

REQUIREMENTS IN SECURING BUILDING PERMIT

1. Accomplished application form.
2. Accomplished Locational Clearance with Notary Public..
3. In case the applicant is the registered owner of the lot: (5 photocopy)
 - a) Certified true copy of OCT/TCT, on file with the Registry of Deeds
 - b) Tax Declaration
 - c) Current Real Property Tax Receipt
4. In case the applicant is not the registered owner of the lot in addition to the above:
 - a) Duly notarized copy of the Contract of Lease or Sale (5 photocopy)
 - b) Duly notarized copy of the Deed of Absolute Sale (5 photocopy)
4. Five (5) sets each of survey plans, design plans, specifications signed and sealed by:
 - a) Architect, in case of Architectural documents
 - b) Civil Engineer, in case of civil/structural documents
 - c) Professional Electrical Engineer, in case of electrical documents
 - d) Professional Mechanical Engineer, in case of mechanical documents
 - e) Sanitary Engineer, in case of sanitary documents
 - f) Master Plumber, in case of plumbing documents
 - g) Electronics Engineer, in case of electronics documents
 - h) Environmental Planner who is also an architect or civil engineer in case of developmental/environmental documents
 - i) Interior Designer, in case of interior design documents
 - j) Geodetic Engineer, in case of lot survey documents
5. Five (5) sets of Bill of Materials signed and sealed by the Professional Engineers and the owner.
6. Five (5) sets of General Notes and Specifications.
7. Five (5) sets of Structural Design for Two (2) storey building and duly signed and sealed by the Structural Engineers.
8. Barangay Clearance.
9. Resident Certificate No. (cedula).
10. Sangguniang Bayan Resolution for Title (for commercial only).
12. Locational Clearance for the reclassification of Tax Declaration (for commercial only).

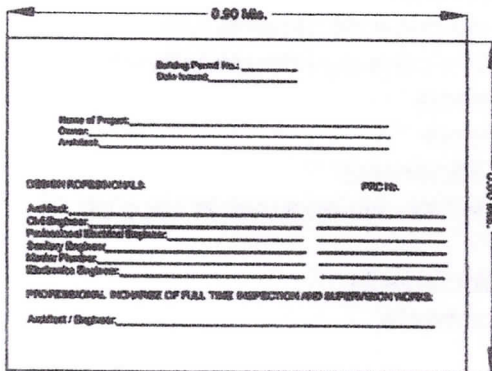
APPLICATION FOR CERTIFICATE OF OCCUPANCY PERMIT FOR FINISHED STRUCTURE

1. The owner shall submit to the Building Official.
 - a) Owner's request letter for Building inspection.
 - b) A duly notarized Certificate of Completion together with the logbook, as-built plans and specifications and the Building Inspection Sheet all signed by the contractor and the architect/engineer who undertook the full time supervision.
 - c) As-built plans and specifications signed and sealed by the design professionals, supervisor and contract

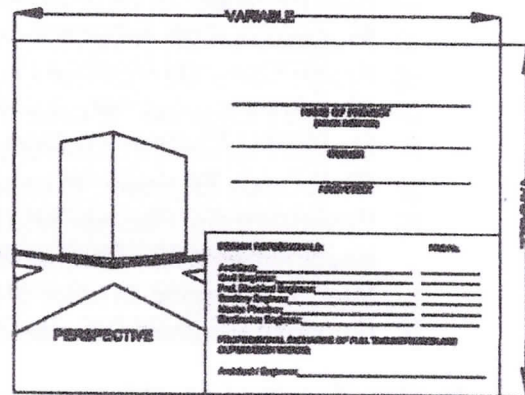
- d) Certificate of Fire Safety Inspection for Occupancy Permit certified by the Bureau of Fire Protection.
- e) Photocopy of Building Permit Official Receipt.
- f) Picture of the Building Structure.

