



CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT
(FIT-OUT WITHIN A MALL OR COMMERCIAL BUILDING WITH PREVIOUSLY ISSUED OCCUPANCY PERMIT)

NAME OF APPLICANT: _____
LOCATION: _____
DATE: _____
CONTACT PERSON / CONTACT NUMBER: _____

TECHNICAL DOCUMENTS:

- 1 set duly accomplished application forms completely and properly filled-out –
 - 4 copies Unified Building Permit (notarized), _____
 - 4 copies Sanitary / Plumbing Permit (if applicable) _____
- 4 sets of complete plan with key plan, location map and vicinity map duly signed and sealed by a licensed Engineer and Architect and signed by the owner / applicant.
- 1 copy of Bill of materials signed and sealed by an Engineer / Architect.
- 1 set Material Specification signed and sealed by an Engineer / Architect.
- 1 copy of latest PTR and Valid PRC ID and UAP / IAPOA (for Architect) of Licensed Engineers / Architect. **(Originally SIGNED and SEALED)**
 - Architect / Civil Engineer _____
 - Sanitary Engineer / Master Plumber (if applicable) _____

REMARKS: _____

CLEARANCES / CERTIFICATION:

- 1 copy of Fire Safety Evaluation Clearance (FSEC) **(blue copy)** with checklist
- 1 copy of DOLE Clearance
- 1 copy CEDULA (Residence Certificate) **(Xerox copy)**
- 1 copy Barangay Clearance for Renovation **(Original copy)**
- 1 copy of Secretary’s Certificate. Authority to Sign (if corporation) **(original copy)**
- 1 copy of Authorization Letter **(original copy)**
- 1 copy of Occupancy Permit of Building **(Xerox only)**

REMARKS: _____

PROOF OF OWNERSHIP

- 1 copy of Certified True Copy of Condominium Title covering the subject unit- within the **last 4 MONTHS**.
If in case the applicant is not the registered owner of the said unit, in addition to Condominium Title, the following documents must be attached whichever is applicable:
 - 1 copy of duly notarized Deed of Absolute Sale
 - 1 copy duly notarized affidavit of consent from the Unit Owner
- 1 copy of Tax Declaration of the Unit **(Certified true copy)**
- 1 copy of latest Tax Receipt of the Unit **(Xerox)**
- 1 copy of Lease Contract (if leased) **(Xerox)**

REMARKS:

CHECKED BY: _____



CHECKLIST OF REQUIREMENTS FOR OCCUPANCY PERMIT

NAME OF APPLICANT: _____
 LOCATION: _____
 CONTACT PERSON / CONTACT NUMBER: _____
 DATE: _____

APPLICATION FORMS

- 1 Duly accomplished Unified application form for Certificate of Occupancy
- 3 copies of duly accomplished and notarized Certificate of Completion, signed by the owner / applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction.
- 2 copies duly accomplished Electrical Completion Forms originally signed and sealed by Professional Electrical Engineer and Electrical Engineer In-Charge.
- 2 copies duly accomplished Mechanical Completion Forms originally signed and sealed by Professional Mechanical Engineer and Mechanical Engineer In-Charge. **(PER EQUIPMENT)** (if any)
- 2 copies duly accomplished Electronics Completion Forms originally signed and sealed by Professional Electronics Engineer and Electronics Engineer In-Charge. (if any)
**If the construction was undertaken through a contract, all Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.*
- 1 Duly accomplished CFEI application form originally signed and sealed by PEE (if with Application for CFEI)

TECHNICAL DOCUMENTS:

- 2 sets copy of approved plan
 - 2 sets Architectural Plan _____
 - 2 sets Sanitary / Plumbing _____
 - 2 sets Electrical Plan _____
 - 2 sets Mechanical Plan (if any) _____
 - _____
 - 2 sets Electronics Plan (if any) _____
- 4 sets As-Built Plan **(signed and Sealed by Architect / Engineer in-charge and signed by owner / applicant)** *(*in case there are changes in the approved plans)*
 - Sanitary / Plumbing _____
 - Electrical Plan _____
 - Mechanical Plan (if any) _____
 - _____
 - _____
 - Electronics Plan (if any) _____
- 1 daily construction Logbook – duly accomplished and signed and sealed by the supervising Civil Engineer / Architect on **EVERY PAGE.**
- 1 copy of Fire Safety Inspection Certificate (FSIC) for **Occupancy (pink copy)**

- 1 set copy of Building and Ancillary Permit
 - Building Permit & Unified Building Permit
 - Sanitary / plumbing
 - Electrical
 - Mechanical (if any)
 - Electronics (if any)
- 1 copy of Technical Specifications signed and sealed by the supervising Engineer / Architect. **(If with major changes)**
- 1 copy of detailed Bill of Materials (actual cost) signed and sealed by the supervising Architect / Engineer.
- 1 copy of detailed Bill of Materials (actual cost) for Electrical works originally signed and sealed by Professional Electrical Engineer.
- 1 copy of PCAB license of Electrical Contractor **(for bldg. / structure with 200 Amperes and above Main Breaker)**
- 1 copy Yellow Card from Meralco (**Xerox**), if any (if with Application for CFEI)
- 1 copy of detailed Bill of Materials (actual cost) for Mechanical works **originally signed and sealed** by Professional Mechanical Engineer. **(PER EQUIPMENT)** (If with mechanical application)
- 1 copy of Mechanical Specification **originally signed and sealed** by a Professional Mechanical Engineer **(PER EQUIPMENT)** (if with mechanical application) **(if with major changes)**
- 1 copy of detailed Bill of Materials (actual cost) for Electronic works **originally signed and sealed** by Professional Electronics Engineer (if with electronics application).
- 3 copies of latest PTR and Valid PRC ID, UAP-IAPOA (for Architect), IECEP (for Electronics) of licensed Engineer / Architect. **(Originally SIGNED and SEALED)**
 - Architect / Civil Engineer _____
 - Sanitary Engineer / Master Plumber _____
 - Electrical _____
 - Mechanical (if any) _____
 - Electronics (if any) _____
- 1 copy Photo of structure with substantial completion showing inside, front, sides, and rear areas.
- 1 copy of duly notarized Affidavit of Change of Engineer / Architect / Sanitary, if any
- 1 copy of Secretary's Certificate. Authority to Sign (if corporation) **(original copy)**
- 1 copy of Authorization Letter **(original copy)**
- Others that maybe required as provided under the National Structural Code of the Phils. (NSCP) 2015

REMARKS: _____

CHECKED BY: _____