



CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT (REPAIR / AMENDMENT)

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 Civil/Structural Permit _____
 - 4 copies Sanitary / Plumbing Permit _____
- 4 sets of complete plan with key plan, location map and vicinity map duly signed and seal 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 set of Complete Structural Design and Analysis **signed and sealed** by a Civil / Structural Engineer. (**Ring bind**).
 - With Seismic Load Analysis – **FOR 3-STOREY AND UP**
- 1 set of Soil Boring Test – **FOR 3-STOREY AND UP** signed and sealed by a Civil / Structural Engineer with DPWH accreditation.
- 1 copy of latest PTR and Valid PRC ID and UAP / IAPOA (for Architect) of Licensed Engineers / Architect. (**Originally SIGNED and SEALED**)
 - Civil Engineer _____
 - Architect _____
 - Geodetic Engineer _____
 - Sanitary Engineer / Master Plumber _____
- Rainwater Collection System (City Ordinance No. 13 series of 2017), to be incorporated in Plumbing Plan
- 1 Copy of duly accomplished Green Building evaluation checklist (**FOR BUILDING/S WITH 10,000 SQM. GROSS FLOOR AREA**) (if applicable)
- 1 copy of STP Design Analysis originally signed and sealed by Sanitary Engineer, **ALL PAGES**, (if applicable)

REMARKS: _____

CLEARANCES / CERTIFICATION:

- 1 copy of Fire Safety Evaluation Clearance (FSEC) with checklist (**blue copy**)
- 1 copy of DOLE Clearance (**original copy**)
- 1 copy CEDULA (Residence Certificate) (**Xerox copy**)
- 1 copy Barangay Clearance for repair/amendment (**Original copy**)
- 1 copy Home Owners Association Clearance (**Original copy**) (if any)
- 1 copy of updated Tax Receipt. (**Xerox copy**)
- 1 copy certificate of No Improvement or with Improvement (**Original copy**)
- 1 copy of previous Certificate of Occupancy (**Xerox copy**)
- 1 copy of Secretary's Certificate. Authority to Sign (if corporation) (**original copy**)
- 1 copy of Authorization Letter (**original copy**)

- 1 copy of CAAP Clearance (if applicable) (**Original copy**)
- 1 copy of DOH Clearance (if applicable) (**Original copy**)
- 1 copy of PHIVOLCS Clearance (if the structure is near the fault line) (**Original copy**)
- 1 copy of DPWH Clearance (if applicable) (**Original copy**)
- 1 copy of MMDA Clearance (if applicable) (**Original copy**)
- 1 copy of CENRO Clearance (if applicable) (**Original copy**)
- 1 copy of Environmental Compliance Certificate from DENR (if applicable) (**Original copy**)

REMARKS: _____

PROOF OF OWNERSHIP

- 1 copy of Certified True Copy of original or Transfer Certificate of Title (TCT / OCT) covering the subject lot within the **last 4 MONTHS**.

**If in case the applicant is not the registered owner of the said lot, in addition to TCT, the following documents must be attached whichever is applicable:*

- 1 copy of duly notarized Deed of Absolute Sale
- 1 copy of duly notarized Deed of Donation
- 1 copy of assignment of Rights or any proof of land ownership and possession.
- 1 copy duly notarized Affidavit of Consent from the Lot Owner
 - 1 copy duly notarized Extra Judicial Settlement (if registered owner is deceased)
 - 1 copy duly notarized Special Power of Attorney

- 1 copy of Tax Declaration of Land and Building (**Certified true copy**) (if any)

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 Meralco meter)**

TECHNICAL DOCUMENTS:

- 2 sets copy of approved plan
 - 2 sets Architectural Plan _____
 - 2 sets Structural 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 of Construction and signed by owner / applicant (*in case there are changes in the approved plans))**
 - Architectural Plan _____
 - Structural Plan _____
 - Sanitary / Plumbing _____
 - Electrical Plan _____
 - Mechanical Plan (if any) _____
 - _____
 - _____
 - Electronics Plan (if any) _____
- 1 daily construction Logbook – duly accomplished and **originally signed and sealed** by the supervising 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
 - Civil / Structural
 - Sanitary / plumbing
 - Electrical
 - Mechanical (if any)
 - Electronics (if any)
- 1 copy of Technical Specifications signed and sealed by the supervising Civil Engineer / Architect. **(If with major changes)**
- 1 copy of detailed Bill of Materials (actual cost) **originally signed and sealed** by the supervising Civil Engineer / Architect.
- 1 copy of detailed Bill of Materials (actual cost) for Electrical works **originally signed and sealed** by Professional Electrical Engineer.
- 1 copy of Insulation Test / Megger Test
- 1 copy of PCAB license of Electrical Contractor **(for bldg. / structure with 200 Amperes and above Main Breaker)**
- 1 copy Yellow Card from Meralco (if with Application for CFEI) **(Xerox)**
- 1 copy of detailed Bill of Materials / P.O. (actual cost) for Mechanical works **originally signed and sealed** by Professional Mechanical Engineer. **(PER EQUIPMENT)** (If with mechanical application)
- 1 copy of Specification originally signed and sealed by a Professional Mechanical Engineer **(PER EQUIPMENT) (If with major changes)** (if with mechanical application)
- 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)**
 - Civil Engineer _____
 - Architect _____
 - 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: _____