CHECKLIST OF REQUIREMENTS IN SECURING BUILDING PERMIT

Name of Applicant:_____

		Barangay Construction Clearance/Home Owners' Association Clearance
		Proof of Lot Ownership, in case the applicant is the registered owner of the lot:
		a. Photocopy of the Original Certificate of Title/Transfer Certificate of Title
		b. Tax Declaration
		c. Photocopy Current Real Property Tax Receipt
		In case the applicant is not the registered owner of the lot, in addition to the above (letter a to c)
		d. A duly notarized copy of the Contract of Lease /or Deed of Absolute Sale or Permit to Use
		e. Secretary's Certificate authorizing to sign all the documents for a registered Corporation (Applicant)
		Barangay Certificate of No objection, ECC/CNC, SB Resolution/Ordinance for Lot Reclassification for Agro-Industrial, Industrial and Complex construction project/Development Permit
		Construction Safety and Health Program – Dept. of Labor and Employment (Received and Approved)
		Other Clearances from other government agencies exercising and enforcing regulatory functions
		Specify:
		Fully accomplished Unified Application form for Building Permit (5 sets), duly signed and sealed over printed name by a licensed & registered Architect or Civil Engineer with signature of the applicant/owner over printed name including the lot owner and notarized
		Fully accomplished applicable Accessory and Ancillary Permit Forms (2 sets each), duly signed and sealed by the corresponding licensed and registered professionals with signature of the applicant/owner over printed name (Building Permit is null and void if not accompanied with Ancillary Permits)
		Five (5) sets of survey plans, design plans in Blue Print Standard Sizes or A3 with readable details, specifications, bill of quantities/Cost Estimates and other documents prepared, duly signed and sealed over printed names by the licensed and registered professionals with signature of the applicant/owner over printed name
		2 sets of photocopies of valid PRC License & current Professional Tax Receipt (PTR) with specimen signatures and dry sealed
		Geodetic Engineer, in case of lot survey plans
		Architect, in case of architectural documents
		Civil Engineer, in case of civil/structural documents and
		Structural Analysis and Design with computation for 1-storey with deck, 2-storey and higher
		Boring & Load Tests for 2-storey with deck, 3-storey and higher
		Seismic Analysis
		Professional Electrical Engineer, in case of electrical documents and
		Calculation of Short Circuits and Voltage Drop
		Sanitary Engineer, in case of sanitary documents
		Three (3) – Chamber Septic Vault with manholes and all water tight for residential use
		Waste Water Treatment Facility (WWTF) for Agro-Industrial, Industrial, Commercial & Institutional Projects
		Master Plumber, in case of plumbing documents
		Professional Mechanical Engineer, in case of mechanical documents
		Electronics Engineer, in case of electronic documents
		Others (Accessory Permits)
		Fire Safety and Evaluation Certificate (FSEC) – Bureau of Fire Protection (BFP)

Note: ONLY APPLICATION WITH COMPLETE REQUIREMENTS WILL BE ACCEPTED.

"PLEASE INCLUDE THIS CHECKLIST WHEN SUBMITTING ALL THE DOCUMENTS"