



BUILDING PERMIT REQUIREMENT CHECKLIST

Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR

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Forms: *To be Accomplished on BuildPASS website (buildpass.baguio.gov.ph)*

- a. Unified Application Form for Building Permit
- b. Zoning Clearance Application Form
- c. Sanitary Permit Form
- d. Electrical Permit Form
- e. Electronics Permit Form – for Commercial Structures
- f. Mechanical Permit Form – for Commercial Structures
- g. Sign Permit Form – for Commercial Structures
- h. Notice of Construction –to be submitted prior to commencement of any construction activity
- i. Civil Engineer Affidavit (If construction has started)
- j. Geodetic Engineer Affidavit (If construction has started)
- k. Undertaking (for Structures with Parking Spaces)

Documentary Requirements:

- I. Authorization Letter of Special Power of Attorney from Owner to Submit, follow-up, and receive approved permits

***APPLICANT IS THE REGISTERED OWNER OF LOT**

a. Certified True Copy of Title (*updated for not more than 6 months and should be free from any Adverse Claim, Lis Pen dens, and any encumbrances that may affect the application of permit being applied for.*), **or**

Copy of Award w/ Approved Surveyed Plan

b. Surveyed Plan signed and sealed by Geodetic Engineer

***APPLICANT IS NOT THE REGISTERED OWNER OF LOT**

Contract of Lease, or

Absolute Deed of Sale, or

Conditional Deed of Sale, or

Certified Copy of Authority to construct on the subject property.

- II. Latest Tax Declaration from City Assessor's Office with documentary stamp
- III. Latest Quarter of the real property tax receipt or Certificate of Non-Tax Delinquency w/ documentary stamp from City Treasurer's Office
- IV. Clear latest picture of site/area (*taken at least a week before application*)

Plans, Designs, Specifications, Cost Estimate

- V. Site Development Plan
- VI. Architectural Plan
- VII. Sanitary Plan
- VIII. Electronics Plan
- IX. Mechanical Plan
- X. Structural Design and Analysis for buildings with floor area of 20.00 sq.m or more
- XI. Building Specifications
- XII. Soil Analysis for Commercial or Residential with 3 storeys or more
- XIII. Bill of Materials

Others

- XIV. Photocopy of updated Professional Tax Receipt and Professional Identification Card (*PRC ID*) of all professional signatories in the application forms and plans (*with 3 specimen signature*)
- XV. Certificate of Construction Safety Health Program (CSHP) from DOLE
- XVI. Clearance from other government agencies, pursuant to No. 12 (B) of Section 302 of the IRR of the National Building Code (PD 1096), if applicable
- XVII. Environmental Compliance Certificate of building for critical/hazardous projects or for a floor area of 10,000.00 sq.m.
- XVIII. Barangay Certificate
- XIX. Consent from subdivision/home owners association – if property is within a subdivision
- XX. Consent from the bank, cooperative and individual whom the lot has mortgage – if property under mortgage.
- XXI. Consent from co-owner/s (to apply, process, name, sign, pay) – if the property has co-owner/s
- XXII. Secretary Certificate / Articles of Inc. – if property is owned by a corporation

****ALL TREES WITHING THE LOT MUST BE REFLECTED ON THE SITE DEVELOPMENT PLAN**

****ALL FILES THAT WILL BE UPLOADED SHOULD BE IN PDF FORMAT**