

BUILDING PERMIT REQUIREMENTS

I. PLANS & DOCUMENTS

A. PLANS : FIVE (5) Sets " ORIGINAL SIGNED & SEALED "

- ARCHITECTURAL – signed & sealed by registered Architect
- STRUCTURAL – signed & sealed by registered Civil Engr. (for Two Storey)
– signed & sealed by registered Structural Engr. (for Three Storey & above)
- PLUMBING/SANITARY – signed & sealed by registered Master Plumber/ Sanitary Engr.
- ELECTRICAL – signed & sealed by registered Prof. Electrical Engineer
- MECHANICAL – signed & sealed by registered Mechanical Engineer

B. SUPPORTING DOCUMENTS (Five [5] copies)

- SPECIFICATIONS & COST ESTIMATE – signed & sealed by Architect / Civil Engineer
- STRUCTURAL ANALYSIS – signed & sealed by C.E. for 2 storey & for 3 storey & above Struct'l Engr
- LOT PLAN

II. FIVE (5) XEROX COPIES OF THE FOLLOWING

- Transfer Certificate of Title (TCT) – Certified true xerox copy – Applicant's
- Tax Declaration Tax Receipt (current year) Authorization Letter
- BARANGAY CLEARANCE – Permit to Construct
- Community Tax Receipt (CTC) & Valid I.D. : Applicant/s Representative
- ZONING / LOCATIONAL CLEARANCE – CPDO 3rd FLOOR (New City Hall Bldg)
- F.S.E.C. -Fire Dept.

III. FORMS – FIVE (5) Sets " ORIGINAL SIGNED & SEALED "

- Building Arch'l & Structural Sanitary Electrical Mechanical

IV. PTR & PRC ID : One (1) Xerox copy

- Civil Engineer, Architect, Professional Electrical Engineer, Electrical Engineer,
- Sanitary Engineer, Master Plumber, Mechanical Engineer, Professional M.E.

V. OTHERS SUPPORTING DOCUMENT

- Soil Boring Test – for three (3) Storey Structure & Above
- Environmental Compliance Certificate (ECC) – for Industrial & Commercial
(Provided Two (2) Long Folder & to (2) Long Envelope)

Submitted by :

Owner
 Representative :

Address: _____

Contact No. : _____

REMARKS :

Date Received:

Date Released:

CONTROL NUMBER :

* Received

* Released

NOTE :

For Inquiry :

Ryan (044)931-8888
Local 2301

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