



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 or Certificate of Non-Tax Delinquency w/ documentary stamp from City Treasurer’s Office
- III. Clear latest picture of site/area (*taken at least a week before application*)

Plans, Designs, Specifications, Cost Estimate

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

Others

- XIII. 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*)
- XIV. Certificate of Construction Safety Health Program (CSHP) from DOLE
- XV. 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
- XVI. Environmental Compliance Certificate of building for critical/hazardous projects or for a floor area of 10,000.00 sq.m.
- XVII. Barangay Certificate
- XVIII. Consent from subdivision/home owners association – if property is within a subdivision
- XIX. Consent from the bank, cooperative and individual whom the lot has mortgage – if property under mortgage.
- XX. Consent from co-owner/s (to apply, process, name, sign, pay) – if the property has co-owner/s
- XXI. Secretary Certificate / Articles of Inc. – if property is owned by a corporation

****All trees within the lot must be reflected on the site development plan.**

****All files that will be uploaded should be in PDF format**