

Republic of the Philippines  
**CITY OF MALABON**  
**OFFICE OF THE BUILDING OFFICIAL**

## SIGN PERMIT

APPLICATION NO.

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SP NO

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BUILDING PERMIT NO.

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

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP	USE OR CHARACTER OF OCCUPANCY	
ADDRESS: NO.,		STREET,	BARANGAY,	CITY/MUNICIPALITY
			ZIPCODE	TELEPHONE NO
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ TCT NO. _____ TAX DEC. NO. _____				
STREET _____ BARANGAY _____ CITY/ MUNICIPALITY _____				
<b>SCOPE OF WORK</b>				
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION _____		<input type="checkbox"/> DEMOLITION _____
<input type="checkbox"/> ERECTION		<input type="checkbox"/> CONVERSION _____		<input type="checkbox"/> ANCILLARY BUILDING/STRUCTURE _____
<input type="checkbox"/> ADDITION		<input type="checkbox"/> REPAIR _____		<input type="checkbox"/> OTHERS (Specify) _____
<input type="checkbox"/> ALTERATION		<input type="checkbox"/> MOVING _____		<input type="checkbox"/> _____
<b>USE OR CHARACTER OF OCCUPANCY</b>				
<b>A. Type of Display -</b>				
1. <input type="checkbox"/> Neon		1. <input type="checkbox"/> Single Face		2. <input type="checkbox"/> Double Face
2. <input type="checkbox"/> Illuminated		3. <input type="checkbox"/> Painted-on		3. <input type="checkbox"/> Multi-Media
4. <input type="checkbox"/> Other				
<b>B. Type of Installation</b>				
1. <input type="checkbox"/> Business Sign, Wall Type		4. <input type="checkbox"/> Business Sign, Temporary		7. <input type="checkbox"/> Advertising Sign, Wall Type
2. <input type="checkbox"/> Business Sign, Projecting Type		5. <input type="checkbox"/> Advertising Sign, Ground Type		8. <input type="checkbox"/> Advertising Sign, Other
3. <input type="checkbox"/> Business Sign, Ground Type		6. <input type="checkbox"/> Advertising Sign, Wall Type		
<b>C. Display Size/Face:</b> L (m) = _____ W (m) = _____ At (m <sup>2</sup> ) = _____				

**BOX 2 (TO BE CHECKED, RECEIVED AND RECORDED)**

<b>ACCOMPANYING DOCUMENTS: [FIVE (5) SETS EACH SIGNED AND SEALED BY RESPONSIBLE DESIGN PROFESSIONAL]</b>	
<input type="checkbox"/> CERTIFIED XEROX COPY OF TCT	<input type="checkbox"/> XEROX COPY OF LOT PLAN AND SITE DEVELOPMENT PLAN
<input type="checkbox"/> IF NOT OWNED BY THE APPLICANT IN ADDITION TO THE CERTIFIED XEROX COPY OF TCT, XEROX COPY OF CONTRACT OF LEASE	<input type="checkbox"/> PLANS OF SIGN STRUCTURES, STRUCTURAL DESIGN & COMPUTATIONS
<input type="checkbox"/> XEROX COPY OF TAX DECLARATION AND LATEST REALTY TAX RECEIPT	<input type="checkbox"/> SPECIFICATIONS AND COST ESTIMATES

**BOX 3**

<b>DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS</b>	
<p style="text-align: right;">_____ Date _____</p> <p style="text-align: center;"><b>ARCHITECT AND/OR CIVIL ENGINEER</b> (Signed and Sealed Over Printed Name)</p>	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

**BOX 4**

<b>FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS</b>	
<p style="text-align: right;">_____ Date _____</p> <p style="text-align: center;"><b>ARCHITECT OR CIVIL ENGINEER</b> (Signed and Sealed Over Printed Name)</p>	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

**BOX 5**

<p style="text-align: right;">_____ Date _____</p> <p style="text-align: center;"><b>APPLICANT</b> (Signature Over Printed Name)</p>			
Address			
C.T.C. No.	Date Issued	Place Issued	TIN