



REQUIREMENTS FOR SECURING PERMITS FOR CELL SITE

- ☐ Properly filled out forms, signed and sealed by all concerned engineers
 - ☐ Unified Application Forms (4 Copies) – to be notarize
 - ☐ Building Permit Forms (5 Copies)
 - ☐ Electrical Permit Forms (3 Copies)
 - ☐ Electronics Permit Forms (3 Copies)
 - ☐ Affidavit of Undertaking (for construction & open space - 1 copy each) – to be notarize
 - ☐ Fencing Permit Forms (3 Copies, if applicable) – to be notarize
- ☐ 5 Sets of Plans – signed by Lessor, signed and sealed by all concerned engineers
- ☐ 5 Sets of Bill of Materials, signed and sealed
- ☐ 5 Sets of General Specifications, signed and sealed
- ☐ 1 Copy of Structural Analysis, signed and sealed (**for cell sites to be placed on roof top/buildings**)
- ☐ 1 Copy of Soil Boring Test, signed and sealed & with attached PTR & PRC (**for Greenfield**)
- ☐ 1 Copy of Lot Plan, signed and sealed, with attached PTR & PRC of Geodetic Engineer
- ☐ 1 Photocopy of updated PTR & PRC ALL signing engineers
- ☐ Secretary Certificate (from TELCO & sub-con), with attached Valid ID
- ☐ Authorization Letter with attached Valid ID
- ☐ 1 Copy of Transfer Certificate of Title
 - **In case the applicant is not the registered owner of the lot, any of the following notarize documents shall be submitted**
 - ☐ Contract of Lease
 - ☐ Memorandum of Agreement (between lessor & proponent)
 - ☐ Deed of Absolute Sale
 - ☐ Valid ID of Lessor & Lessee
 - **In case the lessor is a corporation / developer, provide:**
 - ☐ Secretary Certificate with attached Valid ID
- ☐ 1 Copy of Certified True Copy of Tax Declaration for Land & Building
- ☐ 1 Copy of Real Property Tax Receipt
- ☐ 1 Original & Photocopy of Barangay Construction Clearance
- ☐ 1 Original & Photocopy of Homeowners' Clearance
- ☐ 1 Original & Photocopy of DOLE Clearance
- ☐ Neighbors Consent with attached Valid ID of ALL neighbors
- ☐ 1 Original & 1 Photocopy CAAP Clearance
- ☐ 1 Original & 1 Photocopy DENR Clearance
- ☐ 1 Original & 1 Photocopy DOH Clearance

****In case the applicant will not be able to submit the CAAP/ DENR/ DOH/ DOLE clearance as per JMC, please provide Affidavit of Undertaking – stating that upon received of these said clearances, OBO shall receive the copy immediately or before the application of Certificate of Completion****

For existing buildings / Rooftop:

- ☐ Provide ANNEX 2 of JMC signed and sealed by Engineer

For Greenfield / vacant lots:

- ☐ Provide ANNEX 3 of JMC, signed and sealed by Geodetic Engineer & stamped by CAAP,
- ☐ RED Expandable Envelope

APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED

For inquiries:

CALL: (02) 8808-2020 local 205 and 206

TEXT: 0991 925 3896

E-mail: officeofthebuildingofficial@gmail.com



REQUIREMENTS FOR SECURING PERMITS FOR CABLE INSTALLATION

UNDERGROUND:

- ☐ Properly filled out forms, signed and sealed by all concerned engineers
 - ☐ Electronics Permit Forms (3 Copies)
 - ☐ Excavation Permit Forms (3 Copies)
 - ☐ Affidavit of Undertaking (for construction – 1 copy) – to be notarize
- ☐ 5 Sets of Plans (Excavation & Electronics details), signed and sealed by ALL concerned engineers
- ☐ 5 Copies of Bill of Materials, signed and sealed
- ☐ 5 Copies of General Specifications, signed and sealed
- ☐ 1 Photocopy of updated PTR & PRC of ALL signing engineers
- ☐ Secretary Certificate duly notarize (from TELCO & sub-con), with attached Valid ID of corporate secretary & authorized representative
- ☐ Authorization Letter, with attached Valid ID
- ☐ 1 Original & 1 Photocopy of Barangay Installation Clearance
- ☐ 1 Original & 1 Photocopy of Homeowners' Clearance
- ☐ 1 Original & 1 Photocopy of DOLE Clearance
- ☐ Report and/or Recommendation Letter from City Engineering Office
- ☐ DPWH Clearance (if installation is located in National Highway)
- ☐ RED Expandable Envelope

AERIAL:

