



BUILDING PERMIT REQUIREMENT CHECKLIST

Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR

- | | | |
|---|--|--|
| <input type="checkbox"/> Residential (Dwellings) | <input type="checkbox"/> Commercial | <input type="checkbox"/> Assembly (1000 or more) |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Light Industrial | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Educational & Recreational | <input type="checkbox"/> Medium Industrial | <input type="checkbox"/> Accessories |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Assembly (less than 1000) | |

Project Title: _____
Project Location: _____
Owner/ Authorized Representative: _____

Name of Evaluator: _____
Date and Time Received: _____
Forwarded to: _____
Contact No. _____

Pursuant to P.D. 1096, National Building Code of the Philippines			
Yes	No	Requirements	Remarks
		I. Decision on Zoning from Municipal Planning & Development Office (<i>MPDO</i>)	
		II. Fire Safety Evaluation Clearance from Fire Department Office (<i>BFP</i>)	
		III. Requirement & Processing Evaluation Checklist (<i>from MEO</i>)	
		IV. Applicant is the registered owner of the lot a. Certified True Copy of the Title (OCT/TCT) (Registry of Deeds), or Copy of Award with Approved Surveyed Plan b. Surveyed Plan signed and sealed by Geodetic Engineer Applicant is not the registered owner of lot a. Certified <input type="checkbox"/> photocopy/ <input type="checkbox"/> original/ <input type="checkbox"/> duplicate of Notarized: Contract Lease, or Absolute Deed of Sale, or Conditional Deed of Sale, or Certified Copy of Authority to Construct on the subject property	
		V. Latest Tax Declaration from Municipal Assessor's Office with documentary stamp (1 original & 5 photocopies)	
		VI. Latest quarter of Real Property Tax Receipt, or Certificate of Non- Tax Delinquency with documentary stamp from Municipal Treasurer's Office (1 original & 5 photocopies)	
		VII. Clear latest picture of site/area (taken at least a week before application)	
		VIII. Duly accomplished Building Permit Forms (Building Permit, Architectural, Civil/Structural, Electrical, Mechanical, Sanitary, Plumbing, Electronic, Excavation & Ground Preparation, Fencing, Sidewalk Construction, Scaffolding Permits)(<i>printed back-to-back in legal-sized bond paper, 5 copies each</i>)	
		IX. Building Plans (signed and sealed by the licensed practitioner and signed by applicant/owner)- 5 sets (<i>1 for MPDO, 1 for BFP, 1 for MAssO, 2 for MEO</i>)	
		X. Structural Design and Analysis for buildings with 2 storeys and higher with a total floor area of more than 20.00 sq.m. (<i>2 sets, signed and sealed</i>)	
		XI. Electrical Design and Analysis (<i>2 sets, signed and sealed</i>)	
		XII. Soil Analysis (Boring and Load Test) for buildings with 3 storeys and higher (<i>2 sets, signed and sealed</i>)	
		XIII. Building Specifications (<i>3 sets, signed and sealed</i>)	
		XIV. Bill of Materials or Construction Estimate (<i>5 sets, signed and sealed</i>)	
		XV. Photocopy of updated Professional Tax Receipt (PTR) and Professional Identification Card (PRC ID) of professional signatories in the application forms and plans (<i>with 3 specimen signature</i>)	
		XVI. Construction Logbook (<i>duly signed and sealed; to be submitted upon application for Certificate of Occupancy</i>)	
		XVII. Certificate of Construction Safety Health Program (CSHP) from DOLE	
		XVIII. Notarized Authorization Letter or Special Power of Attorney from owner to submit, follow-up, and receive approved permits (<i>for representative only</i>)	
		XIX. Clearance from other government agencies, pursuant to Section 302 No. 12 (b) of the IRR of the National Building Code of the Philippines (PD 1096), <i>if applicable</i>	
		XX. Environmental Compliance Certificate of building for critical/ hazardous projects or for a floor area of 10,000.00 sq.m.	
		XXI. Notarized Affidavit of Undertaking of Professionals in- charge of construction (<i>4 copies</i>)	
		XXII. Construction Tarpaulin	
		XXIII. Barangay Certificate	

**Note: Items VIII- XV must be signed and sealed by licensed practitioners (Geodetic Engineer, Civil Engineer, Architect, Sanitary Engineer, Master Plumber, Professional Electrical Engineer, Professional Mechanical Engineer, Electronics Engineer as the case may be)
 All trees within the lot must be reflected on the site development plan*

**Note: Items VIII- XV must be signed and sealed by licensed practitioners (Geodetic Engineer, Civil Engineer, Architect, Sanitary Engineer, Master Plumber, Professional Electrical Engineer, Professional Mechanical Engineer, Electronics Engineer as the case may be)
All trees within the lot must be reflected on the site development plan*