

## **NATIONAL BUILDING CODE (PD 1096) – SECTION 301. BUILDING PERMIT**

“No person, firm, or corporation, including any agency or instrumentality of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to be done without first obtaining a building permit therefor from the Building official assigned in the place where the subject building is located or the building work is to be done.”

### **REQUIREMENTS FOR SECURING A BUILDING PERMIT:**

#### **I. Accomplished Prescribed Application Forms:**

- **5 copies Building Permit Form** – Duly Notarized

#### Ancillary Permit Forms:

- **5 copies Architectural Permit** –
- **5 copies Civil/Structural**
- **5 copies Electrical Permit**
- **5 copies Plumbing/ Sanitary Permit**
- **5 copies Mechanical Permit**
- **5 copies Electronics Permit**
- **5 copies Fencing Permit**

- II. 5 sets of Building Plans & Specifications** – Signed & Sealed over the printed names of the duly licensed and registered professionals and signed by the owner
- III. 5 copies Cost & Estimates/Bill of Materials** – Duly Notarized and Signed & Sealed of the duly licensed and registered professionals and signed by the owner
- IV. 3 copies of Structural Analysis for buildings more than 1 storey** - Signed & Sealed over the printed names of the duly licensed and registered professional and signed by the owner
- V. 3 photocopies of updated PRC ID and PTR** of all involved professionals who signed & sealed the plans
- VI. Proof of Lot Ownership**
  - a. In case the applicant is the registered owner of the lot:
    - **Certified True Copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT), or**
    - **Certified True Copy of Tax Declaration**
  - b. In case the applicant is not the registered owner of the lot:
    - **Certified True Copy of Original Certificate of Title (OCT)/ Transfer Certificate of Title (TCT)/ Tax Declaration of Lot, together with:**
      - **Duly Notarized copy of the Contract of Lease, or**
      - **Deed of Absolute Sale, or**
      - **Duly Notarized Authority to Construct**