



## APPLICATION FOR BARANGAY CONSTRUCTION CLEARANCE

FORM NUMBER	APPLICATION DATE ( MM-DD-YYYY)	APPLICATION TYPE				AP CODE
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		<div> <div></div> <div>MAINTENANCE (SP)</div> <div></div> </div>	<div> <div></div> <div>UTILITY CONNECTIONS</div> <div></div> </div>	<div> <div></div> <div>ADVERTISING</div> <div></div> </div>		

**APPLICANT FULL NAME ( FIRST NAME, MIDDLE NAME, LAST NAME )**

[illegible]

**CONTACT NUMBER AND EMAIL ADDRESS ( IF APPLICABLE)**

[illegible]**COMPLETE APPLICANT ADDRESS**

HOUSE / UNIT NUMBER

UNIT / BUILDING NAME

[illegible]

STREET / AVENUE

[illegible]

VILLAGE / SUBDIVISION / AREA / SITIO

[illegible]

**BARANGAY**

[illegible]

MUNICIPALITY / CITY

[illegible]

PROVINCE / REGION

[illegible]

**COMPLETE ACTIVITY ADDRESS**

HOUSE / UNIT NUMBER

UNIT / BUILDING NAME

[illegible]

STREET / AVENUE

[illegible]

VILLAGE / SUBDIVISION / AREA / SITIO

[illegible]

**FOR ROAD WORKS / PUBLIC PLACES WORKS, INDICATE THE AREA HERE:**

[illegible]

NATURE OF USE / PURPOSE	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
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75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

	RESIDENTIAL		COMMERCIAL		INDUSTRIAL		RES / COM MIXED		COM / IND MIXED		PUBLIC USE		UTILITY / SERVICES PROV.
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PLEASE INDICATE DETAILED PURPOSE OF ACTIVITY AND / OR SCOPE WORK

[illegible]

ACTIVITY START DATE ( MM-DD-YYYY )

ACTIVITY END DATE ( MM-DD-YYYY )

TOTAL CONSTRUCTION COST ( IN PHILIPPINE PESO )

TOTAL ACTIVITY AREA ( IN SQUARE METERS )

**BUILDING DWELLING ( IN METERS )**

NUMBER OF PARKING SLOTS

[illegible]

## IMPORTANT INFORMATION

1. Barangay BF Homes at its discretion may outright disapprove / reject applications due to the following.

- A. Necessary fields not filled-up and/or illegible writing in any part or the whole form.
- B. Incomplete and/or non-compliant documentary attachments.
- C. Misrepresentation of facts and figures.
- D. Submission of altered or falsified documents.

2. Barangay BF Homes will review and may verify the consistencies of the application together with its submitted documents. Direct or indirect anomalies including transactions with unauthorized personnel shall be disapproved and will not be honored.

3. Depending on the establishment size and nature of business, this department may forward your application to the Barangay BF Homes Council for further review and action through a proper forum (Barangay Session/s) and will be processed in accordance with internal rules and procedures.

4. Inspections of the establishment are scheduled randomly. Failure to allow inspectors reasonable access shall be a direct ground for disapproval of the application.

5. Penalties for Non-renewal of Barangay Clearance:

Twenty-five percent (25%) of total taxes and service fees including penalties and surcharges plus two percent (2%) surcharge monthly until settled.

6. Barangay BF Homes reserves the right to require additional documents relevant to the Business Clearance.

## DOCUMENTARY REQUIREMENTS

	COMPLETE SET OF DESIGN / CIVIL / ARCHITECTURAL PLAN/S CERTIFIED AND SIGNED BY OWNER/S AND COMPLETE PROFESSIONAL
	BILLS OF MATERIALS / CONSTRUCTION COST CERTIFIED AND SIGNED BY A COMPETENT PROFESSIONAL
	LAND TITLE AND / OR TAX DECLARATION
	DULY NOTARIZED CONTRACTS AND/ OR AGREEMENTS ( IF TENANT/ LESSEE )
	ASSOCIATION ENDORSEMENT
	NEIGHBOURS CONSENT
	OTHER DOCUMENTARY REQUIREMENTS (STATED BELOW): WRITTEN AUTHORIZATION FROM OWNER/ COMPANY TO TRANSACT AND SIGN IN BEHALF IF REPRESENTATIVE IS TRANSACTING

## APPLICANT UNDERTAKING

By Completing and signing this form, I/ we are bound to comply to all laws, regulation, conditions and other relevant policies set by Barangay BF Homes and other government agencies concerning the proper operation of our commercial / industrial operations. Furthermore, I/ We also acknowledge and comply to the following.

- 1. Not to cause unnecessary harm or disturbance to the general public particularly to inhabitants dwelling within my / our area of commercial / industrial operations.
- 2. To allow Barangay BF Homes, its officials and authorized personnel to conduct inspections to our commercial / industrial premises within reasonable hours without delay whatsoever.
- 3. That the information written in this form together with the submitted documentary requirements are correct to the best of my knowledge.
- 4. That barangay BF Homes may necessarily, impose sanctions including the non-renewal, disapproval, revocation or suspension of our clearance for non compliance / failure to comply to rules, regulations, conditions, this undertaking and other relevant policies.
- 5. That the compliance to this undertaking shall be also binding to the corporate members, employees, assigns, heirs, affiliates and third-part personnel acting on behalf of the applied commercial / industrial entity.

AUTHORIZED SIGNATORY FULL NAME AND SIGNATURE

## ASSOCIATION ENDORSEMENT & NEIGHBOURS CONSENT

TO: Barangay BF Homes

We interpose no objection and endorse this application form together with details stated herein and attached documentary requirement to your good office for further review and action.

LEFT IMMEDIATE NEIGHBOR NAME,  
ADDRESS & SIGNATURE

RIGHT IMMEDIATE NEIGHBOR NAME,  
ADDRESS & SIGNATURE

FRONT IMMEDIATE NEIGHBOR NAME,  
ADDRESS & SIGNATURE

BACK IMMEDIATE NEIGHBOR NAME,  
ADDRESS & SIGNATURE

ASSOCIATION AUTHORIZED SIGNATORY FULL NAME, SIGNATURE &  
STAMP/S

APPLICABLE IF ESTABLISHMENT / COMMERCIAL OPERATION IS LOCATED WITHIN RESIDENTIAL ENCLAVES EXCEPT TO THOSE AREAS DECLARED AS COMMERCIAL ZONES.

RECEIVING / PROCESSING DETAILS