



Republic of the Philippines
URBIZTONDO, PANGASINAN

OFFICE OF THE BUILDING OFFICIAL



BUILDING PERMIT REQUIREMENTS

a. In case the applicant is the registered owner of the lot:

1. Duly accomplished application form (**to be filled up completely**)
2. Certified true copy of OCT/TCT, on file with the Registry of Deeds,
3. Tax Declaration from the City Assessor's Office, and
4. Latest quarter of the Real Property Tax receipt or Certificate of Non-Tax Delinquency from the City Treasurer's Office
5. Secretary's Certificate indicating the authorized representative of the Corporation (in case of Corporate Ownership)
6. Survey plan

b. In case the applicant is not the registered owner of the lot, in addition to the above; a duly notarized copy of the Contract of Lease, or Deed of Absolute Sale

6. Clear latest pictures of the site taken at least a week before the application
7. Building plans/documents:
 - Architectural plans
 - Structural plans
 - Electrical plans
 - Sanitary plans
 - Electronic plans (*if applicable*)
 - Mechanical plans (*if applicable*)
8. Structural Design and Analysis for structures with floor area of more than 20.00sqm
9. Soil Analysis for structures three floors or more
10. Electrical Design and Analysis
11. Wastewater generation computation
12. Building Specifications
13. Bill of Materials
14. Certificate of Construction Safety Health Program (CSHP) from DOLE for new construction
15. Letter to the Barangay indicating the intent/proposal to construct
16. Copy of updated Professional Tax Receipt (PTR) and Professional Regulations Commission Identification (PRC ID) of all professional signatories on the application forms and building plans



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17. Affidavit of Civil and Geodetic engineers for started constructions and as-built plans (existing structures)
18. Copy of Certificate of Occupancy (for existing structures that shall undergo alterations, additions, conversions, renovations and/or repairs)
19. Environmental Compliance Certificate of building for critical /hazardous projects or a floor area of 10,000 sqm or within NIPAS
20. Applicable clearances from other government agencies:
 - Department of Public Works and Highways (DPWH) if adjacent to the national Road Right of Way
 - National Grid Corporation of the Philippines (NGCP) if within transmission lines