



CHECKLIST OF REQUIREMENTS FOR MECHANICAL PERMIT TO INSTALL AND PERMIT TO OPERATE OF TOWER CRANE, PLACING BOOM, HOIST

NAME OF APPLICANT: _____
LOCATION: _____

DATE: _____
CONTACT PERSON / CONTACT NUMBER: _____

**LIST OF REQUIREMENTS FOR MECHANICAL PERMIT TO INSTALL OF TOWER CRANE,
PLACING BOOM, HOIST**

- 4 sets duly accomplished Structural Permit application Forms originally signed and sealed by Civil Engineer and Civil Engineer In-charge
- 4 sets duly accomplished Mechanical Permit application Forms originally signed and sealed by Professional Mechanical Engineer (PME) and Mechanical Engineer In-charge
- 4 sets of structural plan with key plan, location map and vicinity map duly signed and seal by Civil Engineer.
- 1 copy of structural design & analysis / Structural computation signed and seal by Civil Engineer.
- 4 sets of Mechanical plan duly signed and seal by PME.
- 1 set of detailed bill of materials for mechanical works, originally signed and sealed by PME
- 1 set of mechanical specifications originally signed and sealed by PME
- 1 set of methodology originally signed and sealed by PME
- 1 copy of Scope of Mechanical Works originally signed and sealed by a Professional Mechanical Engineer (PME)
- 1 copy of latest PTR and PRC ID of PME originally signed and sealed
- 1 copy of latest PTR and PRC ID of Civil Engineer originally signed and sealed
- 1 copy of approved Building Permit of the Building
- Authorization letter to process with attached photocopy valid ID of the owner and representative.

REMARKS

**LIST OF REQUIREMENTS FOR MECHANICAL PERMIT TO OPERATE OF TOWER CRANE,
PLACING BOOM, HOIST**

- 2 sets duly accomplished Certificate of Completion for Mechanical originally signed and sealed by Professional Mechanical Engineer (PME), with sign of owner and Mechanical Contractor.
- 1 set copy of approved mechanical plan and permit
- 1 set copy of approved structural plan and permit
- 1 copy of certificate of safe operating condition originally signed and sealed by Professional Mechanical Engineer (PME)
- 3 copies of latest PTR and PRC ID of PME, Structural Engineer originally signed and sealed.
- 1 copy of Certificate of Structural Stability, originally signed and sealed. by Structural Engineer
- 3 copies of latest PTR and PRC ID of Structural Engineer originally signed and sealed.
- Authorization letter to process with attached photocopy of Valid ID of the owner and representative.

*If in case there are changes in the approved plans, in addition to the above requirements, the following documents must be attached:

- 4 sets of As-Built structural plan with key plan, location map and vicinity map duly signed and seal by Civil Engineer.
- 4 sets of complete As-Built Mechanical plan duly signed and seal by Professional Mechanical Engineer.
- 1 copy of Detailed Bill of Materials originally signed and sealed by PME
- 1 copy of mechanical specifications originally signed and sealed by PME
- 1 copy of duly notarized Affidavit of Change of Mechanical Engineer (if applicable)

REMARKS
