

CHECKLIST OF REQUIREMENTS IN SECURING BUILDING PERMIT

Name of Applicant: _____

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| | Barangay Construction Clearance/Home Owners' Association Clearance |
| | Proof of Lot Ownership, in case the applicant is the registered owner of the lot: |
| | a. Photocopy of the Original Certificate of Title/Transfer Certificate of Title |
| | b. Tax Declaration |
| | c. Photocopy Current Real Property Tax Receipt |
| | In case the applicant is not the registered owner of the lot, in addition to the above (letter a to c) |
| | d. A duly notarized copy of the Contract of Lease /or Deed of Absolute Sale or Permit to Use |
| | e. Secretary's Certificate authorizing to sign all the documents for a registered Corporation (Applicant) |
| | Barangay Certificate of No objection, ECC/CNC, SB Resolution/Ordinance for Lot Reclassification for Agro-Industrial, Industrial and Complex construction project/Development Permit |
| | Construction Safety and Health Program – Dept. of Labor and Employment (Received and Approved) |
| | Other Clearances from other government agencies exercising and enforcing regulatory functions |
| | Specify: |
| | Fully accomplished Unified Application form for Building Permit (5 sets), duly signed and sealed over printed name by a licensed & registered Architect or Civil Engineer with signature of the applicant/owner over printed name including the lot owner |
| | Fully accomplished applicable Ancillary Permit Forms (2 sets each), duly signed and sealed by the corresponding licensed and registered professionals with signature of the applicant/owner over printed name (Building Permit is null and void if not accompanied with Ancillary Permits) |
| | Five (5) sets of survey plans, design plans, specifications, bill of quantities/Cost Estimates and other documents prepared, duly signed and sealed over printed names by the licensed and registered professionals with signature of the applicant/owner over printed name |
| | 2 sets of photocopies of valid PRC License & current Professional Tax Receipt (PTR) with specimen signatures |
| | Geodetic Engineer, in case of lot survey plans |
| | Architect, in case of architectural documents |
| | Civil Engineer, in case of civil/structural documents and |
| | Structural Analysis and Design with computation for 1-storey with deck, 2-storey and higher |
| | Boring & Load Tests for 2-storey with deck, 3-storey and higher |
| | Seismic Analysis |
| | Professional Electrical Engineer, in case of electrical documents and |
| | Calculation of Short Circuits and Voltage Drop |
| | Sanitary Engineer, in case of sanitary documents |
| | Three (3) – Chamber Septic Vault, all water tight for residential use |
| | Waste Water Treatment Facility (WWTF) for Agro-Industrial, Industrial, Commercial & Institutional Projects |
| | Master Plumber, in case of plumbing documents |
| | Professional Mechanical Engineer, in case of mechanical documents |
| | Electronics Engineer, in case of electronic documents |
| | Others (Accessory Permits) |
| | Fire Safety and Evaluation Certificate (FSEC) – Bureau of Fire Protection (BFP) |

**Note: ONLY APPLICATION WITH COMPLETE REQUIREMENTS WILL BE ACCEPTED.
"PLEASE INCLUDE THIS CHECKLIST WHEN SUBMITTING ALL THE DOCUMENTS"**