



Republic of the Philippines  
City of Iloilo



**OFFICE OF THE BUILDING OFFICIAL**  
**3<sup>rd</sup> Floor City Hall Building**

Contact Numbers: (033)333-1111 LOC 411

0961-424-7107 / 0966-987-1104 / email:[iloilocity@gmail.com](mailto:iloilocity@gmail.com)

**DOCUMENTARY REQUIREMENTS FOR SCAFFOLDING PERMIT**

- copies - Duly accomplished **SCAFFOLDING PERMIT** application form, and Scaffolding **LAY OUT PLAN** showing all details of scaffolding specifications, reinforcement and installation, all copies must be wet signed by the applicant, wet signed and dry sealed by licensed Civil / Structural Engineer.
- 1 photocopy – Valid Licenses PRC ID and PTR of all involved professionals AND valid ID of applicant/ owner of the LOT
- 1 copy - Occupancy Permit for Existing Building, in case lessee, with Notarized Contract of Lease
- 1 original copy – DOLE Construction Safety and Health program
- 1 original – Barangay Clearance
- 1 original copy – NOTARIZED Authorization Letter (if needed)

NOTE: To download permit forms and requirements, visit [iloilocity.gov.ph](http://iloilocity.gov.ph) and search, **DOWNLOADABLE APPLICATION FORMS AND REQUIRMENTS**.  
ONLINE application is **ENCOURAGED**, please send to [oboiloilocity.applications@gmail.com](mailto: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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