



Civil Aviation Authority of the Philippines
Height Evaluation Application Form

Application No. _____

To be filled by CAAP personnel manually.

Choose the type of application by putting a check on the box:

Height Clearance Permit (HCP)

Height Limitation (HL)

If HCP, **Permanent Structure** **Temporary Structure** (eg. Crane, Temporary Elevator Housing, etc.)

REQUIREMENTS: (Preferred to be initially read by the Geodetic Engineer. Data should be complete, legible, correct and with no erasures. Any discrepancy in complying these requirements may delay processing.)

- 1. Elevation Plan of the Proposed Structure** (for HCP application only; in A3 or A4 size bond paper)
 - a. If in case, the proposed structure is to be installed/constructed atop existing structure, include the height of the existing structure.
- 2. Certification of Geodetic Engineer** (Form no. CAAP-ADM-AOD-2; in A4 size bond paper)
 - a. Minimum of 4 corners of the proposed structure or site, provide the Geodetic Coordinates (WGS-84 Datum) and Orthometric Height (EGM2008).
- 3. Certification of Control Station Used** (NAMRIA/CAAP; in A4 size bond paper)
 - a. Copy/copies of Elevation Reference with Orthometric Height and Horizontal Control Reference with WGS-84 Coordinates (Latitude/Longitude) from known control station of National Mapping and Resource Information Authority (NAMRIA) or CAAP.
- 4. Location Plan with Vicinity Map** (in A3 or A4 size bond paper)
 - a. Indicating the Geodetic Position and Elevation of the proposed site, signed and sealed by a Geodetic Engineer.
- 5. Computations and Processing Reports** (in A4 size bond paper)
 - a. For Total Station, traverse computations that is signed and sealed by a Geodetic Engineer.
 - b. For GNSS equipment, processing report including raw data that is signed and sealed by Geodetic Engineer.
- 6. Additional Requirements for Temporary Structures**
 - a. Copy of the Approved Height Clearance Permit of proposed building where crane will be used (in A4 size bond paper)
 - b. Site Development plan with radial coverage of cranes duly signed by Mechanical/Civil Engineers (in A3 or A4 size bond paper)
 - c. Elevation plan showing the maximum height and elevation of cranes duly signed by Mechanical / Civil Engineer (in A3 or A4 size bond paper)
 - d. Duration date and hours of crane operations signed by Owner / Manager (in A4 size bond paper)
 - e. Safety / Responsible officers and their contact numbers signed by Owner / Manager (in A4 size bond paper)
 - f. Appropriate lightings and markings in accordance with the Manual of Standards for Aerodromes (to be incorporated in 6.c)

In addition, if the proposed site is within the two (2)-km radius of the nearest runway end, indicate the true ground elevation at the nearest point of the runway and the distances, as shown in the illustrations below:

Illustration:



7. FILING FEE OF FIFTY PESOS + Value Added Tax (P50.00 + VAT) (Attach a photocopy of the Official Receipt)

(Please fill-up completely, legibly, and correctly. Data below must be consistent with attached documents.)

DATA OF APPLICANT/OWNER:

Name:			
Owner's Address			
Email Address			
Landline Number		Mobile Number	

DATA OF PROPOSED STRUCTURE/SITE:

Type of Structure			
Site Address			
Proposed Height	_____	meters above ground level	
Height of Existing Structure	_____	meters above ground level	

DATA OF REPRESENTATIVE/LIAISON OFFICER:

(Note: to be filled-up by the person who accomplished this form, NOT to be used as Certification of Geodetic Engineer.)

Name			Signature	
Company Represented (if applicable)				
Office or Residence Address				
Landline Number		Mobile Number		
Date of Submission		Email Address		
Official Receipt Number		Date of O.R.		

GUIDE IN ACCOMPLISHING HEIGHT EVALUATION APPLICATION FORM (CAAP-ADM-AOD-001)

Civil Aviation Authority of the Philippines
Height Evaluation Application Form

1 Application No. _____

Check the type of application by putting a check in the box:

2 Height Clearance Permit (HCP) 3 Height Limitation (HL)

If HCP: 4 Permanent Structure 5 Temporary Structure (e.g. Crane, Temporary Elevator Hoisting, etc.)

REQUIREMENTS: (Preferred to be initially read by the Geodetic Engineer. Data should be complete, legible, correct and with no erasures. Any discrepancy in complying these requirements may delay processing.)

1. Elevation Plan of the Proposed Structure (for HCP application only, in A3 or A4 size bond paper)
If in case, the proposed structure is to be installed/constructed atop existing structure, include the height of the existing structure.

2. Certification of Geodetic Engineer (Form no. CAAP-ADM-AOD-2, in A4 size bond paper)
Minimum of 4 corners of the proposed structure or site, provide the Geodetic Coordinates (WGS-84 Datum) and Orthometric Height (EGM2008).

