



DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION
(Single Dwelling Residential/Commercial/Industrial/Others)

- Four (4) copies of filled up unified Application Form for Building Permit with the Ancillary Permit Forms (Architectural, Structural, Sanitary, Plumbing, Electrical, Mechanical, Electronics) (*whichever applicable*)
- Two (2) copies of filled up Application Form for Zoning/Locational Clearance
- Two (2) copies of filled up Application Form for Tax Clearance/Tax Declaration/Certificate of Tax Payment
- Two (2) copies of Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), Deed of Absolute Sale or Locational Plan from LRA (if lessee, Contract of Lease)
- Four (4) sets of Survey Plans (*Lot plan with certification of non-encroachment*), design plans and other documents as follows: (*Pease refer to Rule III, Section 302, item 4-11, National Building Code, Revised Implementing Rules and Regulation*)
 - Architectural Documents
 - Civil/Structural Documents
 - Electrical Documents
 - Sanitary Documents
 - Plumbing Documents
 - Mechanical Documents
 - Electronics Documents
 - Geodetic Documents
 - Fire Protection Documents (If applicable)
- Three (3) photocopies of Valid Licenses (PRC ID) of involved professionals
- Two (2) copies of Notarized estimated value of the building/structure to be erected as declared by the owner
- Two (2) copies of Construction Safety and Health Program (CSHP)
- Two (2) copies of Affidavit of Undertaking (*For the submission of post-requirements* within 30 days after the issuance of Building Permit*)
- Vicinity Map, as needed
- Two (2) copies of Soil Test (*Dependent on the specific LGU's requirements*)
 - Plate Load Test Analysis (for 2 storeys w/ roof deck)
 - Soil Boring Test Result (for 3 storeys and above)

*** POST REQUIREMENTS**

- Clearances from Other Agencies exercising regulatory functions affecting building/structures (*Pease refer to Rule III, Section 302, item 12, National Building Code, Revised Implementing Rules and Regulation, (whichever applicable)*). To be submitted 30 days (maximum) after the Building Permit issuance.
 - 2 cps. Barangay Clearance
 - 2 cps. ECC/ENRO Clearance for *Commercial and Industrial*
 - 2 cps. DOLE Clearance for *Industrial Bldgs.*
 - 2 cps. Health clearance
 - 2 cps. DPWH Clearance (building along National Hi-way)
 - 2 cps. Others: _____

REMARKS

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes)
 - Name of Receiving Officer : _____
 - Date and Time Returned : _____
 - Signature of the Applicant : _____

NOTES:

- *Bring the Checklist with detachable claim stub when submitting your application*
- *All the fully accomplished forms and requirements must be fastened in a **LONG FOLDER** except for the Drawing Plans and Reports*
- **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED**
- *Keep your **CLAIM STUB** at all times; **NO CLAIM STUB, NO RELEASE***

Coverage for SIMPLE BUILDING PERMIT APPLICATION

– For any of the following building/structures not more than 1,500 square meters.

- *Single dwelling Residential not more than 3-floor/storey*
- *Commercial of not more than 2-floor/Storey*
- *Renovation within mall area with approved building permit*
- *Warehouse storing non-hazardous substance*

CLAIM STUB

Application No: _____
Time & Date Applied/Submitted _____, _____ AM/PM
Receiving Officer: _____
Signature _____
Name of Applicant/Owner: _____

*For updates and inquiries, please call CEO/OBO at Tel Nos. (54) 205-2980 local 1060 within four (4) working days

Title of Project: _____
Location: _____

Note: Bring this claim stub upon claiming the Order of Payments/Building Permit, FSEC and other Documents