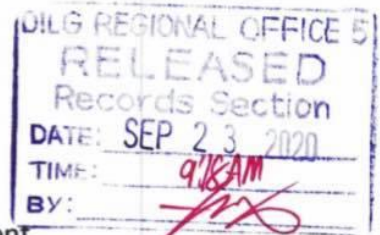




Republic of the Philippines
Department of the Interior and Local Government
Regional Office V



MEMORANDUM

TO : ALL PROVINCIAL DIRECTORS
DILG Region 5

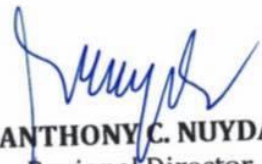
SUBJECT : UNIFIED APPLICATION FORMS FOR BUILDING PERMITS
AND CERTIFICATES OF OCCUPANCY AND REVISED
PRESCRIBED PREFORMATTED BUILDING PERMIT AND
CERTIFICATE OF OCCUPANCY FORMS

DATE : 22 September 2020

This refers to the attached copy of ADVISORY dated 15 September 2020, from SILG Eduardo M. Año, on the above subject matter.

Please direct our concerned C/MLGOOs to coordinate with the LGUs' Business Permit and Licensing Offices (BPLOs) and other relevant offices to ensure compliance with the concerned directives as provided in the said Advisory.

For compliance.


ATTY. ANTHONY C. NUYDA, CESO III
Regional Director

encls: a/s

lgcdd/lplas
sebs/ama

"Matino, Mahusay at Maaasahan"
Rizal St., Legazpi City



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Ave., West Triangle, Quezon City
www.dilg.gov.ph

2020-09-15-098

(CR: BLD-2020-09-00-010)

2020-09-15-098



DILG REGION IV
RECEIVED
RECORDS SECTION No. 1
DATE: SEP 15 2020
TIME: 3:13 PM
BY: [Signature]

ADVISORY

SEP 15 2020

TO : ALL CITY/MUNICIPAL MAYORS, CITY/MUNICIPAL BUILDING OFFICIALS/ENGINEERS, DILG REGIONAL DIRECTORS, AND ALL OTHERS CONCERNED

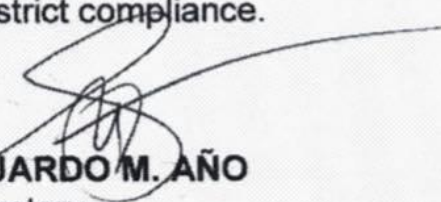
SUBJECT : UNIFIED APPLICATION FORMS FOR BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY AND REVISED PRESCRIBED PREFORMATTED BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY FORMS

Relative to the operationalization of Republic Act 11032 or Ease of Doing Business and Efficient Delivery of Government Services Act and DILG-DPWH-DICT-DTI Joint Memorandum Circular 2018-01: *Guidelines in Streamlining the Processes of the Issuance of Building Permits and Certificates of Occupancy*, the DPWH issued **National Building Code Development Office (NBCDO) Memorandum Circular No. 01, series of 2020** on the adoption of the following preformatted forms, herewith enclosed:

1. Unified Application Form for Building Permit (Annex A)
2. Unified Application Form for Certificate of Occupancy (Annex B)
3. Revised Building Permit Form (Annex C)
4. Revised Certificate of Occupancy (Annex D)

All DILG Regional Directors are hereby directed to cause the widest dissemination of subject DPWH NBCDO MC to all concerned authorities within their jurisdiction.

For strict compliance.


EDUARDO M. AÑO
Secretary



DILG-OSEC 09152020-003



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

RMD-HRAS

097.13 DPWH

08-11-2020

20-244

JUL 30 2020

NBCDO MEMORANDUM)

CIRCULAR NO. 01)

Series of 2020)

01
08-11-2020

**SUBJECT: UNIFIED APPLICATION FORMS
FOR BUILDING PERMITS AND
CERTIFICATES OF OCCUPANCY
AND REVISED PRESCRIBED
PREFORMATTED BUILDING
PERMIT AND CERTIFICATE OF
OCCUPANCY FORMS**

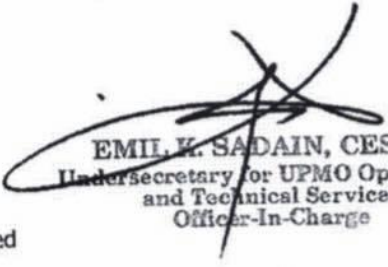
**TO : ALL BUILDING OFFICIALS
CITY/MUNICIPAL ENGINEERS**

In compliance with the new *Act Promoting Ease of Doing Business and Efficient Delivery of Government Services* (R.A. 11032) and in line with the intent of the DILG-DPWH-DICT-DTI Joint Memorandum Circular No. 2018-01: *Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy*, the following prescribed preformatted forms are hereby issued and for adoption after their publication once a week for three consecutive weeks in a newspaper of general circulation:

1. Unified Application Form for Building Permit (see Annex "A");
2. Unified Application Form for Certificate of Occupancy (see Annex "B");
3. Revised Building Permit Form (see Annex "C"); and
4. Revised Certificate of Occupancy (see Annex "D").

