



CHECKLIST OF REQUIREMENTS FOR MECHANICAL PERMIT TO INSTALL AND PERMIT TO OPERATE OF MECHANICAL EQUIPMENT

BUILDING OFFICIAL

Tel.No. (8) 643 – 1111 LOC. 1682

NAME OF APPLICANT: _____

DATE: _____

LOCATION: _____

CONTACT PERSON / CONTACT NUMBER: _____

**LIST OF REQUIREMENTS FOR INDEPENDENT APPLICATION
MECHANICAL PERMIT TO INSTALL OF MECHANICAL EQUIPMENT
(ACU / VENTILATION / FIRE PROTECTION / STP / GAS PIPING / FIRE
SUPPRESSION / ELEVATOR / ESCALATOR / GENSET / PUMPS / CARLIFT)**

- 4 copies of duly accomplished Mechanical Permit forms originally signed and sealed by Professional Mechanical Engineer (PME).

REMARKS: _____

- 4 sets of Mechanical plan duly signed and seal by a Professional Mechanical Engineer and signed by the owner / applicant. (per equipment)

REMARKS: _____

- 1 set Detailed Bill of Materials for Mechanical works, originally signed and sealed by Prof. Mechanical Engineer (PME) (per equipment).

REMARKS: _____

- 1 set mechanical specification (per equipment) originally signed and sealed by PME.

REMARKS: _____

- 1 latest copy of PTR and PRC ID of Professional Mechanical Engineer (PME) / Licensed Mechanical Engineer (ME) originally signed and sealed.

REMARKS: _____

- 1 set of Hydraulic Analysis and computation of pumps and tank originally signed and sealed by PME – for Fire Protection

REMARKS: _____

- 1 copy of Certificate of Structural Stability originally signed and Sealed by Structural Engineer and copy of latest PTR and PRD ID of Structural Engineer – for Elevator and Escalator. (For rehabilitation, modernization, replacement and upgrading)

REMARKS: _____

REMARKS: _____

REMARKS: _____

REMARKS: _____

**LIST OF REQUIREMENTS FOR MECHANICAL PERMIT TO OPERATE
OF MECHANICAL EQUIPMENT**

FOR ELEVATOR, ESCALATOR, DUMBWAITER, CARLIFT

- 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 copy of certificate of safe operating condition and Load Testing Certificate originally signed and sealed by Professional Mechanical Engineer (PME)

- 1 copy of Detailed Bill of Materials for mechanical works originally signed and sealed by PME

- 3 copies of latest PTR and PRC ID of Professional Mechanical Engineer (PME) originally signed and sealed.

- Copy of Certificate of Occupancy (Xerox)

- Authorization letter to process with attached photocopy of Valid ID of the owner and representative.

- 1 copy of Certificate of Structural Stability, originally signed and sealed by Structural Engineer with attached latest PTR and valid PRC of Structural Engineer, if applicable

*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 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

REMARKS: _____

REMARKS: _____

REMARKS: _____

FOR GENERATOR, PUMPS AND OTHER MECHANICAL EQUIPMENT

- 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 copy of certificate of safe operating condition originally signed and sealed by PME

- 1 copy of Detailed Bill of Materials for mechanical works originally signed and sealed by PME

- 3 copies of latest PTR and PRC ID of PME originally signed and sealed.

- 1 Copy of Certificate of Occupancy (Xerox)

- Authorization letter to process with attached photocopy of Valid ID of the owner and representative.

- 1 copy of Certificate of Structural Stability, originally signed and sealed by Structural Engineer with attached latest PTR and valid PRC of Structural Engineer, if applicable

*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 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

REMARKS: _____

REMARKS: _____

REMARKS: _____