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### **CHECKLIST IN SECURING EXCAVATION PERMIT**

#### **Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR**

- [ ] I. Applicant is the registered owner of the lot
  - [ ] a. Certified true copy of title (updated for not more than 3 mos.), or
    - [ ] Copy of Award
  - [ ] b. Survey Plan prepared by a Geodetic Engineer
- [ ] II. Applicant is not registered owner of the lot
  - [ ] a. Certified Photocopy/Original/Duplicate copy of the Contract of Lease, or
    - [ ] Certified Photocopy/Original/Duplicate copy of the Absolute Deed of sale, or
    - [ ] Certified Photocopy/Original/Duplicate copy of the Conditional Deed of Sale, or,
    - [ ] Authority to Construct on the subject property
- [ ] III. Tax Declaration with documentary stamp from City Assessor's Office
- [ ] IV. Photocopy of the latest quarter of the real property tax receipt or Certificate of Non-tax Delinquency with Documentary Stamp from City Treasurer's Office
- [ ] V. Duly accomplished Excavation Permit Form
- [ ] VI. Volume Computation
- [ ] VII. Excavation Plans, Sections & Details of Retaining Walls (5 sets signed and sealed)
- [ ] VIII. Clear latest picture of site/area (Taken at least a week before application)
- [ ] IX. Photocopy of updated Professional Tax Receipt and Professional Regulations Commission (PRC ID) identification of all professional signatories to the application forms and plans
- [ ] X. Construction Tarpaulin
- [ ] XI. Duly notarized authorization to process and receive approved permit or special power of attorney (*when applicable*)
- [ ] XII. Structural Analysis of Retaining Walls (*2 sets signed and sealed*)
- [ ] XIII. Excavation Methodology (*3 sets signed and sealed*)
- [ ] XIV. CSHP from DOLE