



CHECKLIST OF REQUIREMENTS

PERMIT TO OPERATE OF MECHANICAL EQUIPMENT APPLICATION

Stub no.: _____
Applicant: _____
Location: _____
Project title: _____

Owner/Representative's Name: _____

Telephone/ Mobile number: _____

Basic Requirements (for Elevator, Escalator, Dumbwaiter, Car Lift)

- 2 sets of duly accomplished Certificate of Completion for Mechanical originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant and Mechanical Contractor.
- 1 copy of approved Mechanical Permit to install and Mechanical plan
- 1 set of detailed Bill of Materials (actual cost) 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 Safe operating Condition and Load Testing Certificate originally signed and sealed by PME – for Elevator and Escalator.
- 1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer and 1 copy of latest PTR and PRC ID of Structural Engineer originally signed and sealed. **(If applicable)**
- 1 copy of Certificate of Occupancy **(Photocopy) (if applicable)**
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**
- 1 copy of latest / valid PCAB license Registration of Mechanical Contractor **(photo copy)**

Additional Requirement

(if there are changes in the Approved Plan)

- 4 sets as-built mechanical plan originally signed and sealed by a Professional Mechanical Engineer (PME) with signature of Applicant.
- 1 copy of Mechanical Specifications originally signed and sealed by a Professional Mechanical Engineer.
- 1 copy of duly notarized Affidavit of Change of Mechanical Engineer **(if applicable)**

Basic Requirements (for Generator, Pumps and other Mechanical Equipment)

- 2 sets of duly accomplished Certificate of Completion for Mechanical originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant and Mechanical Contractor.
- 1 copy of approved Mechanical Permit to install and Mechanical plan
- 1 set of detailed Bill of Materials (actual cost) 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 Safe operating Condition originally signed and sealed by PME – for Elevator and Escalator.
- 1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer and 1 copy of latest PTR and PRC ID of Structural Engineer originally signed and sealed. **(If machine room is above Ground floor).**
- 1 copy of CENRO Clearance **(photo copy)**
- 1 copy of Certificate of Occupancy **(Photocopy) (if applicable)**
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**
- 1 copy of latest / valid PCAB license Registration of Mechanical Contractor **(photo copy)**

Additional Requirement

(if there are changes in the Approved Plan)

- 4 sets as-built mechanical plan originally signed and sealed by a Professional Mechanical Engineer (PME) with signature of Applicant.
- 1 copy of Mechanical Specifications originally signed and sealed by a Professional Mechanical Engineer.
- 1 copy of duly notarized Affidavit of Change of Mechanical Engineer **(if applicable)**

Date and time Received: _____

RECEIVED BY: _____



CHECKLIST OF REQUIREMENTS

PERMIT TO INSTALL OF MECHANICAL EQUIPMENT APPLICATION

Stub no.: _____

Applicant: _____

Location: _____

Project title: _____

Owner/Representative's Name: _____

Telephone/ Mobile number: _____

Basic Requirements **(for Elevator, Escalator, Dumbwaiter, Car Lift)**

- 4 copies of duly accomplished Mechanical Permit forms, originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant
- 4 sets of complete plans with key plan and location map duly signed and sealed by a Professional Mechanical Engineer and signed by the owner / applicant.
- 1 set of detailed Bill of Materials for mechanical works originally signed and sealed by PME
- 1 copy of specification originally signed and sealed by PME
- 1 copy of scope of works originally signed and sealed by PME
- 1 copy of latest PTR and PRC ID of PME originally signed and sealed
- 1 set of Load Design Computation – for elevator / escalator signed and sealed by PME. **(Or to be indicated on mechanical plan)**
- 1 copy of Certificate of Structural Stability originally supported by structural evaluation and assessment and material testing signed and Sealed by a Structural Engineer and copy of latest PTR and PRD ID of Structural Engineer – for Elevator and Escalator **(for rehabilitation, modernization, replacement and upgrading)**
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**

Additional Requirements **(for Elevator, Escalator, Dumbwaiter, Car Lift)**

- 1 copy of Approved Architectural or Structural plan (for verification)

Basic Requirements **(for Generator, Pumps and other Mechanical Equipment)**

- 4 copies of duly accomplished Mechanical Permit forms, originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature of Applicant
- 4 sets of complete plans with key plan and location map duly signed and sealed by a Professional Mechanical Engineer and signed by the owner / applicant.
- 1 set of detailed Bill of Materials for mechanical works originally signed and sealed by PME
- 1 copy of specification originally signed and sealed by PME
- 1 copy of scope of works originally signed and sealed by PME
- 1 copy of latest PTR and PRC ID of PME originally signed and sealed
- 1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative **(original copy)**

Date and time Received: _____

RECEIVED BY: _____