

SECURING SIGN PERMIT

ABOUT THE SERVICE:

Prior to installation/erection/construction of signs/billboards (and the like), any person, firm or corporation, including any agency or instrumentality of the government, shall first secure a Sign Permit at the Building Office

WHO MAT AVAIL OF THE SERVICE:

All person, firm or corporation, including any agency or instrumentality of the government who intends install/erect/construct signs/billboards and the like

WHAT ARE THE REQUIREMENTS:

- Duly Accomplished Application Form
- Certified Photocopy of TCT/OCT
- Certified Photocopy of Tax Declaration of lot
- Certified Photocopy of Lot Plan
- Plans of sign structures, structural design and computation
- Specifications and Cost Estimates

FEES/CHARGES:

New Schedule of fees and other charges are computed based on the National Building Code of the Philippines and its Implementing Rules and Regulations and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac.

SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 PM

HOW TO AVAIL THE SERVICE:

STEPS	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSI NG TIME	PERSON IN CHARGE/ RESPONSIBL E	FEES / CHARG ES	FORMS
1.	Inquire and Secure Application Forms	Brief client on requirements and issues application forms and checklist.	10 minutes	<u>OCBO-RECEIVING</u> RICHARD A. PUNGTILAN IMEE F. SIPISIP	NONE	NONE
2.	Submit Duly Accomplished Application Forms & Complete Supporting Documents/ Requirements	Checks and receives accomplished application forms with complete requirements Conduct Site Inspection and verification	10 minutes 4 hours (urban) 1 day (rural)	<u>OCBO-RECEIVING</u> IMEE F. SIPISIP ABIGAIL J. ASUNCION <u>OCBO-INSPECTION AND ENFORCEMENT DIVISION (IED)</u> INDALECIO P. ARCANGEL ABIGAIL J. ASUNCION	NONE NONE	Duly Accomplished Application Form; Duly Accomplished Application Form; Certified Copy of OCT/TCT; Certified Photocopy of Tax Declaration of lot; Certified Photocopy of Lot Plan; Plans of Sign Structures, structural design and computation; Specification and Cost estimates

		Processing and Evaluation	5 minutes	<u>OCBO-PROCESSING AND EVALUATION DIVISION (PED)</u>	NONE	NONE
		Assess and issues the Order of Payment and tells client to pay at the Treasury Office	5 minutes	RICHARD A. PUNGTILAN <u>OCBO-AD</u> RICHARD A. PUNGTILAN	Fees and other charges are computed based on the National Building Code of the Philippines and its Implementing Rules and Regulations and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac	
3.	Submit Official Receipt to Building Office. Receives Permit	Issues Sign Permit to client	5 minutes	<u>OCBO-RELEASING</u> IMEE F. SIPISIP ABIGAIL J. ASUNCION	NONE	Official Receipt
x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x						

