



DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

(Single Dwelling Residential Abode)

- 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 land (1-original; 3-photocopies)
- 5. Building Plans, Bill of Materials and Estimates, signed and sealed by designed professionals and approved by the owner (4-sets)
 - a. Architectural Plans (Architect)
 - b. Civil/structural Plans (Civil Engineer)
 - c. Sanitary/Plumbing Plans (Sanitary Engineer/Master Plumber)
 - d. Electrical Plans (Professional Electrical Engineer)
- 6. Site Development Plan showing technical description, boundaries, orientation and position of proposed/existing building/structure in relation to the lot, existing access road shall be indicated (4-sets)
- 7. Vicinity Map/Location Plan within 1-km radius at any convenient scale showing prominent landmarks or major thoroughfares for easy reference (4 sets)
- 8. **If As-Built:** Photograph of existing structure (front, sides and rear) (4 copies)
- 9. 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)
- 10. Expanding envelope and folder (1 piece each) long size
- 11. 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