ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED

Republic of the Philippines
City of Tagaytay
OFFICE OF THE CITY ENGINEER
Tel no. (046) 483-9374 Local – 205
Email: cityengineer.tagaytaycity@gmail.com

BAGONG PILIPINAS

Name: _____
Project Name: _____
Proj. Location: _____

REQUIREMENTS FOR SECURING FENCING PERMIT
(4 COPIES EACH)

- ☐ 1. Locational Clearance Form (Notarized) **(Acquired from City Planning & Development Office)**
  - Verify Fencing Restrictions **(based on City Ordinance)**
- ☐ 2. TCT **(certified thru copy from Register of Deeds)**
  - ☐ Attach Deed of Sale if not named after the current owner
- ☐ 3. Authorization Letter/SPA with Photocopied ID of Owner and Authorized Person (Notarized)
- ☐ 4. Pahintulot ng Barangay
  - Payment **(Proceed to City Treasurers Office)**
  - Certificate **(Present Receipt to the Barangay)**
- ☐ 5. Tax Declaration (Latest Year) **(Acquired from Assessors Office)**
- ☐ 6. Tax Receipt (Latest Year) **(Acquired from Assessors Office)**
- ☐ 7. Tax Map **(Acquired from Assessors Office)**
- ☐ 8. Lot Survey Plan (Signed & Sealed by Registered Geodetic Engineer)
- ☐ 9. Plans/details **A3 Paper Size (Plans also need to be signed by the owner)**
- ☐ 10. Bill of Materials/Cost Estimate (signed & sealed by Registered Civil Engineer/Architect and Owner)
- ☐ 11. Specifications (signed & sealed by Registered Civil Engineer/Architect and Owner)
- ☐ 12. Log Book (signed & sealed by Registered Civil Engineer/Architect and Owner)
- ☐ 13. USB 1pc only (for Soft Copy of Plans and All Requirements)
- ☐ 14. Expanded Envelope (2pcs)

- Xerox copy of PTR# & PRC License of all Engineers/Architect who will signed & sealed the permit in-charge of construction (with 3 Specimen Signatures)

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