Standard Sign Board :

(For Residential Building)
Institutional,

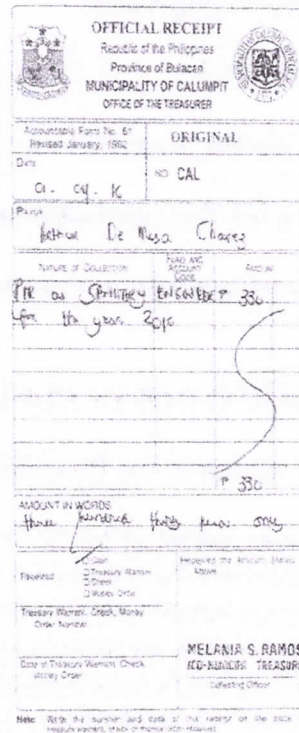


(For Commercial, Industrial, Educational, Social,
Recreational Buildings and others)



Photocopy of Professional Tax Receipt (O.R.) and Professional Regulation Commission ID

Sample



Note: Retain the number and date of this receipt on the back of regularly issued check or money order required.



Republic of the Philippines
 City/Municipality of _____
 Province of _____

OFFICE OF THE BUILDING OFFICIAL
APPLICATION FOR BUILDING PERMIT

NEW RENEWAL AMENDATORY

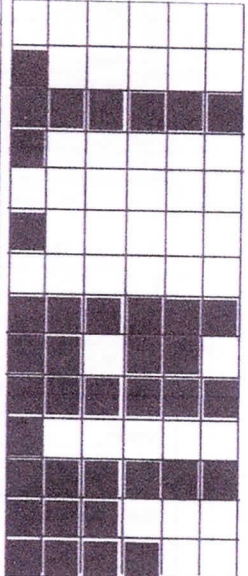
APPLICATION NO. _____

AREA NO. _____

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I	TIN
FOR CONSTRUCTION:				FORM OF OWNERSHIP			
ADDRESS: NO.,		BARANGAY		CITY/MUNICIPALITY		ZIP CODE	TELEPHONE NO.
LOCATION OF CONSTRUCTION: STREET		LOT NO.	BLK NO.	TCT NO.	TAX DEC. NO.		
		BARANGAY		CITY/MUNICIPALITY			
SCOPE OF WORK							
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> RAISING					
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE					
<input type="checkbox"/> ADDITON	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHERS (SPECIFY)					
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING						
USE OR CHARACTER OR OCCUPANCY							
<input type="checkbox"/> GROUP A : RESIDENTIAL DWELLINGS	<input type="checkbox"/> GROUP F : INDUSTRIAL	<input type="checkbox"/> OTHERS (SPECIFY) _____					
<input type="checkbox"/> GROUP B : RESIDENTIAL HOTEL, APARTMENT	<input type="checkbox"/> GROUP G : INDUSTRIAL STORAGE AND HAZARDOUS						
<input type="checkbox"/> GROUP C : EDUCATIONAL, RECREATIONAL	<input type="checkbox"/> GROUP H : RECREATIONAL, ASSEMBLY OCCUPANT LOAD LESS THAN 1000						
<input type="checkbox"/> GROUP D : INSTITUTIONAL	<input type="checkbox"/> GROUP I : RECREATIONAL, ASSEMBLY OCCUPANT LOAD 1000 OR MORE						
<input type="checkbox"/> GROUP E : BUSINESS AND MERCHATILE	<input type="checkbox"/> GROUP J : AGRICULTURAL ACCESSORY						
OCCUPANCY CLASSIFIED _____				TOTAL ESTIMATED COST P _____			
NUMBER OF UNITS _____				PROPOSED DATE OF CONSTRUCTION _____			
TOTAL FLOOR AREA _____				EXPENDITURE OF COMPLETION _____			

DO NOT FILL-UP (NSO USE ONLY)



BOX 2

FULL TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)	
_____ ARCHITECT OR CIVIL ENGINEER (Signed Over Printed Name) Date _____	Address _____
	PRC No. _____ Validity _____
	PTR No. _____ Date Issued _____
	Issued at _____ TIN _____

Box 3

APPLICANT:
_____ (Signature Over Printed Name) Date _____
Address _____
CTC No. _____ Date Issued _____ Place Issued _____

BOX 4

WITH MY CONSENT: LOT OWNER
_____ (Signature Over Printed Name) Date _____
Address _____
CTC No. _____ Date Issued _____ Place Issued _____

