u>	
Supporting Documents (<u>signed & sealed by the professionals</u>)	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: