

Republic of the Philippines
Lucena City
Quezon Province
OFFICE OF THE BUILDING OFFICIAL



MECHANICAL PERMIT

APPLICATION NO.

MP NO

BUILDING PERMIT NO.

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I.	TIN	
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY				
ADDRESS: NO.,		STREET,		BARANGAY,		CITY/MUNICIPALITY	ZIP CODE	TELEPHONE NO
LOCATION OF CONSTRUCTION:		LOT NO. _____		BLK NO. _____		TCT NO. _____		TAX DEC. NO. _____
STREET _____		BARANGAY _____		CITY/ MUNICIPALITY OF _____				
SCOPE OF WORK								
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION _____		<input type="checkbox"/> RAISING _____				
<input type="checkbox"/> ERECTION		<input type="checkbox"/> CONVERSION _____		<input type="checkbox"/> DEMOLITION _____				
<input type="checkbox"/> ADDITION		<input type="checkbox"/> REPAIR _____		<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE _____				
<input type="checkbox"/> ALTERATION		<input type="checkbox"/> MOVING _____		<input type="checkbox"/> OTHERS (Specify) _____				

BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

INSTALLATION AND OPERATION OF:

☐ BOILER
☐ PRESSURE VESSEL
☐ INTERNAL COMBUSTION ENGINE
☐ REFRIGERATION AND ICE MAKING
☐ WINDOW TYPE AIRCONDITIONING
☐ PACKAGED/ SPLIT TYPE AIRCONDITIONING
☐ OTHERS (Specify) _____

☐ CENTRAL AIRCONDITIONING
☐ MECHANICAL VENTILLATION
☐ ESCALATOR
☐ MOVING SIDEWALK
☐ FREIGHT ELEVATOR
☐ PASSENGER ELEVATOR
☐ CABLE CAR

☐ DUMBWAITER
☐ PUMPS
☐ COMPRESSED AIR, VACUUM, INSTITUTIONAL
and/or INDUSTRIAL GAS
☐ PNEUMATIC TUBES, CONVEYORS
and/or MONORAILS
☐ FUNICULAR

PREPARED BY _____

BOX 3

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
<div>PROFESSIONAL MECHANICAL ENGINEER (Signed and Sealed Over Printed Name) Date _____</div>	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 4

SUPERVISOR / IN-CHARGE OF MECHANICAL WORKS	
<input type="checkbox"/> PROFESSIONAL MECHANICAL ENGINEER <input type="checkbox"/> MECHANICAL ENGINEER	
<div>(Signed and/or Sealed Over Printed Name) Date _____</div>	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

BOX 5

BUILDING OWNER		
<div>(Signature Over Printed Name) Date _____</div>		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 6

WITH MY CONSENT: LOT OWNER		
<div>(Signature Over Printed Name) Date _____</div>		
Address		
C.T.C. No.	Date Issued	Place Issued

TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION

BOX 7

RECEIVED BY:	DATE:
FIVE (5) SETS OF MECHANICAL DOCUMENTS	
<input type="checkbox"/> MECHANICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY:
	DATE	TIME	DATE	TIME	
MECHANICAL					ESTELITO P. EBREO, PME Engineer I (Signature Over Printed name)
OTHERS (Specify)					
AMOUNT DUE : OR.NO.					

BOX 9

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

1. That the proposed mechanical works shall be in accordance with the mechanical plans filed with this Office and in conformity with the latest Philippine Mechanical Code, the National Building Code and its IRR.

2. That prior to any mechanical installation, a duly accomplished prescribed “NOTICE OF CONSTRUCTION” shall be submitted to the Office of the Building Official.

3. That upon completion of the mechanical works, the licensed supervisor/in-charge shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents and shall also accomplish the certificate of completion stating that the mechanical works conform to the provision of the Philippine Mechanical Code, the National Building Code and its IRR.

4. That this permit is null and void unless accompanied by the building permit.

5. That a Certificate of Operation shall be issued for the continuous use of mechanical installations.

PERMIT ISSUED BY:

RHODENCIO L. TOLENTINO

CITY ENGINEER/BUILDING OFFICIAL

(Signature Over Printed Name)

Date