



CITY GOVERNMENT OF SURIGAO

Office of the City Building Official

City Hall, Rizal Street, Surigao City, Surigao del Norte

(086) 826 8120 cmo@surigaocity.gov.ph



DOCUMENT CODE NUMBER			
FM-CGS-OCBO-010			
ISSUE STATUS	REV. NO.	EFFECTIVE DATE	PAGE NO.
01	00	06.24.2024	1 of 2

TEMPORARY SIDEWALK ENCLOSURE AND OCCUPANCY PERMIT FORM

APPLICATION NO:	SW NO:
DATE APPLIED:	DATE ISSUED:
BUILDING PERMIT NO:	

BOX 1 (TO BE ACCOMPLISHED BY THE OWNER / APPLICANT)

OWNER / APPLICANT	LAST NAME	FIRSTNAME	M.I	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP	USE OR CHARACTER OF OCCUPANCY () RES () COM () INS () IND	
ADDRESS: NO. STREET	BARANGAY	CITY	ZIP CODE	TEL NO/MOBILE NO
LOCATION OF PROPOSED SIDEWALK ENCLOSURE:				TCT NO.
LOT NO.	BLK. NO.	STREET	BARANGAY	
SCOPE OF WORK (BUILDING PERMIT)				
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> DEMOLITION		
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE		
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHERS (Specify) _____		
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING			

BOX 2

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
APPLICANT	
_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date: _____	
Address	
PRC. NO.	Validity
PTR. NO.	Date Issued
Issued at	TIN

BOX 3

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS	
_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date: _____	
Address	
PRC. NO.	Validity
PTR. NO.	Date Issued
Issued at	TIN

BOX 4

BUILDING OWNER		
_____ (Signature Over Printed Name) Date: _____		
Address		
CTC. NO.	Date Issued	Place Issued

BOX 5

WITH MY CONSENT: LOT OWNER		
_____ (Signature Over Printed Name) Date: _____		
Address		
C.T.C NO.	Date Issued	Place Issued

BOX 6

_____ APPLICANT (Signature Over Printed Name) Date: _____		
CTC. NO.	Date Issued	Place Issued
TIN		



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BOX 7 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

FEE PAID		OFFICIAL RECEIPT NO.	
DATE PAID		DATE ISSUED	

BOX 8 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL) ACTION TAKEN:

Permit is hereby issued/granted to:

Applicant's Name	
Postal Address	

for the enclosure and occupancy of the sidewalk;

Length of Enclosure	
Width of Enclosure	
Area of Enclosure	
Site Address	

For the storage of construction materials

DURATION	FROM	TO

Pursuant to pertinent provisions of the "National Building Code" (P.D. 1096) and its Implementing Rules and Regulations, and to the following conditions:

1. That the owner and contractor shall be jointly responsible for the safety, protection, security, and convenience of the general public, his/her personnel, third parties, the works, equipment, and the like;
2. That no enclosure shall be made without first providing the required temporary sidewalk plank with approved canopy which shall be properly maintained at all times;
3. A temporary sidewalk plank extending 1.50 meters on both ends of the enclosure, with no gaps between planking (floor type), shall be constructed and maintained at all times;
4. The enclosure shall be made of wooden T&G, Gauge 26 corrugated G.I., or any other similar materials at least (2.40) meters high, structurally sound, and luminously painted for the safety and convenience of pedestrians. The width of the sidewalk shall be as indicated at # 3. The horizontal length of the enclosure and plank shall not extend beyond the affected area of the project;
5. That no commercial sign whatsoever shall be painted on, attached to or displayed at the sidewalk enclosure;
6. Surface drains should not be obstructed and should be properly maintained;
7. Sidewalk area to be enclosed and occupied shall only be used for the storage of construction materials and no structure of any kind shall be erected thereat;
8. The permit must at all times be made available at the premises;
9. That a sidewalk enclosure permit sign shall be posted on site for the duration of the permit;
10. That this permit shall not serve as exemption from securing permits/written clearances from various government authorities exercising regulatory function affecting buildings and other related structures; AND
11. The permit for occupancy is revocable anytime should any of the above conditions be not strictly followed, or should public necessity so required.

PERMIT ISSUED BY:

BUILDING
OFFICIAL
(Signature Over Printed Name) Dat