



**TOWNSITE SALES APPLICATION (TSA) /  
MISCELLANEOUS SALES APPLICATION (MSA)  
CERTIFICATION REQUIREMENTS**

1. Indorsement from AO 504 – Department of Environment and Natural Resources-Cordillera Administrative Region (DENR-CAR)
2. Copy of Survey Plan with vicinity map.
3. Picture of site:
  - ✓ Location

Note:

- Payment of **PHP 50.00 certification fee** at the City Treasurer's Office.
- Write the **name and contact number** of the applicant/representative for scheduling of inspection.