For strict and immediate compliance.

MARK A. VILLAR
Secretary


EMIL K. SADAIN, CESO I
Undersecretary for UPMO Operations
and Technical Services
Officer-In-Charge

Encl: as stated/attached

23.1.3 EPD/JAA/JVD

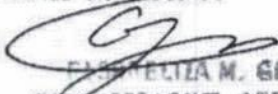
Department of Public Works and Highways
Office of the Secretary



WINOV18182

DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
RECORDS MANAGEMENT DIVISION, HRAS

CERTIFIED TRUE COPY.


ERNESTINA M. GELLADO
ADMINISTRATIVE OFFICER VI

112

UNIFIED APPLICATION FORM FOR BUILDING PERMIT

☐ SIMPLE

☐ COMPLEX*

☐ NEW

☐ RENEWAL

☐ AMENDATORY

THIS APPLIES ALSO FOR : ☐ LOCALONAL CLEARANCE

☐ FIRE SAFETY EVALUATION CLEARANCE

APPLICATION NO.

AREA NO.

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)

OWNER / APPLICANT

LAST NAME

FIRST NAME

M.I.

TIN

FOR CONSTRUCTION OWNED BY AN ENTERPRISE

FORM OF OWNERSHIP

ADDRESS: NO., STREET, BARANGAY, CITY / MUNICIPALITY

ZIP CODE

CONTACT NO.

LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ TCT NO. _____ CURRENT TAX DEC. NO. _____

STREET _____ BARANGAY _____ CITY / MUNICIPALITY OF _____

SCOPE OF WORK

☐ NEW CONSTRUCTION

☐ RENOVATION

☐ RAISING

☐ ERECTION

☐ CONVERSION

☐ ACCESSORY BUILDING/STRUCTURE

☐ ADDITION

☐ REPAIR

☐ LEGALIZATION OF EXISTING BUILDING

☐ ALTERATION

☐ MOVING

☐ OTHERS (Specify) _____

USE OR CHARACTER OF OCCUPANCY

☐ GROUP A : RESIDENTIAL (DWELLINGS)

☐ SINGLE ☐ DUPLEX ☐ RESIDENTIAL R-1, R-2 ☐ OTHERS

☐ GROUP B : RESIDENTIAL

☐ HOTEL ☐ MOTEL ☐ TOWNHOUSE ☐ BOARDINGHOUSE

☐ RESIDENTIAL R-3, R-4, R-5 ☐ LODGING HOUSE

☐ OTHERS

☐ GROUP C : EDUCATIONAL & RECREATIONAL

☐ SCHOOL BUILDING ☐ SCHOOL AUDITORIUM, GYMNASIUM

☐ CIVIC CENTER ☐ CHURCH, MOSQUE, TEMPLE, CHAPEL

☐ CLUBHOUSE ☐ OTHERS

☐ GROUP D : INSTITUTIONAL

☐ HOSPITAL OR SIMILAR STRUCTURE

☐ HOME FOR THE AGED

☐ GOVERNMENT OFFICE

☐ OTHERS

☐ GROUP E : COMMERCIAL

☐ BANK ☐ STORE ☐ SHOPPING CENTER / MALL

☐ DRINKING / DINING ESTABLISHMENT

☐ SHOP (i.e. DRESS SHOP, TAILORING, BARBERSHOP, etc.)

☐ OTHERS

☐ GROUP F : LIGHT INDUSTRIAL

☐ FACTORY / PLANT (USING INCOMBUSTIBLE/ NON-EXPLOSIVE MATERIALS)

☐ OTHERS

☐ GROUP G : MEDIUM INDUSTRIAL

☐ STORAGE / WAREHOUSE (FOR HAZARDOUS/ HIGHLY FLAMMABLE MATERIALS)

☐ FACTORY (FOR HAZARDOUS/ HIGHLY FLAMMABLE MATERIALS)

☐ OTHERS

☐ GROUP H : ASSEMBLY (OCCUPANT LOAD LESS THAN 1,000)

☐ THEATER, AUDITORIUM, CONVENTION HALL, GRANDSTAND/ BLEACHER

☐ OTHERS

☐ GROUP I : ASSEMBLY (OCCUPANT LOAD 1,000 OR MORE)

☐ COUSEUM, SPORTS COMPLEX, CONVENTION CENTER AND SIMILAR STRUCTURE

☐ OTHERS

☐ GROUP J : (J-1) AGRICULTURAL

☐ BARN, GRANARY, POULTRY HOUSE, PIGGERY, GRAIN MILL, GRAIN SILO

☐ OTHERS

☐ GROUP J : (J-2) ACCESSORIES

☐ PRIVATE CARPORT / GARAGE, TOWER, SWIMMING POOL, FENCE OVER 1.80m, STEEL / CONCRETE TANK

☐ OTHERS

OCCUPANCY CLASSIFIED: _____

NUMBER OF UNITS: _____

NUMBER OF STOREY: _____

TOTAL FLOOR AREA: _____ SQ. M.

LOT AREA: _____ SQ. M.

TOTAL ESTIMATED COST: P _____

BUILDING: _____

ELECTRICAL: _____

MECHANICAL: _____

ELECTRONICS: _____

PLUMBING: _____

COST OF EQUIPMENT INSTALLED: P _____

P: _____

P: _____

P: _____

P: _____

PROPOSED DATE OF CONSTRUCTION: _____

EXPECTED DATE OF COMPLETION: _____

BOX 2

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)

ARCHITECT OR CIVIL ENGINEER
(Signed and Sealed Over Printed Name)
Date _____

Address

PRC No. _____ Validity _____

PTR No. _____ Date Issued _____

Issued at _____ TIN _____

BOX 3

APPLICANT:

(Signature Over Printed Name)

Date _____

Address

Gov't Issued ID No. _____ Date Issued _____ Place Issued _____

BOX 4

WITH MY CONSENT: LOT OWNER / AUTHORIZED REPRESENTATIVE

(Signature Over Printed Name)

Date _____

Address

Gov't Issued ID No. _____ Date Issued _____ Place Issued _____

BOX 5

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF) S.S

BEFORE ME, at the City/Municipality of _____, on _____ personally appeared the following:

APPLICANT

Gov't Issued ID No. _____ Date Issued _____ Place Issued _____

LICENSED ARCHITECT OR CIVIL ENGINEER
(Full-Time Inspector and Supervisor of Construction Works)

Gov't Issued ID No. _____ Date Issued _____ Place Issued _____

whose signatures appear hereinabove, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC (Until December _____)

Copy 1: Owner

Copy 2: OBO

Copy 3: BFP

Copy 4: Philippine Statistics Authority

*May require additional requirements

UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

☐ FULL ☐ PARTIAL

THIS ALSO APPLIES FOR: ☐ FIRE SAFETY INSPECTION CERTIFICATE

Building Permit No.: _____
Date Issued: _____
FSEC No.: _____
Date Issued: _____

(Date)

Name of Applicant/Owner: _____
(Last Name) (Given Name) (Middle Initial)

Address of Applicant/Owner: _____

ZIP Code: _____ Contact No.: _____

Requirements submitted:

- ☐ 3 copies of Certificate of Completion, duly notarized
- ☐ Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- ☐ As-Built Plans, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- ☐ 1 photocopy of the valid licenses of all involved Professionals
- ☐ Captioned photographs of Site and Completed Building/Structure showing front, sides and rear areas,
- ☐ Yellow Card issued by the Electrical Service Provider

Name of Project: _____

Location of Project: _____

Use/Character of Occupancy: _____

No. of Storey/s: _____

No. of Units: _____

Total Gross Floor Area (Square Meters): _____

Date of Completion: _____

Submitted by:

APPLICANT/OWNER

(Signature Over Printed Name)

Community Tax Certificate No. _____
Date Issued: _____
Place Issued: _____

Attested by:

FULL-TIME INSPECTOR OR SUPERVISOR OF CONSTRUCTION

ARCHITECT OR CIVIL ENGINEER

(Signed and Sealed Over Printed Name)

Date _____

PRC No.		Validity	
PTR No.		Date Issued	
Issued at		TIN	
CTC No.	Date Issued	Issued at	

Republic of the Philippines
City/Municipality of _____
Province of _____

OFFICE OF THE BUILDING OFFICIAL

BUILDING PERMIT

☐ NEW ☐ RENEWAL ☐ AMENDATORY

BUILDING PERMIT NO. _____
DATE ISSUED: _____
FSEC NO. _____
DATE ISSUED: _____

OFFICIAL RECEIPT NO. _____
DATE PAID: _____

This **PERMIT** is issued pursuant to Sections 207, 301, 302, 303 and 304 of the National Building Code of the Philippines (PD 1096), its Revised IRR, other Referral Codes and its Terms and Conditions.

