



CHECKLIST OF BUILDING PERMIT APPLICATION REQUIREMENTS

APPLICANT: _____ ADDRESS: _____

PROJECT TITLE: _____

LOCATION: _____ DATE/APPLICATION NO.: _____

- Notarized Unified Application Form for Building Permit and Fire Safety Evaluation Clearance duly signed & sealed by a Licensed Civil Engineer and signed by the Owner/Applicant
- Sanitary/Plumbing Permit Application Form duly signed and sealed by a licensed Sanitary Engineer/Master Plumber & signed by the Owner/Applicant
- Electrical Permit Application Form duly signed and sealed by a Professional Electrical Engineer & signed by the Owner/Applicant
- Mechanical Permit Application Form duly signed and sealed by a Professional Mechanical Engineer & signed by the Owner/Applicant **(if applicable)**
- Electronics Permit Application Form duly signed and sealed by an Electronics Engineer & signed by the Owner/Applicant **(if applicable)**
- Certified Copy of Tax Declaration/TCT/Contract of Lease/Sale and Deed of Absolute Sale, Land Title or any legal document (if the owner/applicant for the proposed project is not the declared owner of lot) **(5 copies)**
- Current Real Property Tax Receipt
- Valid ID Form, Comm Tax Cert. of Applicant/ Lot Owner
- Five (5) sets of plan

A ARCHITECTURAL DESIGN: (Duly signed and sealed by an Architect/Civil Engineer)

- Perspective
 - Location Plan
 - Site Development Plan
 - Elevations **(at least four)**
 - Sections **(at least two)**
 - Architectural Details
- (w/ clear distance from the existing road to the proposed structure)**
- Floor Plans

B STRUCTURAL DESIGN: (Duly signed and sealed by an Architect/Civil Engineer)

- Foundation Plan
- Roof Framing Plan & Details
- Floor Framing Plan & Details
- Details of Columns
- Details of Footing & Wall Footing
- Details of Beams
- Details of Stairs (if necessary)
- Structural Design Analysis for Building Structure of 2 storeys & more

C SANITARY: (Duly signed and sealed by a Sanitary Engineer or Master Plumber)

- Plumbing Plan layout showing sewage lines, waterlines, specifications and legends
- Isometric Drawing
- Detail of Septic Vaults, Water Tanks, etc.
- Plumbing Symbols & Specifications

D ELECTRICAL: (Duly signed and sealed by a Professional Electrical Engineer)

- Electrical Lay-out Plan
- Design Analysis
- Schedule of Loads
- Riser Diagram
- Electrical Symbols & Specifications

E MECHANICAL: (Duly signed and sealed by a Professional Mechanical Engineer) **-if applicable**

- Mechanical Lay-out Plan
- Design Analysis
- Schedule of Loads
- Riser Diagram
- Mechanical Symbols & Specifications

F ELECTRONICS: (Duly signed and sealed by an Electronics Engineer) **-if applicable**

- Electronics Plan
- Design Analysis
- Schedule of Loads
- Electronic Symbols & Specifications