- ☐ Properly filled out forms, signed and sealed by all concerned engineers
 - ☐ Electronics Permit Forms (3 Copies)
 - ☐ Excavation Permit Forms (3 Copies)
 - ☐ Affidavit of Undertaking (for construction – 1 copy) – to be notarize
- ☐ 5 Sets of Plans, signed and sealed by ALL concerned engineers
- ☐ 5 Copies of Bill of Materials, signed and sealed
- ☐ 5 Copies of General Specifications, signed and sealed
- ☐ 1 Photocopy of updated PTR & PRC of ALL signing engineers
- ☐ Secretary Certificate (from TELCO & sub-con), with attached Valid ID
- ☐ Authorization Letter, with attached Valid ID
- ☐ 1 Original & 1 Photocopy of Barangay Installation Clearance
- ☐ 1 Original & 1 Photocopy of Homeowners' Clearance
- ☐ 1 Original DOLE Clearance
- ☐ Request to attach from POLE owners
- ☐ Report and/or Recommendation Letter from City Engineering Office
- ☐ RED Expandable Envelope

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OFFICE OF THE BUILDING OFFICIAL
Province of Laguna



ELECTRONICS PERMIT

APPLICATION No.

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ELP No.

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BUILDING PERMIT No.

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BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER / APPLICANT)

OWNER / APPLICANT		LAST NAME		FIRST NAME		M.I.		TIN			
FOR CONSTRUCTION OWNED		FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY							
BY AN ENTERPRISE											
ADDRESS: No.		STREET		BARANGAY		CITY/MUNICIPALITY		ZIP CODE		TELEPHONE No.	
LOCATION OF CONSTRUCTION		LOT No. _____		BLK No. _____		TCT No. _____		TAX DEC. _____			
STREET _____		,SUBD./VILLAGE _____		BARANGAY _____		CITY OF SAN PEDRO, LAGUNA,4023					
SCOPE OF WORK											
<input type="checkbox"/> NEW INSTALLATION <input type="checkbox"/> ANNUAL INSPECTION <input type="checkbox"/> OTHERS (SPECIFY) _____											

BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

NATURE OF INSTALLATION WORKS/ EQUIPMENT SYSTEM:		
<input type="checkbox"/> TELECOMMUNICATION SYSTEM	<input type="checkbox"/> ELECTRONICS FIRE ALARM	<input type="checkbox"/> ELECTRONICS COMPUTERIZED CONTROLS AUTOMATION SYSTEM
<input type="checkbox"/> BROADCASTING SYSTEM	<input type="checkbox"/> PABX / TELEPHONE SYSTEM	<input type="checkbox"/> BUILDING AUTOMATION MANAGEMENT CONTROLS AUTOMATION SYSTEM
<input type="checkbox"/> CABLE TELEVISION SYSTEM	<input type="checkbox"/> CENTRALIZED CLOCK SYSTEM	<input type="checkbox"/> INSIDE / OUTSIDE PLANT UTILIZING COPPER CABLE, FIBER OPTIC CABLE OR OTHER MEDIA ELECTRONICS SYSTEM
<input type="checkbox"/> SECURITY AND ALARM SYSTEM	<input type="checkbox"/> ELECTRONICS AND CONTROL CONVEYOR SYSTEM	
<input type="checkbox"/> ICT SYSTEM	<input type="checkbox"/> A/V SYSTEM	
<input type="checkbox"/> ANY OTHER ELECTRONICS AND I.T SYSTEMS, EQUIPMENT, APPARATUS, DEVICE AND/OR COMPONENT (Specify) _____		

BOX 3

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
PROFESSIONAL ELECTRONICS ENGINEER (PECE) (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC No.	Validity
IECEP No.	Validity
PTR No.	Date Issued
Issued at	TIN

BOX 4

SUPERVISOR / IN-CHARGE OF ELECTRONICS WORKS	
PROF. ELECTRONICS ENGINEER (PECE) or ELECTRONICS ENGINEER (RECE) (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC No.	Validity
IECEP No.	Validity
PTR No.	Date Issued
Issued at	TIN

BOX 5

BUILDING OWNER / APPLICANT		
(Signature over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 6

WITH MY CONSENT: LOT OWNER		
(Signature over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 7 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

RECEIVED BY:	DATE:
FIVE (5) SETS OF ELECTRONICS DOCUMENTS	
<input type="checkbox"/> ELECTRONICS PLANS AND SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY:
	DATE	TIME	DATE	TIME	
ELECTRONICS					
OTHERS (Specify)					

BOX 9

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

1.
- That the proposed electronics works shall be in accordance with the electronics plans filled with this office and in conformity with the latest Electronics Code of the Philippines, the National Building Code and its IRR.
2.
- That prior to any electronics installation, a duly accomplished prescribed "Notice of Construction" shall be submitted to the Office of the Building Official.
3.
- That upon completion of the electronics works, the licensed supervisor/in-charge shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents and shall also accomplish the certificate of completion stating that the Electronic works conform to the provision of the Electronics Code of the Philippines, the National Building Code and its IRR.
4.
- That this permit is null and void unless accomplished by the building permit.

PERMIT ISSUED BY:

ENGR. JULIETA A. TIÑANA

Building Official

Date _____