Owner / Permittee : _____
Project Title : _____
Location of Construction : Lot: _____ Blk.: _____ TCT No.: _____ Street: _____ Brgy.: _____
City/Municipality: _____ ZIP Code: _____
Use or Character of Occupancy : _____ and Classified as: _____
Scope of Work : _____
Total Project Cost : _____
Professional In Charge of Construction: _____

PERMIT ISSUED BY:

BUILDING OFFICIAL
(Signature Over Printed Name)

THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 207, 305 AND 306 OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)
AND ITS REVISED IRR

TERMS AND CONDITIONS:

1. The proposed construction/ erection/ addition/ alteration/ renovation/ conversion/ repair/ moving/ demolition, etc. subject of this Permit shall be in conformity with the provisions of the National Building Code of the Philippines (PD 1096), its Revised IRR, and other referral codes.
2. The Owner/Permittee shall be responsible in undertaking the following, with the assistance of the concerned professionals hired/commissioned by him:
 - a. That prior to commencement of the proposed project/s and construction, an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
 - b. That before commencing the excavation the person making or causing the excavation to be made shall notify in writing the owner of adjoining property not less than ten (10) days before such excavation is to be made and show how the adjoining property should be protected.
 - c. That no person shall use or occupy a street, alley or public sidewalk for the performance of work covered by a building permit.
 - d. That no person shall perform any work on any building or structure adjacent to a public way in general use for pedestrian travel, unless the pedestrians are protected.
 - e. That the supervising Architect/Civil Engineer shall keep at the jobsite at all times a logbook of daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code of the Philippines.
 - f. That upon completion of the construction, the said licensed supervising Architect/Civil Engineer shall submit to the Building Official duly signed and sealed logbook, as-built plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, its IRR as well as the plans and specifications.
 - g. All such changes, modifications and alterations shall likewise be submitted to the Building Official and the subsequent amendatory permit therefor issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications may be just an orderly and comprehensive compilation of all documents which include the originally submitted plans and specifications of all amendments thereto as actually built or they may be an entirely new set of plans and specifications accurately describing and/or reflecting therein the building as actually built.
 - h. That no building/structure shall be used until the Building Official has issued a Certificate of Occupancy therefor as provided in the Code. However, a partial Certificate of Occupancy may be issued for the Use/Occupancy of a portion or portions of a building/structure prior to the completion of the entire building/structure.
 - i. When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor pursuant to the provisions of the Contractor's License Law (RA 4566).
 - j. The Owner/Permittee shall submit a duly accomplished prescribed "**Notice of Construction**" to the Office of the Building Official prior to any construction activity.
 - k. The Owner/Permittee shall put a Building Permit sign which complies with the prescribed dimensions and information, which shall remain posted on the construction site for the duration of the construction.
 - l. The Owner/Permittee shall submit required clearances from other agencies as stipulated under Section 302 (12) b of the Revised IRR of the NBCP and other documents or clearances from local authorities thirty (30) calendar days after the issuance of a building permit.

**THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 207, 305 AND 306 OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)
AND ITS REVISED IRR**

Republic of the Philippines
City / Municipality of _____
Province of _____



OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF OCCUPANCY

☐ FULL

☐ PARTIAL

No. _____
Date Issued: _____
FSIC No. _____
Date Issued: _____

Fees Paid: _____
Official Receipt No.: _____
Date Paid: _____

This is to certify that the building/structure which has been designed and constructed conforms to the issued Building Permit No. _____ dated _____.

Name of Owner : _____
Name of Project : _____
Date of Completion : _____
Use or Character of Occupancy : _____ Group : _____
Located at / Along : _____

The Owner shall properly maintain the building/structure to enhance its architectural well-being, structural stability, electrical, mechanical, sanitation, plumbing, electronics, interior design and fire-protective properties and shall not be occupied or used for purposes other than its intended use as stated above.

This **Certificate of Occupancy** is hereby issued pursuant to Section 309 of the National Building Code of the Philippines (PD 1096), its Revised IRR, other Referral Codes.

A certified copy hereof shall be posted within the premises of the building/structure and shall not be removed without authority from the Building Official.

BUILDING OFFICIAL
(SIGNATURE OVER PRINTED NAME)
DATE: _____

THIS CERTIFICATE MAY BE CANCELLED OR REVOKED PURSUANT TO SECTION 309 OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096) AND ITS REVISED IRR