



DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS
(Single Dwelling Residential/Commercial/Industrial/Others)

- 1. Duly accomplished and Notarized Unified Application and Ancillary Permit Forms (4 original copies)
- 2. Barangay Clearance interposing no objection to the proposed/existing project (1 original, 3 photocopies) **will not be required once barangay integration starts**
- 3. Certified True Copy of OCT/TCT by the City Register of Deeds; If the applicant is not the registered owner, in addition to the TCT/OCT, a notarized consent from lot owner/Lease Contract/Deed of Absolute Sale (1-original, 3- photocopies)
- 4. In the absence of any existing Certificate of Title in the name of the applicant, a **Certification** from the **CENRO-DENR Office** regarding the present status of the land and as authorized occupant of the untitled land (1-original; 3- photocopies)
- 5. Building Plans, Design, Bill of Materials and Estimates, Project Specifications, and other documents, signed and sealed by designed professionals and signed by the owner (4-sets)
 - a. Architectural Plans (Architect)
 - b. Civil/structural Plans (Civil Engineer)
 - Structural Design and Analysis (above 20m² floor area)
 - Boring Test (3-floors up)
 - c. Sanitary/Plumbing Plans (Sanitary Engineer/Plumber)
 - d. Electrical Plans (Professional Electrical Engineer)
 - e. Mechanical Plans (Professional Mechanical Engineers), if applicable
 - f. Electronics Plans (Electronics Communications Engineer), if applicable
 - g. Geodetic Documents/Line & Grade
 - h. Fire Protection Plan (**if applicable**)
- 6. DOLE's Construction Safety and Health Program (CSHP), NBC MC# 2, Series of 2011 (1 original copy, 3 photocopies)
- 7.. Valid Licenses (PRC ID) & current PTR of all involved professionals with dry seal & specimen signatures (4-photocopies)
- 8. For applications filed by authorized representative: A Sworn Special Power of Attorney for the representative to file/follow up/signed application, and to claim decision on the application, with valid ID (1 original, 3 photocopies)
- 9. Height Clearance from CAAP/Road-Right-of-Way Clearance from DPWH (if structure is fronting National Road/Highway, **if necessary** (1 original copy, 3 photocopies)
- 10. **Affidavit of Undertaking** for submission of required clearances/permits from other agencies as stipulated, under Section 302 (12) b of the IRR of the NBCP (1 original copy, 3 photocopies)
- 11. Expanding envelope (2 pcs) and folder (1 piece) long size
- 12. 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