3.9.2 Advertising signs/ billboards shall display and convey messages and visuals that conforms to public decency and good taste and should refrain from the explicit and malicious display of sexual images either directly or indirectly;

3.9.3 Advertising signs/billboards which are written in any foreign language shall have corresponding translation in English or in our local dialect;

SECTION 4. PERMIT PROCESSING AND ISSUANCE – Any natural person, firm or corporation which shall construct, erect, install, strengthen, alter a sign or signboard structure shall secure a Building Permit from the Department of Building Official (DBO). After completion of the Sign Structure, the owner/proponent shall secure a Certificate of Use from the Department of Building Official before any advertising sign is allowed to be displayed.

4.1 The following requirements shall be complied for the issuance of a Zoning/ Locational Clearance:

4.1.1 DPWH Clearance

4.1.2 Plans/Support Structure;

4.1.3 Plans/Site Development (vicinity map of 150 meter radius);

4.1.4. Proof of ownership,

If the applicant is the registered owner of the lot/building:

4.1.4.1 Certified true copy of OCT/TCT, on file with the Registry of Deeds;

4.1.4.2 Tax declaration and tax clearance;

In case the applicant is not the registered owner of the lot/building;

4.1.4.3 In addition to the above, a duly notarized Contract of Lease.

4.1.5 Secretary's Certificate (if the applicant is a Corporation)

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4.1.6 Company TIN

4.1.7 Barangay Clearance

4.1.8 Notarized Application Form

4.1.9 Authorization letter for the Representative acting for and on behalf of the applicant

4.2 The following requirements shall be complied for the issuance of a Building Permit:

4.2.1 Duly accomplished and notarized Building Permit application form endorsed by the lot/building owner;

4.2.2 Barangay clearance;

4.2.3 Plan/Site development;

4.2.4 Plans/Structural, with supplementary design analysis and computation (Five Sets);

4.2.5 Locational/Zoning clearance for sign and sign board structures along national and city roads;

4.2.6 Structural Stability Certification with supplementary structural computation for the building considering the additional load;

4.2.7 Advertising sign structures equipped with electrical devices shall have an electrical wiring plan, specification and design computation conforming to the provision of the Philippine Electrical Code duly signed by a professional electrical engineer;

4.2.8 Bills of Materials;

4.2.9 Material's Specifications;

4.2.10 Contractor's Liability Insurance in the amount of One Hundred Thousand Pesos (P100,000.00);

4.2.11 Copy of the PTR, PRC I.D. of an allied professional;

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4.2.12 Fire Safety Correction Sheet;

4.2.13 Certificate of Occupancy for the building, if the sign or signboard structure is a roof or wall mounted.

4.3 The following shall be the requirements for the issuance of Certificate of Use:

4.3.1 The Issued Building Permit and the submitted Plan;

4.3.2 Issued Zoning/Locational Clearance;

4.3.3 Fire Safety Inspection Certificate (FSIC);

SECTION 5. SIGN PERMIT – Any natural person, firm or corporation, desiring to install or display advertising business signs shall secure a Sign Permit from the Department of Building Official (DBO).

5.1 The following shall be required as a condition precedent to secure a Sign Permit:

5.1.1 Duly accomplished and notarized Sign Permit application form endorsed by the lot/building owner;

5.1.1.1 Certificate of Use for signs to be displayed over signboard structures with building permit;

5.1.1.2 Attachment/Anchorage Structural plan and design analysis and computation for ordinary signs with no building permit which must be signed and sealed by a licensed/civil engineer;

5.2 Sign permits shall have a maximum duration of one (1) year, renewable upon payment of necessary renewal fees and acquisition of Annual Inspection Certificate for the sign/signboard structure used.

SECTION 6. PROCESSING, EVALUATION, INSPECTION – The following shall govern the processing, evaluation and inspection of the advertising Sign and Billboards:

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6.1 Upon completion of the necessary documentary requirements, the applicant shall submit the Sign/Building Permit/Certificate of Use application to the Department of Building Official (DBO) for processing and evaluation;

6.2 The Department of Building Official (DBO) shall process and evaluate the submitted application under this ordinance, with the standard procedure of the National Building Code of the Philippines and its Implementing Rules and Regulations and other additional regulations prescribed by the Department of Public Works and Highways (DPWH);

6.3 The Building Official shall issue the Sign/Building Permit/Certificate of Use after compliance and passing the evaluation and processing procedure set forth above;

6.4 Field inspection shall be conducted upon completion by the Department of Building Official with the presence of the Service Provider or any of his duly authorized representatives, annually to validate the structure whether the same is structurally stable, well maintained and no enlargement has been done by the service provider. The assessment by the Department of Building Official and the certificate issued by a civil/structural engineer certifying the stability of the sign/signboard structure and the Third Party Liability Insurance in the amount of One Hundred Thousand Pesos (P100, 000.00), shall be the basis for the renewal of the Annual Inspection Certificate which shall be the basis for the issuance of the sign permit renewal.

SECTION 7. FEES AND PENALTIES – The Quezon City Revenue Code, as amended, and the National Building Code of the Philippines shall be applied in the computation of fees and penalties for signs/signboard/billboard structures and sign permit applications whichever is higher.

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