



REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF BARAS
OFFICE OF THE MUNICIPAL ENGINEER



Name of Applicant: _____

Location of Construction: _____

Contact No. _____

BUILDING PERMIT REQUIREMENTS:

	Completed			Remarks
	Yes	No	N/A	
<i>Please provide four (4) sets of copies.</i>				
1. Brgy. Construction Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Zoning Clearance (MPDC Office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Proof of Ownership				
• Land Title (OCT/TCT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Tax Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Certificate of Ownership from Assessor's Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Deed of Sale / Contract to Sell / Extra Judicial Settlement, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Lease Contract / Award Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Signatories				
a. Registered Owner (Photocopy of valid I.D. Of owner/applicant with signature)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. If not under applicant's name (either of the 3 - Notarized)				
b.1) Special Power of Attorney - SPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b.2) Secretary's Certificate / Board Resolution (if under Corporation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b.3) Consent of Co-owners if TCT is under Multiple Ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Latest Tax Receipt / Tax Clearance (2025)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Four (4) sets of Survey Plans, Design Plans, Specifications and other documents as follows:				(minimum of A3 size paper, drawn in CAD)
• Architectural Documents				• Sanitary Documents
• Civil / Structural Documents (RCE)				• Plumbing Documents (MP)
• Electrical Documents (PEE)				• Electronics Documents
• Mechanical Documents				• Geodetic Documents
• Fire Protection Plan (if applicable)				
7. Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Notarized estimated value of the building / structure to be erected as declared by the owner and by the architect or civil engineer (signed and sealed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. DPWH Clearance (if the project is in the national road & creek)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Construction Permit (for Palo Alto & other Subdivisions, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. PLOC Certificate (if the project is near/along transmission line)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. PAMB Clearance (if the project is in protected area - Brgy. Pinugay)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Other Clearances from National Government (ECC/CNC, LLDA, ETC.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

REMARKS: ☐ Complete Documents ☐ Incomplete Documents (Please comply documents with unchecked box)

Name of Receiver : _____ Date: _____

Project Title: _____

COMPLIANT OF THE FOLLOWING:

Remarks			
1. Standard Septic Tank	Hygienic <input type="checkbox"/>	Non-Hygienic <input type="checkbox"/>	
2. With Proper Sewerage System	Proper Sewage <input type="checkbox"/>	Improper <input type="checkbox"/>	
3. Proper Right of Way	Proper ROW <input type="checkbox"/>	Improper <input type="checkbox"/>	
4. Set Back from the Street	Inner Lot <input type="checkbox"/>	Private Lot <input type="checkbox"/>	_____ meters offset
5. Line and Grade from the Street	Inner Lot <input type="checkbox"/>	Private Lot <input type="checkbox"/>	Private Lot <input type="checkbox"/>
6. Others:			

Inspected By:

Date: _____

ARCHITECTURAL PLANS (SIGNED AND SEALED BY LICENSED ARCHITECTS)

VICINITY/LOCATION MAP		within a 2.00 kilometer radius for commercial, industrial, and institutional complex and within a half-kilometer radius for residential buildings, at any convenient scale showing prominent landmarks or major thoroughfares for easy reference. (USE SATELLITE MAP/GOOGLE EARTH AND INDICATE COORDINATES).
SITE DEVELOPMENT PLAN		Technical description
		Boundaries
		Orientation and position
		Existing or proposed access road and driveways
		Existing public utilities/services
		Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.
PERSPECTIVE		3D rendered showing exterior finishes
FLOOR PLANS		Drawn to scale of not less than 1:100
		Gridlines
		Complete identification of rooms or functional spaces
ELEVATIONS		At least four (4),
		Gridlines
		Natural ground to Finish grade elevations
		Floor to floor heights
		Door and window
		Type of material and exterior finishes
		Adjoining existing structure/s, if any, shown in single hatched lines.
SECTIONS		At least two (2),
		Gridlines
		Natural ground to Finish grade elevations
		Outline of cut and visible structural parts;
		Doors and windows properly labeled reflecting the direction of opening
		Partitions and built-in cabinets
		Identification of rooms and functional spaces cut by section lines.
REFLECTED CEILING PLANS		Location, finishes and specifications of materials
		Lighting fixtures
		diffusers, decorations, air conditioning exhaust and return grills, sprinkler nozzles, if any, at scale of at least 1:100.

