

Republic of the Philippines  
City of Calamba  
Province of Laguna  
OFFICE OF THE BUILDING OFFICIAL

THIS IS FOR DILG-DPWH-DICT-DTI JMC 2018-01

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION  
(Single Dwelling Residential / Commercial / Industrial / Others)

Technical Documents

- ☐ Filled-up Application Form for Building Permit
- ☐ Filled-up Application Form for Locational Clearance
- ☐ 3 copy - photocopies of Valid Licenses (PRC I.D.) of all involved professionals
- ☐ 3 copy - Notarized estimated value of the building / structure to be erected as declared by the owner (Signed & Sealed by Architect or Engineer)
- ☐ 4 sets - Plans (Signed & Sealed by respective Design Professionals)
- ☐ 1 set – Lot Plan (Signed & Sealed by a Geodetic Engineer)
- ☐ 1 copy -Specifications (Signed & Sealed by Architect or Engineer)
- ☐ 1 copy -Structural Computation (Signed & Sealed by Engineers)\*
- ☐ 1 copy - Boring Test (Signed & Sealed by Engineers)\*
- ☐ 1 pc – Construction Logbook
- ☐ 1 pc – Separate Vicinity Map

Proof of Ownership

- ☐ 2 copy- Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)
- ☐ 2 copy - Tax Declaration
- ☐ 2 copy - Tax Receipt

Clearances

- ☐ 1 copy – Construction Safety and Health Program
- ☐ 2 copy – order of payment from Barangay
- ☐ 1 copy – Fire Safety Checklist
- ☐ 1 copy – DPWH Clearance \*

Other Requirements

- ☐ 1 copy – Authorization Letter or SPA
- ☐ 1 copy – ID Owner/Signatory, ID Authorized
- ☐ 1 copy – Secretary’s Certificate (If Applicant is a Corporation)\*
- ☐ 1 copy – Contractor’s Tax Certificate\*
- ☐ 1 copy – City Ordinance No. 603 (Comprehensive General Liability Insurance)
- ☐ Affidavit of Undertaking\*

\* If Necessary

REMARKS:

- ☐ Complete Documents
- ☐ Incomplete Documents (Please comply documents with unchecked boxes.)

Name of Receiving Officer : \_\_\_\_\_  
Date & Time Returned : \_\_\_\_\_  
Signature of Applicant : \_\_\_\_\_

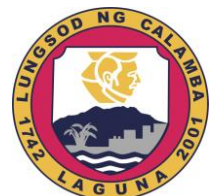
NOTES:

All application forms are available in the OSCP and/or on the website.  
All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports.  
**ONLY A COMPLETE APPLICATION WILL BE ACCEPTED.**

Bring this Checklist with detachable Claim Stub when submitting your application.  
Keep your CLAIM STUB at all times; **“NO CLAIM STUB, NO RELEASE”**

CLAIM STUB

Application No. : \_\_\_\_\_  
Time & Date Applied/Submitted : \_\_\_\_\_  
Return Date : \_\_\_\_\_  
Receiving Officer : \_\_\_\_\_  
(Signature over Printed Name)  
Name of Applicant/Owner : \_\_\_\_\_  
Location of Project : \_\_\_\_\_  
Project Title : \_\_\_\_\_



*\*For updates and inquiries, please call OBO at no. (049) 545-6789 Local 8031 within four (4) working days.*

**NOTE:** Bring this claim stub upon claiming the Order of Payment/ Building Permit, FSEC & other documents.