



OFFICE OF THE BUILDING OFFICIAL

FENCING PERMIT REQUIREMENTS

Application No.: _____

Residential

Commercial, Institutional, Industrial, Recreational

Project Location:	
Owner/Applicant/Authorized	
Contact No.:	

A. LEGAL DOCUMENTS	1 Orig. + 1 Photocopy
1 Transfer Certificate of Title, certified true copy	
2 Tax Declaration of the Property	
3 Current Real Property Tax Receipt or Certificate of Non-Tax Delinquency	
4 If lot is not the registered owner of the lot:	
Notarized Deed of Absolute Sale	
Notarized Award Notice/ or Contract of Lease	
Notarized Deed of Assignment or Donation	
Notarized Authorization from the Registered Owner	
Others	
5 For Corporation	
Corporate Secretary's Certification Authorizing the Signatory	
6 Written Consent from adjacent/ affected neighbors	
B. CLEARANCES	1 Orig. + 1 Photocopy
1 Barangay Clearance of NO SITE CONFLICT	
2 Supplemental documents (if applicable)	
DPWH (Road Right-of-Way Clearance)	
3 Others	
C. Technical documents (application must be duly accomplished, signed by the owner/s, signed and sealed by the professional	
1 Accomplished Fencing Permit Forms (4 Coppies)	
2 Photocopies of Valid PRC IDs & current PTRs (signed and sealed)	
3 Supplemental documents (if applicable)	
Notarized Authorization Letter (for applicant's representative)	
Affidavit of Undertaking, Consent, etc. (if necessary)	
Valid Identification Card (i.e. Driver's License, PRC, GSIS, SSS, etc.)	
Photocopy of the valid ID of the Applicant/s w/ Specimen Signature	
Photocopy of the valid ID of the Owner/s w/ Specimen Signature	
D. Building Plans (signed by the Owner, signed & sealed by the professionals)	Original (2 sets)
1 Sketch/Lot Plan with vicinity map drawn to scale signed and sealed by a licensed geodetic	
2 Site Development Plan showing the lot boundaries and the location of proposed fence	
3 Civil/Architectural plans of the fence duly signed and sealed by a licensed Civil Engineer/Architect	
Elevation Plans of fence from corner to corner with complete dimensions.	
Section details of fence, footings, columns, and beams	
4 Electrical permit form with 3 sets of Electrical plans duly signed and sealed by a licensed (Professional/Registered) Electrical Engineer (if applicable)	
E. Supporting Documents (signed & sealed)	Original (2 sets)
1 Fencing Specifications (to be signed by the Applicant/Owner, signed and sealed)	
2 Cost Estimate/Bill of Materials (signed and sealed)	
3 Structural Analysis and Design Computation (if Fence height is more than 1.80m)	

Note: Properties involved in any case shall not be issued with Fencing Permit

Evaluated by:

Signature Over Printed Name/Date

Date: