



Republic of the Philippines
 City of General Trias
 Province of Cavite

CITY BUILDING REGULATORY DIVISION

M-F 8 am to 5 pm | Contact # 0960-216-1997 | obo@generaltrias.gov.ph



Let's Join Forces
 For a More Progressive
 General Trias

**NOTICE TO PROCEED REQUIREMENTS
 FOR TELECOMMUNICATION APPLICATION**

- Letter of Intent** - address to **HON. LUIS A. FERRER IV** (City Mayor)

Include the following details:

- Name of Owner
- Project Title and Type of Construction
- Location of Construction
- Contact Person and Contact Number
- Proposed Plan (as attachment)

IMPORTANT NOTE: Only letter of intent with approved remarks will proceed to application.

- Drawing Plans on A3 Size Paper (3 Sets)** - duly prepared, signed and sealed by LICENSED ENGINEERS, LICENSED ARCHITECT, and the OWNER.
- Updated Professional Tax Receipt & PRC License of all involved Professionals (1 Copy)**
 - To be sealed and with three (3) signatures.
- Cost Estimate and Bill of Materials (4 Copies)**
 - To be signed and sealed ALL PAGES by LICENSED/PROFESSIONAL ENGINEERS and/or LICENSED ARCHITECT
 - Must be **NOTARIZED**
- Specifications (4 Copies)**
 - To be signed and sealed ALL PAGES by LICENSED/PROFESSIONAL ENGINEERS.
- Location Clearance Application Form (1 Copy)**
 - Download Forms at <http://tinyurl.com/LCFGentri> (*Print on LONG Size Bond Paper*)
 - Completely and legibly filled-out
 - Must be **NOTARIZED**

Clearances

- Barangay Clearance** for Construction Permit (**2 Copies**)
- HOA or Developers Clearance (2 Copies)** – if located inside a subdivision
- DPWH Clearance (1 Copy)** – if located along National Road
- PEO Clearance (1 Copy)** – if located along Provincial Road
- Civil Aviation Authority of the Philippines (CAAP) Height Clearance (1 Copy)** – if located within CAAP Critical Areas or the structure height is fifty (50) meters and above

Additional Requirements

- For Aerial Cabling Only (No Pole Erection):**
 - **Attach Request to Attach (RTA)** from owner/s of the existing pole/s (**1 Copy**)

NOTE:

- **For representatives**, submit 1 Original Copy and 1 Photocopy of **NOTARIZED Authorization Letter** or **Special Power of Attorney** stating the specific task of the representative/authorized person (*to sign, to process, etc.*) in Building Permit Application.
- Attach a copy of **Valid ID** with three (3) signatures of both Owner and Authorized Person/Representative.