



# CHECKLIST OF REQUIREMENTS

## BUILDING PERMIT APPLICATION SIMPLE TO HIGHLY TECHNICAL STRUCTURES

NEW CONSTRUCTION       FIT-OUT

Stub no.: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Location: \_\_\_\_\_  
Project title: \_\_\_\_\_

Owner/Representative's Name: \_\_\_\_\_

Telephone/ Mobile number: \_\_\_\_\_

### Basic Requirements (Architectural, Structural, Plumbing/Sanitary)

- 1 set duly accomplished application forms - completely and properly filled-out
  - Unified Building (notarized) (4 copies) (back-to-back)
  - Civil/Structural (4 copies) (back-to-back)
  - Plumbing/Sanitary (4 copies) (back-to-back)
- 4 sets of complete plans with key plan and location map duly signed and sealed by respective Engineers and Architect and signed by the owner / applicant.
  - Architectural Plan (should be signed and sealed by Architect)
  - Civil/Structural Plan (should be signed and sealed by Civil/Structural Engr.)
  - Plumbing/Sanitary Plan
- 2 copies of Detailed Bill of materials signed and sealed by respective Engineers and Architect
  - Architectural
  - Civil/Structural
  - Plumbing/Sanitary
- 2 sets Material Specification signed and sealed by respective Engineers and Architect
  - Architectural
  - Civil/Structural
  - Plumbing/Sanitary
- 2 copies of latest PTR and Valid PRC ID of respective Licensed Engineers / Architect originally signed and sealed
  - Architect with attached UAP / IAPOA certificate
  - Civil/Structural Engineer
  - Plumbing/Sanitary Engineer
  - Geodetic Engineer
- 1 copy of latest Verification Survey Plan and Survey Report -originally signed and sealed by a Geodetic Engineer.
- 1 set of Complete Structural Design and Analysis signed and sealed by a Civil / Structural Engineer (**ring bind**).
- Rainwater Collection System (City Ordinance No. 13 series of 2017), **to be incorporated in Plumbing Plan**
- 1 original copy of Certified True Copy of Original or Transfer Certificate of Title (TCT/OCT) covering the subject lot – within the last 4 months. (**If owned**)
- 1 copy of Lease Contract (**if leased**)
- 1 copy of Tax declaration of land and building (**original**) (**if any**)
- 1 copy of Updated Tax Receipt (**original**)
- 1 copy Certificate of No Improvement or with Improvement (**original**)
- 1 copy CEDULA (Residence Certificate) (**Photocopy**)
- 1 copy of Locational Clearance (**original**)
- 1 copy of DOLE Clearance (**original**)
- 1 copy Barangay Clearance, building permit purposes (**original**)
- 1 copy Home Owners Association Clearance (**original**) (**if applicable**)
- 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (**if corporation**) (**original copy**)
- 1 copy of duly notarized Authorization Letter with attached photocopy of ID of Owner/applicant and representative (**original copy**) (**if applicable**)

### Additional Requirement (Architectural, Structural, Plumbing/Sanitary)

- If in case the applicant is not the registered owner of the said lot, in addition to TCT / OCT / Condominium Title, the following documents must be attached, whichever is applicable:
  - 1 copy of duly notarized Deed of Absolute Sale (**original**)
  - 1 copy of duly notarized Deed of Donation (**original**)
  - 1 copy of Assignment of Rights or any proof of land ownership and possession. (**original**)
  - 1 copy of duly notarized Affidavit of Consent from the Unit / Lot Owner.
    - 1 copy duly notarized Extra Judicial Settlement (**if registered owner is deceased**) (**original**)
    - 1 copy duly notarized Special Power of Attorney (**original**)
- 1 set of Seismic Load Analysis – for **2-storey with deck and up** signed and sealed by a Civil / Structural Engineer
- 1 set of Soil Boring Test – for **2-storey with deck and up** signed and sealed by a Civil / Structural Engineer with DPWH accreditation.
- 1 copy of Sewerage Treatment Plant (STP) analysis originally signed and sealed by Sanitary Engineer, **ALL PAGES (if applicable)**
- 1 copy of previously approved Certificate of Occupancy (**Photocopy**) (**for renovation, repair/improvement, additional applications**)
- 1 copy of duly accomplished Green Building Evaluation Checklist – for **Building/s with 10,000 sq. m. Gross Floor Area (GFA) (if applicable)**
  - CAAP Clearance (**original**) (**if applicable**)
  - DOH Clearance (**original**) (**if applicable**)
  - PHIVOLCS Clearance (**if structure is near fault line**) (**original**)
  - DPWH Clearance (**original**)(**if applicable**)
  - MMDA Clearance (**original**) (**if applicable**)
  - CENRO Clearance (**original**) (**if applicable**)
  - 1 copy of Environmental Compliance Certificate from DENR (**original**) (**if applicable**)
  - 1 copy of Structural Assessment, originally signed and sealed by Civil/Structural engineer – for existing structures
  - 1 copy of duly notarized Joint Certification, originally signed and sealed by Civil/Structural engineer – for existing structures
  - 1 copy of Structural Design & Analysis, originally signed and sealed by engineer – for billboard structure

Date and time Received: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_



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### Basic Requirements (Electrical, Mechanical, Electronics)

- 1 set duly accomplished application forms - completely and properly filled-out
  - Electrical (4 copies) (back-to-back)
  - Mechanical (per equipment) (4 copies) (back-to-back)
  - Electronics (4 copies) (back-to-back)
- 4 sets of complete plans with key plan and location map duly signed and sealed by respective Professional Engineers and signed by the owner / applicant.
  - Electrical Plan
  - Mechanical (per equipment) \_\_\_\_\_
  - Electronics Plan
- 2 copies of Detailed Bill of materials signed and sealed by respective Professional Engineers
  - Electrical
  - Mechanical (per equipment) \_\_\_\_\_
  - Electronics
- 2 sets Material Specification signed and sealed by respective Professional Engineers
  - Electrical
  - Mechanical (per equipment) \_\_\_\_\_
  - Electronics
- 1 copy of scope of works originally signed and sealed by respective Professional Engineers
  - Electrical
  - Mechanical (per equipment) \_\_\_\_\_
  - Electronics
- 2 copies of latest PTR and Valid PRC ID of respective Licensed Professional Engineers originally signed and sealed
  - Professional Electrical Engineer / Registered Electrical Engineer / Registered Master Electrician
  - Professional Mechanical Engineer / Registered Mechanical Engineer (per equipment)
  - Professional Electronics Engineer / Registered Electronics Engineer with IECEP ID
- 1 copy of electrical design analysis, short circuit and voltage drop calculation, originally signed and sealed by Professional Electrical Engineer.

### Additional Requirement (Electrical, Mechanical, Electronics)

- 1 set of Load Design Computation – for elevator / escalator signed and sealed by PME. **(Or to be indicated on mechanical plan)**
- 1 set of Hydraulic Analysis with computation of fire pump and jockey pump – for fire protection signed and sealed by PME. **(original copy)**
- 1 copy of Certificate of Structural Stability supported by structural evaluation and assessment and material testing originally 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 set of Electronic Design Analysis (voltage Drop and Battery Sizing) – **applicable for 5 - Storey building and above**, originally signed and sealed by a Professional Electronics Engineer.

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