



**SUBIC BAY METROPOLITAN AUTHORITY
 BUILDING PERMIT & SAFETY DEPARTMENT**

SIGN AND SIGN STRUCTURE APPLICATION FORM

Application No.: _____

Permit No.: _____

Date of Application: _____

Date Issued: _____

NAME OF APPLICANT:		NAME OF FIRM/ORGANIZATION:	
ADDRESS OF APPLICANT:		ADDRESS OF FIRM/ORGANIZATION:	
TELEPHONE NO.		FAX NO.	
PROJECT TYPE (See Back Page for Definition):			
TYPE OF MOUNTING	PURPOSE	TERM/DURATION	KIND
<input type="checkbox"/> GROUND	<input type="checkbox"/> DIRECTIONAL	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> ELECTRICAL
<input type="checkbox"/> WALL	<input type="checkbox"/> BUSINESS	<input type="checkbox"/> PERMANENT	<input type="checkbox"/> NEON
<input type="checkbox"/> PROJECTING	<input type="checkbox"/> ADVERTISING		<input type="checkbox"/> PLAIN
<input type="checkbox"/> ROOF			
SIZE (Length x Width x Height x Depth):		DESCRIPTION OF MATERIALS:	
CONTENTS/WORDINGS:			
LOCATION:		NUMBER OF PIECES:	
DOCUMENTS SUBMITTED:			
<input type="checkbox"/>	Duly filled-up Sign and Sign Structure Application Form signed and sealed by an Architect or Civil Engineer		
<input type="checkbox"/>	Written consent of the owner of the premises where sign is to be located		
<input type="checkbox"/>	Pertinent drawings/plans signed and sealed by Architect or Civil Engineer (showing the exact location of the sign to be installed/erected and structural plans/detail)		
<input type="checkbox"/>	Structural computation signed and sealed by a Civil/Structural Engineer (for height 3 meters and above)		
<input type="checkbox"/>	Electrical plan signed and sealed by Professional Electrical Engineer (for sign and sign structure equipped with electrical devices)		
<input type="checkbox"/>	Others (please specify) _____		
ARCHITECT/ENGINEER (to be signed and sealed):		APPLICANT/OWNER:	
ADDRESS:		RESIDENCE CERTIFICATE NO.:	
PRC REGISTRATION NO.:		DATE ISSUED:	
PTR NO.:	DATE ISSUED:	PLACE ISSUED:	PLACE ISSUED:
SIGNATURE:		SIGNATURE:	

DEFINITIONS

TYPE OF MOUNTING

- Ground Sign - A sign resting on the ground.
- Projecting Sign - A sign fastened to, suspended from or supported on a building or structure. The display surface of which is perpendicular against the wall surface or is at an angle therefrom.
- Roof Sign - A sign installed on roofs, roof decks or eaves.
- Wall Sign - A sign painted on, attached or fastened to the surface of the wall, or any part of a building or structure. The display surface of which is parallel to the wall surface.

PURPOSE

- Advertising Sign - A sign that directs attention to a business, profession, commodity, service or entertainment conducted, sold or offered at a place other than where the business, profession, etc. is located. An off-premise sign.
- Business Sign - An accessory sign that directs attention to a profession, business, commodity, service, or entertainment conducted, sold or offered in the same place where the business is located. An identification or on-premise sign.
- Directional Sign - An off-premise sign used to direct the public of the location of business establishment.

TERM/DURATION

- Permanent Sign - Framed or unframed sign installed more than 30 days.
- Temporary Sign - A sign made of cloth or other light and/or combustible material, with or without frame installed for a limited period of time.

KIND

- Electrical Sign - Any sign which has characters, letters, figures, designs, faces, background or outline illuminated by incandescent or fluorescent lamps or luminous tubes as part of the sign proper.
- Neon Sign - A sign with neon components.
- Plain Sign - A sign without any electrical and neon components.