BOX 5

REPUBLIC OF THE PHILIPPINES)	
CITY/MUNICIPALITY) S.S	
BEFORE ME, at the City/ Municipality _____, on _____ personally appeared	
The following:	
_____ APPLICANT	_____ C.T.C. No. Date Issued _____ Place Issued
_____ LICENSED ARCHITECT OR CIVIL ENGINEER <small>(FULL -TIME Inspector and Supervisor of Construction Works)</small>	_____ C.T.C. No. Date Issued _____ Place Issued
whose signature appear herein above. Known to me to be the same person who executed standard prescribed form and acknowledge to me that the same is their free and voluntary act and deed.	
WITNESS MY HAND AND SEAL on the date and place above written.	
Doc No. _____	
Page No. _____	
Book No. _____	
Series of _____	NOTARY PUBLIC(Until December _____)

BOX 6 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION)

ASSESSED FEES	ASSESSED BY	AMOUNT DUE	DATE PAID	O.R. NUMBER	NSO
<input type="checkbox"/> FILING FEE					
<input type="checkbox"/> PROCESSING FEE					
<input type="checkbox"/> LOCATIONAL/ZONING OF LAND USE					
<input type="checkbox"/> LINE AND GRADE (Geodetic)					
<input type="checkbox"/> FENCING					
<input type="checkbox"/> ARCHITECTURAL					
<input type="checkbox"/> CIVIL/STRUCTURAL					
<input type="checkbox"/> ELECTRICAL					
<input type="checkbox"/> MECHANICAL					
<input type="checkbox"/> SANITARY					
<input type="checkbox"/> PLUMBING					
<input type="checkbox"/> ELECTRONICS					
<input type="checkbox"/> INTERIOR					
<input type="checkbox"/> ONE HALF(1/2) OF FIRE SERVICE FUND(FSF)					
TOTAL					

BOX 7 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

BUILDING PERMIT

BUILDING PERMIT NO.

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DATE ISSUED

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M M D D Y Y

Permit is issued to _____ for the proposed _____

(Owner/Applicant)

(Type of project)

Under _____, of group _____, located at Lot No. _____ Block No. _____ OCT/TCT No. _____

(Use or Character of Occupancy)

_____ Street, Barangay _____, City/ Municipality of _____ Subject to

the following:

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for the building/structure is liable for damages if within fifteen (15) years from completion of the building/structure. The same should collapse due to defect in the plans of specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of interior materials
2. This permit shall be accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by the corresponding design professionals who shall be responsible for the comprehensive and correctness of the plans in compliance to the Code and its IRR and to all applicable referral codes professionals' regulatory laws
3. That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc. shall be in conformity with the provisions of the National Building Code, and its IRR.
 - a. That prior to commencement of the proposed projects and construction an actual survey shall be conducted by a duly licensed Geodetic Engineer.
 - b. That before commencing the excavation the person making or causing the excavation to be made shall notify in writing the owner of adjoining property not less than ten(10) days before such excavation is to be made and show how the adjoining property should be protected.
 - c. That no person shall use or occupy a street, alley or public sidewalk for the performance of work covered by a building permit.
 - d. That no person shall perform any work on any building or structure adjacent to a public way in general use for pedestrian travel, unless the pedestrian are protected.
 - e. That the supervising Architect/Civil Engineer shall keep at the jobsite at all times a logbook or daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.
 - f. That upon completion of the construction, the said licensed supervising Architect/Civil Engineer shall submit to the building Official duly signed and sealed logbook, as built plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, its IRR as well as the plans and specifications.
 - g. All such changes, modifications and alterations shall likewise be submitted to the Building Official and the subsequent amendatory permit there for issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications maybe just an orderly and comprehensive compilation of all documents which include the originally smutted plans and specifications of all amendments thereto as actually built or they may be an entirely new set of plans and specification accurately describing and /or reflecting therein the building as actually built.
4. That no building/structure shall be used until the Building Official has issued a Certificate of Occupancy there for as provided in the Code. However, a partial Certificate of Occupancy maybe issued for the Use/Occupancy of a portion or portions of a building/structure prior to the completion of the entire building/structure.
5. That this permit shall not serve as an exemption from security written clearances from various government authorities exercising regulatory function affecting buildings/structures.
6. When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor pursuant to the provisions of the Contractor's License Law(RA 4566).
7. The Owner/Permittee shall submit a duly accomplished prescribed " **Notice of Construction**" to the Office of the Building Official Prior to any Construction activity.
8. The Owner/Permittee shall put a Building Permit sign which complies with the prescribed dimensions and information, which shall remain posted on the construction site for duration of the construction.