DETAILS IN FORMS OF PLANS, ELEVATIONS/SECTIONS		(a) Accessible ramps
		(b) Accessible stairs
		(c) Accessible lifts/elevators
		(d) Accessible entrances, corridors and walkways
		(e) Accessible functional areas/comfort rooms
		(f) Accessible switches, controls
		(g) Accessible drinking fountains
		(h) Accessible public telephone booths
		(i) Accessible audio visual and automatic alarm system
		(j) Accessible access symbols and directional signs
		(k) Reserved parking for disabled persons
		(l) Typical wall/baysections from ground to roof
		(l) Typical wall/baysections from ground to roof
		(m) Stairs, interior and exterior
		(n) Fire escapes/exits
		(o) Built-in cabinets, counters and fixed furniture
		(p) All types of partitions
DOORS AND WINDOWS SCHEDULE		types, designations/marks, dimensions, materials, and number of sets.
SCHEDULE OF FINISHES		graphic form: surface finishes specified for floors, ceilings, walls and baseboard trims for all building spaces per floor level.
DETAILS OF OTHER MAJOR ARCHITECTURAL ELEMENTS		plans, details, elevations and blow-ups

CIVIL/STRUCTURAL PLANS (SIGNED AND SEALED BY REGISTERED CIVIL/STRUCTURAL ENGINEERS)

PLANS		
PROFESSIONAL:	ENGR. ERNIE ROBLES	
SITE DEVELOPMENT PLAN		Technical description
		Boundaries
		orientation and position of proposed non-architectural horizontal structuresuch as: sewerage treatment plan (STP), silos, elevated tanks, towers, fences, etc. building/structure in relation to the lot
		Existing or proposed access road and driveways
		Existing public utilities/services
		Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.

STRUCTURAL PLANS		Foundation Plans and Details at scale of not less than 1:100.
		Footing details (MUST BE IN ORIGINAL SOIL)
		Column details and Schedules (min SHORT SIDE W=0.25m)
		Tie Beam Details
		Slab on grade Details
		Pedestal Details
		Connection Details
		Floor/Roof Framing Plans and Details at scale of not less than 1:100.
		Beam Details and Schedules (min W=0.20m D>W)
		Connection Details and Schedules
		One-way/Two-way Slab Details and Schedules
		Details and Schedules of structural and civil works elements including those for deep wells, water reservoir, pipe lines and sewer system.
STRUCTURAL ANALYSIS		Structural Analysis and Design for all buildings/structures except for one storey and single detached building/structure with a total floor area of 20.00 sq. meters or less.
BORING AND LOAD TESTS		Buildings or structures of three (3) storeys and higher, boring tests and, if necessary, load tests shall be required in accordance with the applicable latest approved provisions of the National Structural Code of the Philippines (NSCP). However, adequate soil exploration (including boring and load tests) shall also be required for lower buildings/structures at areas with potential geological/geotechnical hazards. The written report of the civil/geotechnical engineer including but not limited to the design bearing capacity as well as the result of tests shall be submitted together with the other requirements in the application for a building permit. Boring test or load test shall also be done according to the applicable provisions of the NSCP which set forth requirements governing excavation, grading and earthwork construction, including fills and embankments for any building/structure and for foundation and retaining structures.
SEISMIC ANALYSIS		Documents related to Structural Seismic Analysis
OTHER RELATED DOCUMENT		General Construction/Structural Notes and others.

ELECTRICAL PLANS (SIGNED AND SEALED BY PROFESSIONAL ELECTRICAL ENGINEERS)**PLANS**

PROFESSIONAL:	ENGR. BONIFACIO VALE	
LOCATION MAP		Indicate coordinates and use satellite map
SITE PLAN		Indicate major electrical component such as meter based, light poles, etc.
GENERAL NOTES/ SPECIFICATION AND LEGENDS		general notes of installation of electrical elements and their specifications
ELECTRICAL LAYOUTS		Power layouts
		Lighting layouts
SCHEDULE OF LOADS		Total kVA for each of the preceding items shall be indicated in the schedule
DESIGN ANALYSIS		Voltage Drop and/or Short Circuit Analysis
ONE LINE DIAGRAM		RISER DIAGRAM

PLUMBING PLANS (SIGNED AND SEALED BY REGISTERED MASTER ENGINEERS)**PLANS**

PROFESSIONAL:	ENGR. RHOWELL TIBAY	
LOCATION MAP		Indicate coordinates and use satellite map
SITE PLAN		Indicate major plumbing component such as septic tank, etc.
GENERAL NOTES/ SPECIFICATION AND LEGENDS		general notes of installation of plumbing elements and their specifications
PLUMBING LAYOUTS		Sewer line layouts
		Waterline layouts
		Storm Drainage layouts
TECHNICAL SPECIFICATIONS OF PLUMBING ELEMENTS AND DESIGN ANALYSIS		Items shall be indicated in the schedule/details
ISOMETRIC DRAWINGS OF THE SYSTEMS		Plumbing Analysis
		Sewer layouts
		Waterline layouts
		Storm Drainage layouts