



**OFFICE OF THE BUILDING OFFICIAL
APPLICATION FORM FOR BUILDING PERMIT**

- Four (4) copies of properly filled up & notarized Unified Application Form for Building Permit, Locational Clearance and Fire Safety Evaluation Clearance.
- Additional requirements for Locational Clearance:
 - Certificate of Height Clearance from the Civil Aviation Authority of the Philippines. TALL STRUCTURE
 - Clearance from Property Manager/Administrator or Homeowners' Association. EXISTING SUBDIVISION, CONDOMINIUM OR PUD
 - Initial Environmental Examination duly certified by a licensed Environmental Planner and according to the format specified by the DENR. INDUSTRIAL FACILITY
 - Water Management Plan. HEAVY WATER USING FACILITY
 - Historic Site/Facility Development Statement. HISTORIC SITE OR WITH HISTORIC FACILITY
 - Drainage Impact Statement. MAJOR DEVELOPMENT
 - Socio-Economic Impact Statement. LARGE EMPLOYMENT
 - Traffic Impact Assessment. TRAFFIC GENERATING DEVELOPMENT
 - Line and Grade Clearance from City Engineer's Office. ROAD WIDENING AND CONSTRUCTION
 - Waterways Clearance from City Flood Control Division. ADJACENT TO OR WITH WATERWAYS
 - Flood Protection Elevation certification from City Flood Control Division. FLOOD OVERLAY ZONE
 - Soil test regarding soil and related conditions. LIQUEFACTION OVERLAY ZONE
- One (1) copy of certified true copy and Three (3) photocopies of Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT); If applicant is a lessee, submit Contract of Lease; If OCT/TCT is not in the name of the applicant, submit Deed of Absolute Sale.
- Special Power of Attorney (SPA) or Secretary's Certificate if the applicant is a Corporation (4 copies: One (1) original and three (3) photocopies)
- Four (4) sets of Building/Survey Plans, Design plans and other documents, signed and sealed by the concerned Design Professionals, as follows: (20"x30")
 - Architectural Documents (including Materials and Technical Specifications and Gen. Conditions)
 - Civil / Structural Documents (including Soil Test and Structural Design Analysis, if applicable)
 - Electrical Documents
 - Mechanical Documents
 - Sanitary Documents
 - Plumbing Documents
 - Electronics Documents
 - Geodetic Documents (including Lot Plan with technical description and Vicinity Map covering 2km radius)
 - Fire Protection Plan (If applicable)
- Four (4) clear photocopies of Valid Professional Licenses (PRC I.D.) and Professional Tax Receipts (PTR) of all involved professionals
- Four (4) copies of notarized estimated Total construction cost/ Value of the building or structure to be constructed as declared by the owner
- One (1) copy of the project's Construction Safety and Health Program stamped received by DOLE regional or district office; Three (3) photocopies of the stamped CSHP cover page.
- One (1) Construction Logbook
- Affidavit of Undertaking (for documents to be submitted 30 days after the issuance of permits) as deemed necessary.

NOTES:

- Please include this checklist when submitting the above-mentioned documents for your application.
- All the fully accomplished above-mentioned forms and requirements must be fastened in a LONG FOLDER including the Drawing Plans and reports upon submission. (make 4 sets).
- Only COMPLETE and COMPLIANT application will be accepted.