



REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA
CITY GOVERNMENT OF MALABON
CITY ENGINEERING DEPARTMENT



CHECKLIST OF REQUIREMENTS FOR THE APPLICATION OF SIGN PERMIT

- Two (2) copies of duly accomplished and notarized Sign Permit Form
- One (1) Photocopy of Building Permit/ Occupancy Permit
- 1 original and 2 photocopies of Proof of Ownership
 - In case the applicant is the registered owner of the lot: certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds
 - In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner, Affidavit of Consent from registered owner/ co-owners
 - Special Power of Attorney (for individuals) or Board Resolution/Secretary's Certificate (for corporations/HoAs) for the authorized representative/signatory in behalf of the owner/applicant
- Two (2) Photocopies of Tax Declaration, Current Real Property Tax Receipt, and Tax Clearance
- Original Barangay Clearance for Sign Permit
- Five (5) sets of Plans, signed and sealed over the printed name of the duly licensed and registered Civil Engineer
- Two (2) sets of Structural Computation, signed and sealed over the printed name of the duly licensed and registered Civil Engineer
- Two (2) sets of Specifications and Costing, signed and sealed over the printed name of the duly licensed and registered Civil Engineer
- One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three original specimen signatures) and sealed by the respective professionals
- Photocopy of government-issued ID of applicant/owner/ co-owners with three (3) original specimen signature
- Authorization Letter to transact on behalf of the applicant/ owner or SPA from owner/applicant and photocopy of valid ID of authorized representative with three (3) original specimen signature