CHECKLIST OF REQUIREMENTS IN SECURING SIGN PERMIT

- 3-Complete sets of Plans with elevations, Lot Plan and Site Development Plan
- Structural Analysis and Design
- Photocopy of Title/Transfer Certificate of Title, Tax Declaration and Realty Tax Receipt
- 3 sets Bill of Materials
    - Detailed
    - Name and signature of owner per page
    - Signed and sealed by design professional per page
- 3 sets Specifications
    - Detailed
    - Name and signature of owner per page
    - Signed and sealed by design professional per page
- 2 sets of photocopies of valid PRC License & current Professional Tax Receipt (PTR) with specimen signatures and dry seal
- 2 copies duly accomplished Sign Permit application forms