3. Certification of Control Station Used (NAMRIA/CAAP, in A4 size bond paper)
a. Copy/copies of Elevation Reference with Orthometric Height and Horizontal Control Reference, with WGS-84 Coordinates (Latitude/Longitude) from known control station of National Mapping and Resource Information Authority (NAMRIA) or CAAP.
b. Location Plan with Vicinity Map (in A3 or A4 size bond paper)
c. Indicating the Geodetic Position and Elevation of the proposed site, signed and sealed by a Geodetic Engineer.

4. Computations and Processing Reports (in A4 size bond paper)
a. For Total Station, traverse computations that is signed and sealed by a Geodetic Engineer.
b. For GNSS equipment, processing report including raw data that is signed and sealed by Geodetic Engineer.

5. Additional Requirements for Temporary Structures
a. Copy of the Approved Height Clearance Permit of proposed building where crane will be used (in A4 size bond paper)
b. Site Development plan with radial coverage of cranes duly signed by Mechanical/Civil Engineers (in A3 or A4 size bond paper)
c. Elevation plan showing the maximum height and elevation of cranes duly signed by Mechanical/Civil Engineers (in A3 or A4 size bond paper)
d. Duration date and hours of crane operations signed by Owner / Manager (in A4 size bond paper)
e. Safety / Responsible officers and their contact numbers signed by Owner / Manager (in A4 size bond paper)
f. Appropriate lightning and marking in accordance with the Manual of Standards for Aeronautics (to be incorporated in 6.c)

In addition, if the proposed site is within the two (2)-km radius of the nearest runway end, indicate the true ground elevation at the nearest point of the runway and the distances, as shown in the illustrations below:

7. FILING FEE OF FIFTY PESOS + Value Added Tax (P50.00 + VAT) (Attach a photocopy of the Official Receipt)
(Please fill-up completely, legibly, and correctly. Data below must be consistent with attached documents.)

DATA OF APPLICANT/OWNER:

Name	
Owner's Address	6
Email Address	7
Landline Number	8
Mobile Number	9

DATA OF PROPOSED STRUCTURE SITE:

Type of Structure	11	
Site Address	12	
Proposed Height	13	meters above ground level
Height of Existing Structure	14	meters above ground level

DATA OF REPRESENTATIVE/LIAISON OFFICER:
(Note: to be filled-up by the person who accomplished this form, NOT to be used as Certification of Geodetic Engineer.)

Name	15	Signature	21
Company Represented (if applicable)	16		
Office or Residence Address	17		
Landline Number	18	Mobile Number	22
Date of Submission	19	Email Address	23
Official Receipt Number	20	Date of O.R.	24

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Revision No.: 1
Issued Date: January 20, 2021

- 5 **Temporary Structures** – Tick in the box if the application is HCP and is for temporary structures. (e.g. Cranes and other equipment)
- 6 **Name** – indicate the name of the applicant or the owner of structure or site to be evaluated.
- 7 **Owner's Address** – indicate the postal address of the owner of structure or site to be evaluated.
- 8 **Email Address** – indicate the email address of the owner of structure or site to be evaluated.
- 9 **Landline Number** – indicate the landline number of the owner of structure or site to be evaluated
- 10 **Mobile Number** – indicate the mobile number of the owner of structure or site to be evaluated.
- 11 **Type of Structure** – indicate the type of structure if it is residential or commercial building, type of tower (e.g. monopole, 2-legged SST, 3-legged SST, etc.), antennae, cranes.
- 12 **Site Address** – indicate the address of the structure or site to be evaluated
- 13 **Proposed Height** – indicate the height of structure to be evaluated in meters.
- 14 **Height of Existing Structure** – if proposed structure is to be installed in an existing structure, indicate the height of existing structure in meters.
- 15 **Name** – indicate the name of representative/liaison officer who accomplishes the application and the contractor's name (if applicable).

- 1 **Application Number** – A unique number series as assigned to every application. To be filled by CAAP-ADMS-OSD Personnel.
- 2 **Height Clearance Permit (HCP)** – Tick in the box if the application is for height clearance permit (HCP).
- 3 **Height Limitation (HL)** – Tick in the box if the application is for height limitation inquiry.
- 4 **Permanent Structure** – Tick in the box if the application is HCP and is for permanent structures. (e.g. Residential and Commercial Buildings, Towers, Antennae, and other edifices)

- 16 **Company Represented** – indicate the name of Company represented by the Representative/Liaison Officer (if applicable).
- 17 **Office or Residence Address** – indicate the Office or residence address of the representative/liaison officer who accomplishes the application.
- 18 **Landline Number** – indicate the landline number of the representative/liaison officer who accomplishes the application.
- 19 **Date of Submission** – indicate the date of submission of documents for height evaluation application.
- 20 **Official Receipt Number** – indicate the unique 6-digit receipt number appearing in the CAAP Official Receipt.
- 21 **Signature** – indicate the signature of the representative or liaison officer accomplishing the form.
- 22 **Mobile Number** – indicate the mobile number of the representative or liaison officer accomplishing the form.
- 23 **Email Address** – indicate the email address of the representative or liaison officer accomplishing the form.
- 24 **Date of O.R.** – indicate the date of payment appearing in the CAAP official receipt.