

## **REQUIREMENTS FOR BUILDING PERMIT:**

**I. Any person desiring to obtain a building permit shall file an application therefore in writing and on the prescribed form.**

**1. Together with the accomplished application form the following shall be submitted to the Office of the Building Official :**

**A. In case the applicant is the registered owner of the lot :**

- 1. Certified true copy of TCT**
- 2. Tax Declaration**
- 3. Current Real Property Tax receipt**

**B. In case the applicant is not the registered owner of the lot :**

- 1. Duly notarized copy of the Contract of Lease**
- 2. Duly notarized copy of the Deed of Absolute Sale**
- 3. Duly notarized copy of the contract of Sale**

**2. Five (5) sets of plans and specifications prepared, signed and sealed**

- A. by a duly licensed Architect, in case of Architectural plans**
- B. by a duly licensed Civil or Structural Engineer in case of Structural plans**
- C. by a duly licensed Sanitary Engineer or Master Plumber, in case of Plumbing or Sanitary installation plans**
- D. by a duly licensed Professional Electrical Engineer, in case of Electrical plans**
- E. by a duly licensed Professional Mechanical Engineer, in case of Mechanical plans**
- F. Bill of Materials/ Construction Safety and Health Program (DOLE Clearance) & specifications duly signed & sealed by Architect / Civil Engineer**

**For any of the above, a simple sketch with dimensions, accompanied by a site location and vicinity map, will suffice.**

- 1. Lot plan duly signed & sealed by Geodetic Engineer on B.L. Form**
- 2. a. BARANGAY CLEARANCE**
  - b. ZONING CLEARANCE**
  - c. FIRE CLEARANCE**
  - d. STANDARD CONSTRUCTION SIGN BOARD**
- 5. Boring Test / Load Test on 3-storey building and above**
- 6. Structural Computation / Seismic Analysis / Firewall Analysis**
- 7. Septic Tank Analysis**
- 8. Copy of PRC/PTR of Arch. / Engineer**
- 9. OTHERS: \_\_\_\_\_**

## **REQUIREMENTS FOR APPLICATION OF OCCUPANCY**

- **As-Built Plans and Specifications, duly signed and sealed by respective professional discipline**
- **Daily Construction Works Logbook**
- **Certificate of Completion, duly notarized**