



Republic of the Philippines
City of Puerto Princesa
OFFICE OF THE CITY BUILDING OFFICIAL



General Requirements



ENGR. ALBERT JOSEPH G. GARCIA

Engineer IV

Chief, Building and Public Safety Division

• Scope of applications:

➤ All Building/Structure

➤ Except:

- Sect 301/IRR-PD1096 – Exemption from Building Permit/Minor Construction & Repair (Sheds, outhouses, greenhouses, children's playhouse, aviaries, poultry houses and the like, not more than 6m² in total area).
- Sect 209/IRR-PD 1096 – Public Buildings and traditional indigenous family dwelling (total cost at which does not exceed 15,000 Pesos) shall be exempt from payment of building permit fees.

- **Section 104: General Building requirements**

- All buildings or structures as well as accessory facilities thereto shall conform in all respects to the principles of safe construction and must be suited to the purpose for which they are designed.
- 2. Buildings or structures intended to be used for the manufacture and/or production of any kind of article or product shall observe adequate environmental safeguards.
- 3. Buildings or structures and all parts thereof as well as all facilities found therein shall be maintained in safe, sanitary and good working condition.

- **Section 105: Site Requirements**

The land or site upon which will be constructed any building or structure, or any ancillary or auxiliary facility thereto, shall be sanitary, hygienic or safe. In case of sites or buildings intended for use as human habitation or abode, the same shall be at a safe distance, as determined by competent authorities, from streams or bodies of water and/or sources of air considered to be polluted; from a volcano or volcanic site and/or any other building considered to be a potential source of fire or explosion.

- **Section 302/IRR2005: The clearances may required from other National Government Agencies.**

- DPWH
- AIR TRANSPORTATION OFFICE / Height
- DHSUD/Housing
- LGU/Zoning
- DENR/Environment
- DILG/BFP-Fire Clearance
- DOH/Hospitals
- DOLE/Workers Safety
- PHIL PORT AUTHORITY/Pier



O C B O

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION.

- Duly accomplished and Notarized Unified Application and Ancillary Permit form.

NBC FORM NO. 5-01

Republic of the Philippines
CITY OF PUERTO PRINCESA

UNIFIED APPLICATION FORM FOR BUILDING PERMIT

THIS APPLICANT ALSO FOR:
☒ NEW ☐ ALTERATION ☐ ADDITION ☐ REPAIR ☐ RENOVATION ☐ RECONSTRUCTION ☐ REPAIR ☐ RENOVATION ☐ RECONSTRUCTION

APPLICATION NO. **134-W-134-01E-VVY18** DATE **21 MAY 2021**

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT: LAST NAME **ELIZABETH** FIRST NAME **ELIZABETH** M.I. **ELIZABETH** TIN **9999-874**

PROPERTY ADDRESS: STREET **BRANGAY** CITY/MUNICIPALITY **CITY OF PUERTO PRINCESA** ZIP CODE **5300** TEL. PHONE NO. **0999-874**

LOCATION OF CONSTRUCTION: LOT NO. **8** BLOCK **1** SITE NO. **1** CURRENT TAX DEC NO. **000**

STREET **SAN PEDRO SEA ROAD** BRANGAY **SAN PEDRO** CITY/MUNICIPALITY **CITY OF PUERTO PRINCESA**

SCOPE OF WORK:
☒ NEW CONSTRUCTION ☐ ADDITION ☐ ALTERATION ☐ REPAIR ☐ RENOVATION ☐ RECONSTRUCTION ☐ REPAIR ☐ RENOVATION ☐ RECONSTRUCTION

USE OR CHARACTER OF OCCUPANCY:
☒ GROUP A - RESIDENTIAL (SINGLE-FAMILY) ☐ GROUP B - RESIDENTIAL (MULTI-FAMILY) ☐ GROUP C - COMMERCIAL ☐ GROUP D - INDUSTRIAL ☐ GROUP E - AGRICULTURAL ☐ GROUP F - SPECIAL USE

GROUP A - RESIDENTIAL (SINGLE-FAMILY):
☐ SINGLE-FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ CONDOMINIUM ☐ CO-OPERATIVE ☐ OTHER (Specify):

GROUP B - RESIDENTIAL (MULTI-FAMILY):
☐ APARTMENT ☐ CONDOMINIUM ☐ CO-OPERATIVE ☐ OTHER (Specify):

GROUP C - COMMERCIAL:
☐ RETAIL ☐ OFFICE ☐ RESTAURANT ☐ HOTEL ☐ MOTEL ☐ OTHER (Specify):

GROUP D - INDUSTRIAL:
☐ MANUFACTURING ☐ WAREHOUSE ☐ OTHER (Specify):

GROUP E - AGRICULTURAL:
☐ RANCH ☐ OTHER (Specify):

GROUP F - SPECIAL USE:
☐ SCHOOL ☐ CHURCH ☐ OTHER (Specify):