PERMIT ISSUED BY:

 BUILDING OFFICIAL
 (Signature Over Printed Name)
 Date _____

NOTE: THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 306 AND 306 OF THE "NATIONAL BUILDING CODE"

BOX 7

RECEIVED BY:	DATE:
FIVE (5) SETS OF SANITARY DOCUMENTS	
<input type="checkbox"/> SANITARY PLANS AND SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
SANITARY					
OTHERS (Specify)					

BOX 9

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

1. That the proposed sanitary works shall be in accordance with the sanitary plans filed with this Office and in conformity with the latest Code on Sanitation of the Philippines, the National Building Code and its IRR.
2. That prior to any commencement of sanitary works, a duly accomplished prescribed **“Notice of Construction”** shall be submitted to the Office of the Building Official.
3. That upon completion of the sanitary works, the licensed supervisor/in-charge shall submit the entry to the logbook duly signed and sealed to the Building Official including as-built plans and other documents and shall also accomplish the Certificate of Completion stating that the sanitary works conform to the provision of the Code on Sanitation, the National Building Code and its IRR.
4. That this permit is null and void unless accompanied by the building permit.

PERMIT ISSUED BY:

BUILDING OFFICIAL
 (Signature Over Printed Name)
 Date _____



Republic of the Philippines
City/Municipality of _____
Province of _____

OFFICE OF THE BUILDING OFFICIAL

ELECTRICAL PERMIT

APPLICATION NO.

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EP NO

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BUILDING PERMIT NO.

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

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP	USE OR CHARACTER OF OCCUPANCY	
ADDRESS:	NO., STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIP CODE
TELEPHONE NO				
LOCATION OF CONSTRUCTION:	LOT NO. _____	BLK NO. _____	TCT NO. _____	TAX DEC. NO. _____
STREET _____	BARANGAY _____	CITY/ MUNICIPALITY OF _____		
SCOPE OF WORK				
<input type="checkbox"/> NEW INSTALLATION	<input type="checkbox"/> RECONNECTION OF SERVICE ENTRANCE	<input type="checkbox"/> RELOCATION OF SERVICE ENTRANCE		
<input type="checkbox"/> ANNUAL INSPECTION	<input type="checkbox"/> SEPARATION OF SERVICE ENTRANCE	<input type="checkbox"/> OTHERS (Specify) _____		
<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> UPGRADING OF SERVICE ENTRANCE	_____		
SUMMARY OF ELECTRICAL LOADS/CAPACITIES APPLIED FOR				
TOTAL CONNECTED LOAD _____ kVA	TOTAL TRANSFORMER CAPACITY _____ kVA	TOTAL GENERATOR/UPS CAPACITY _____ kVA		

BOX 2 (TO BE ACCOMPLISHED IN PRINT BY THE DESIGN PROFESSIONAL)

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS			
_____ Date _____ PROFESSIONAL ELECTRICAL ENGINEER (Signed and Sealed Over Printed Name)	Address		
	PRC. No	Validity	
	PTR. No	Date Issued	
	Issued at	TIN	

BOX 3

SUPERVISOR / IN-CHARGE OF ELECTRICAL WORKS			
<input type="checkbox"/> PROFESSIONAL ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED ELECTRICAL ENGINEER	<input type="checkbox"/> REGISTERED MASTER ELECTRICIAN	
_____ Date _____ (Signed and Sealed Over Printed Name)			
PRC. No	Validity		
PTR. No	Date Issued		
Issued at	TIN		
Address			

BOX 4

BUILDING OWNER		
_____ Date _____ (Signature Over Printed Name)		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 5

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

