



DOCUMENTARY REQUIREMENTS FOR MECHANICAL PERMIT APPLICATIONS

- 1. Duly accomplished Mechanical Permit Form (4 original copies)
- 2. Mechanical Plan, signed and sealed (A-3 minimum size, 4 sets) containing Locational and Key Plan, site Development Plan, and the following:
 - Air-conditioning, Refrigeration, Ice-Making, Freezer, Chiller: complete details, equipment schedule, and heat load computation.
 - Internal Combustion Engine/Generator Set: Machine Foundation design & analysis, Spacing, and Technical Details.
 - Ventilation: Fans and Blowers with complete details and equipment schedule.
 - Duct work installations indicating duct size, dampers, control, filters, fire proofing, acoustic and thermal insulation, and capacities.
 - Piping System: assembly of pipe on racks and supports, terminal to terminal valves, fittings, size, and color coding.
 - Automatic Fire Protection System: Riser Diagram, tapping points, location of inspector test and drain sites, as well as hydraulic calculations, design computation. Sprinkler, Fire Extinguisher, Fire Hose Cabinet.
 - Liquefied Petroleum Gas and Kitchen Fire Suppression System: schedule and specifications.
 - Elevator: Load Calculations and Computation
 - Escalator: Detailed Plan including Speed, Dimension and Capacity per minute
 - Machineries: Detailed Plan including Dimension and Specifications _____
- 3 Approved Building Permit (4-photocopies)
- 4. Bill of Materials, signed and sealed (for mechanical installation), 4 photocopies
- 5. DOLE's Construction Safety & Health Program (CSHP), (1-original copy, 1 photocopy) (for proposed project only)
- 5. Commissioning and Testing Report/ Engineer's Report/ Mechanical Completion Form (for As-Built Plans), (1 original copy, 1 photocopy)
- 6. Valid Licenses (PRC ID) & current PTR of professionals with dry seal & specimen signature (1 original copy, 3 photocopies)
- 7. 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)
- 8. Expanding Envelope and Expanding Folder (1 pc) long size
- 9. 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