OCCUPANCY CLASSIFIED (RESIDENTIAL (SINGLE-FAMILY)) TOTAL ESTIMATED COST **800,000.00**

NUMBER OF UNITS **1** BUILDING **1** TOTAL ESTIMATED COST **800,000.00**

NUMBER OF STORIES **1** ELECTRICAL **1** COST OF EQUIPMENT INSTALLED **100,000.00**

TOTAL FLOOR AREA **100.00** MECHANICAL **1** PLUMBING **1**

LOT AREA **400.00** ALTIMETER **100.00**

PROPOSED DATE OF CONSTRUCTION **05/20/2021** EXPECTED DATE OF COMPLETION **05/20/2021**

Box 2: FULLY COMPLETED AND SUPERVISOR OF CONSTRUCTION MUST SIGN AND SEAL THE OWNERS

Box 3: APPLICANT

Box 4: NOTARIZATION

Box 5: SIGNATURE OF THE APPLICANT

Box 6: SIGNATURE OF THE NOTARY PUBLIC

Box 7: SIGNATURE OF THE CITY BUILDING OFFICIAL

Box 8: SIGNATURE OF THE CITY ENGINEER

Box 9: SIGNATURE OF THE CITY PLUMBER

Box 10: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 11: SIGNATURE OF THE CITY ARCHITECT

Box 12: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 13: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 14: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 15: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 16: SIGNATURE OF THE CITY ARCHITECT

Box 17: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 18: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 19: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 20: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 21: SIGNATURE OF THE CITY ARCHITECT

Box 22: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 23: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 24: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 25: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 26: SIGNATURE OF THE CITY ARCHITECT

Box 27: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 28: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 29: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 30: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 31: SIGNATURE OF THE CITY ARCHITECT

Box 32: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 33: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 34: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 35: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 36: SIGNATURE OF THE CITY ARCHITECT

Box 37: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 38: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 39: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 40: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 41: SIGNATURE OF THE CITY ARCHITECT

Box 42: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 43: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 44: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 45: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 46: SIGNATURE OF THE CITY ARCHITECT

Box 47: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 48: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 49: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 50: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 51: SIGNATURE OF THE CITY ARCHITECT

Box 52: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 53: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 54: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 55: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 56: SIGNATURE OF THE CITY ARCHITECT

Box 57: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 58: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 59: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 60: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 61: SIGNATURE OF THE CITY ARCHITECT

Box 62: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 63: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 64: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 65: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 66: SIGNATURE OF THE CITY ARCHITECT

Box 67: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 68: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 69: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 70: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 71: SIGNATURE OF THE CITY ARCHITECT

Box 72: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 73: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 74: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 75: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 76: SIGNATURE OF THE CITY ARCHITECT

Box 77: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 78: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 79: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 80: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 81: SIGNATURE OF THE CITY ARCHITECT

Box 82: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 83: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 84: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 85: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 86: SIGNATURE OF THE CITY ARCHITECT

Box 87: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 88: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 89: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 90: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 91: SIGNATURE OF THE CITY ARCHITECT

Box 92: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 93: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 94: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 95: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 96: SIGNATURE OF THE CITY ARCHITECT

Box 97: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 98: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 99: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 100: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

NBC FORM NO. A-01

Republic of the Philippines
CITY OF PUERTO PRINCESA

OFFICE OF THE BUILDING OFFICIAL

ARCHITECTURAL PERMIT

NBC FORM NO. A-02

Republic of the Philippines
CITY OF PUERTO PRINCESA

OFFICE OF THE BUILDING OFFICIAL

CIVIL/STRUCTURAL PERMIT

NBC FORM NO. A-03

Republic of the Philippines
CITY OF PUERTO PRINCESA

OFFICE OF THE BUILDING OFFICIAL

ELECTRICAL PERMIT

NBC FORM NO. A-04

Republic of the Philippines
CITY OF PUERTO PRINCESA

OFFICE OF THE BUILDING OFFICIAL

PLUMBING PERMIT

APPLICATION NO. **134-W-134-01E-VVY18** DATE **21 MAY 2021**

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)

OWNER/APPLICANT: LAST NAME **UMALI** FIRST NAME **FRANCIS RAINER** M.I. **UMALI** TIN **240-401-872**

PROPERTY ADDRESS: STREET **BRANGAY** CITY/MUNICIPALITY **CITY OF PUERTO PRINCESA** ZIP CODE **5300** TEL. PHONE NO. **0999-874**

LOCATION OF CONSTRUCTION: LOT NO. **8** BLOCK **1** SITE NO. **1** CURRENT TAX DEC NO. **000**

STREET **SAN PEDRO SEA ROAD** BRANGAY **SAN PEDRO** CITY/MUNICIPALITY **CITY OF PUERTO PRINCESA**

SCOPE OF WORK:
☒ NEW CONSTRUCTION ☐ ADDITION ☐ ALTERATION ☐ REPAIR ☐ RENOVATION ☐ RECONSTRUCTION ☐ REPAIR ☐ RENOVATION ☐ RECONSTRUCTION

USE OR CHARACTER OF OCCUPANCY:
☒ GROUP A - RESIDENTIAL (SINGLE-FAMILY) ☐ GROUP B - RESIDENTIAL (MULTI-FAMILY) ☐ GROUP C - COMMERCIAL ☐ GROUP D - INDUSTRIAL ☐ GROUP E - AGRICULTURAL ☐ GROUP F - SPECIAL USE

GROUP A - RESIDENTIAL (SINGLE-FAMILY):
☐ SINGLE-FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ CONDOMINIUM ☐ CO-OPERATIVE ☐ OTHER (Specify):

GROUP B - RESIDENTIAL (MULTI-FAMILY):
☐ APARTMENT ☐ CONDOMINIUM ☐ CO-OPERATIVE ☐ OTHER (Specify):

GROUP C - COMMERCIAL:
☐ RETAIL ☐ OFFICE ☐ RESTAURANT ☐ HOTEL ