

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

EXCAVATION/BACKFILLING/BLASTING PERMIT

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
a. Duly Accomplished Locational Clearance Application Form & Pro forma Affidavits (2 copies)	MPDO Zoning Division	
b. Certified True Copy of Certified True Photocopy of Title plus three (3) photocopies	R.O.D Capitol	
c. Certified True Copy of Tax Declaration plus three (3) photocopies	Municipal Assessor's Office (Window 10)	
d. Certificate of Non-Tax Delinquency	Municipal Treasury Office	
e. Barangay Clearance from the Barangay concerned	Barangay Concerned	
f. Three (3) blue print copies of the Sketch Plan with Vicinity Map duly signed by a registered geodetic engineer.	Geodetic Engineer	
g. Proposed Scheme of the lot to be excavated (for excavation/backfilling) <ol style="list-style-type: none"> 1. Volume of earth to be excavated/backfilled 2. Slope protection 3. Vicinity Map drawn to scale 4. existing contour of the lot & finished grade of site excavation 5. Drawings & specifications containing the applicable provisions of section 1202, Rule XII of the NBC 6. Topographic survey (excavation) 	Architect/Engineer	
h. for blasting permit <ol style="list-style-type: none"> a. Three (3) blue print copies of the Sketch Plan with Vicinity Map duly signed by a registered geodetic engineer indicating the approximate volume to be blasted b. Blasting license of the blaster 		
i. Site Inspection of the subject lot	MPDO zoning division	
j. Environmental Compliance Certificate	DENR EMB	
k. Official Receipt for Payment of Processing Fees	Municipal Treasury Office	
l. Other requirements deemed necessary	Zoning Administrator	

***Note: Additional requirements may be required after evaluation of documents. All Zoning Forms and Requirements should not be more than three (3) months old upon filing at this office.

❖ FOR ZONING SECTION

DATE SUBMITTED: _____

COMPLETE

INCOMPLETE

EVALUATED BY: _____

INSPECTED BY: _____

REMARKS: