



DOCUMENTARY REQUIREMENTS FOR MECHANICAL PERMIT APPLICATIONS

- 1. Duty accomplished Mechanical Permit Form (4 original copies)
- 2. Mechanical Plan, signed and sealed (A-3 minimum size, 4 sets)
- 3. Approved Building Permit (4-photocopies)
- 4. Bill of Materials, signed and sealed (for mechanical installation), 4 photocopies
- 5. Certified True Copy of Transfer Certificate of Title (TCT) or Lease Contract/Agreement, if not applied with the Building Permit application (1 original copy, 3 photocopies)
- 6. DOLE's Construction Safety & Health Program (CSHP), (1-original copy, 1 photocopy)
- 7. Valid Licenses (PRC ID) & current PTR of professionals with dry seal & specimen signature (4-photocopies)
- 8. A sworn Special Power of Attorney, for applications filed by authorized representative for them to file/follow up/sign application, and to claim decision on the application, with valid ID (1 original copy, 3 photocopies)
- 9. Expanding Envelope and Expanding Folder (1 pc each) long size
- 10. Other documents as maybe needed:

REMARKS:

- Complete Documents**
- Incomplete Documents** (Please comply documents with unchecked boxes)

Checked & Verified : _____
 Date & Time : _____
 Name of Applicant : _____
 Signature : _____

NOTES:

- All application forms are available at the OCBO
- All the fully accomplished forms and requirements must be fastened in a long folder except for the drawing plans and reports
- **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED**
- Bring this checklist when submitting your application