



DOCUMENTARY REQUIREMENTS FOR SIGNAGE PERMIT

- 4 original copies - duly accomplished SIGN PERMIT FORMS and PLAN, all copies must be wet signed by the owner, wet signed & dry sealed by involved professionals
- 1 Certified True Copy – Original Certificate of Title(OCT)/Transfer Certificate of Title(TCT)/ Deed of Absolute Sale and Lot Locational Plan from LRA, or in lieu of Certified true copy Oct / TCT, submit a lot locational plan generated thru PVS (parcel verification service) of the LRA,

IN case that the applicant is not the owner of the lot, please submit the following, whichever is applicable:

- o *Lot owner's **Consent to Construct** and lot owner's Transfer Certificate of Title (TCT) or Original Certificate of Title (OCT) and **Lot plan / sketch plan with vicinity map scale 1:10,000***
- o ***Contract to Sell or Deed of Sale** and lot owner's Authority to construct, TCT or OCT and Lot plan.*
- o ***Deed of Absolute Sale, TCT or OCT and Lot plan of previous owner.***
- o ***Deed of Donation / Usufruct, TCT or OCT and Lot plan of previous owner.***
- o ***Deed of Adjudication, TCT or OCT and Lot plan of previous owner.***
- o **For Lessee**
 - *Lot rental – **Notarized Contract of Lease**, lot owners TCT or OCT and Lot plan.*
 - *Within the building / rentable space- **Contract of Lease** and photocopy of Owner's Certificate of Occupancy of the Main Building.*
- o *For Corporations- lot owners' TCT or OCT, Lot plan and **Secretary's Certificate** for the "authority to sign "of the representative in behalf of the corporation*

IN case the applicant is not available to sign the plans, forms and other related documents please submit Special Power of Attorney / Attorney- In- Fact with valid ID's of the applicant

- 1 photocopy – Valid Licenses PRC i.d. and PTR of all involved professionals and Valid ID of applicant/ owner of the lot
- 1 photocopy– Approved/ Issued Building Permit or Occupancy Certificate of the building / structure, if permit is applied separate from the building / structure permit application / is roof or wall mounted
- 1 original copy – Affidavit of Undertaking (if necessary)
- 1 original copy - Notarized 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: _____
 OBO Receiving Officer(signature over printed name)