



DOCUMENTARY REQUIREMENTS: TEMPORARY SIDEWALK ENCLOSURE

- 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:

- 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**
- **Contract to Sell or Deed of Sale** and lot owner's Authority to construct, TCT or OCT and Lot plan.
- **Deed of Absolute Sale**, TCT or OCT and Lot plan of previous owner.
- **Deed of Donation / Usufract**, TCT or OCT and Lot plan of previous owner.
- **Deed of Adjudication**, TCT or OCT and Lot plan of previous owner.
- **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.
- 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

- 4 copies - Duly accomplished SIDEWALK ENCLOSURE FORM, and plan showing site development plan and sidewalk enclosure lay out with section detail to its property line, curb & gutter and pedestrian protection, all copies must be wet signed by the owner, wet signed and dry sealed by an Architect or Civil Engineer
- 1 photocopy– Valid Licenses PRC ID. and PTR of all involved professionals AND valid id of applicant / owner
- 1 original copy - DOLE Construction Safety Health Program
- 1 original copy – Barangay Clearance
- 1 originalcopy - Notarized Authorization Letter (ifneeded)

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)