

Republic of the Philippines  
City of TAGAYTAY  
Province of CAVITE  
**OFFICE OF THE BUILDING OFFICIAL**  
**MECHANICAL PERMIT**

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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 ACCUPANCY			
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							
<b>SCOPE OF WORK</b>							
<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 VENTILATION☐ 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 SPECIFICATION

PROFESSIONAL MECHANICAL ENGINEER  
(Signed and Sealed Over Printed Name)  
Date

Address

PRC No

Validity

PTR No

Date Issued

Issued at

TIN

BOX 5

BUILDING OWNER

(Signature Over Printed Name)  
Date

Address

CTC No

Date Issued

Place Issued

BOX 4

SUPERVISOR / IN-CHARGE OF MECHANICAL WORKS

☐ PROFESSIONAL MECHANICAL ENGINEER☐ MECHANICAL ENGINEER

(Signed and/or Sealed Over Printed Name)  
Date

Address

PRC No

Validity

PTR No

Date Issued

Issued at

TIN

BOX 5

WITH MY CONSENT: LOT OWNER

(Signature Over Printed Name)  
Date

Address

CTC 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					
OTHERS (Specify)					

BOX 9

ACTION TAKEN
PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:
<div>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.</div> <div>2. That prior to any mechanical installation, a duly accomplished prescribed "NOTICE OF CONSTRUCTION" shall be submitted to the Office of the Building Official.</div> <div>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.</div> <div>4. That this permit is null and void unless accompanied by the building permit.</div> <div>5. That a Certificate of Operation shall be issued for the continuous use of mechanical installations.</div>
PERMIT ISSUED BY:
<div>ENGR. NOEL C. BAYBAY</div> <div>BUILDING OFFICIAL</div> <div>(Signature Over Printed Name)</div> <div>Date _____</div>