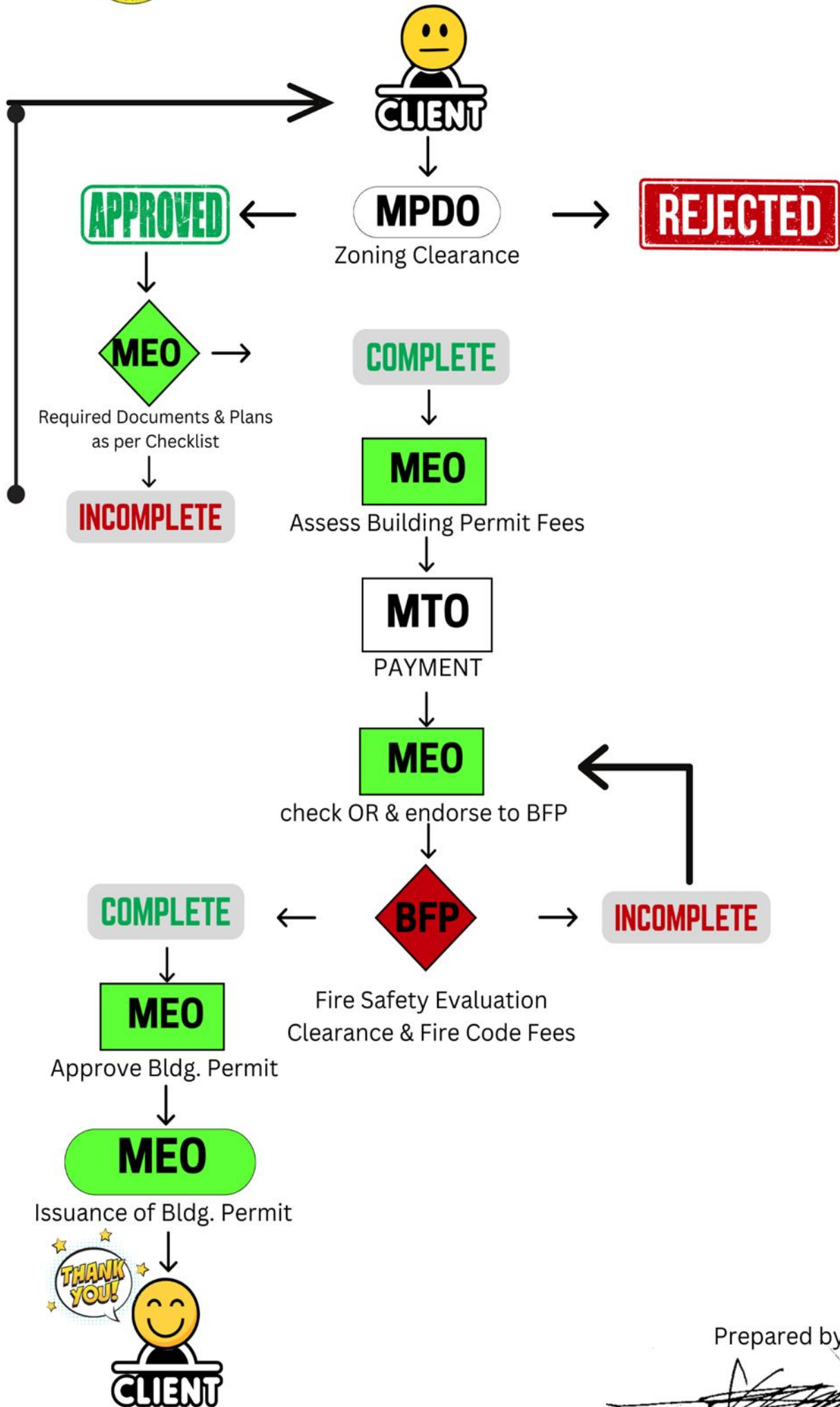
- Five (5) sets of Technical Specifications duly signed/sealed by Architect or Civil Engineer
- Five (5) sets of Bill of Materials & Detailed Estimates duly signed/sealed by Architect or Civil Engineer (Notarized)
- Zoning Clearance (from MPDO)
- Certification from Dept. of Public Works and Highways (DPWH) if building is located along National Road
- Certification from Provincial Engineering Office (PEO) if building is located along Provincial Road
- Fire Safety Evaluation Clearance/Certificate from the Bureau of Fire Protection (BFP)
- Photocopy of PRC ID, Cedula and PTR of Civil Engineer/Architect/Professional Electrical Engineer/Sanitary Engineer/Master Plumber/ Professional Mechanical Engineer / Electronics Engineer

Prepared by:


ROBERT C. TALIDONG
Municipal Engineer



ISSUANCE OF BUILDING PERMIT



Prepared by:


ROBERT C. TALIDONG
Municipal Engineer