



DOCUMENTARY REQUIREMENTS FOR GROUND PREPARATION & EXCAVATION PERMIT

- 4 original copies - duly accomplished GROUND PREPARATION AND EXCAVATION PERMIT FORM and Site Development plan with Vicinity map and Structural plan, signed by the owner and signed and sealed by a licensed Architect / and Civil Engineer .
- 3 photocopies - Original Certificate of Title (OCT) / Transfer Certificate of Title(TCT) / Deed of Absolute Sale and Lot Locational Plan from LRA (if lessee, Contract of Lease)
- 3 photocopies – Valid Licenses PRC i.d. and PTR of all involved professionals
- 1 original copy and 2 photocopies – DOLE Construction Safety and Health program
- 3 original copies – Affidavit of Undertaking (accountability of the owner / applicant on the damage that might occur during on the surroundings of the structure)
- 1 original and 1 photocopy – Barangay Clearance, photocopy of latest tax receipts and tax declaration
- 1 original copy and 2 photocopies - Authorization Letter (if needed)

NOTE: To download permit forms and requirements, visit iloilocity.gov.ph and search, **DOWNLOADABLE APPLICATION FORMS AND REQUIRMENTS.**

ONLINE application is ENCOURAGED, please send to oboiloilocity.applications@gmail.com

Acknowledged Application/Request by: _____ Date _____ Time: _____ <div style="text-align: center; font-size: small;">OBO Receiving Officer(signature over printed name)</div>
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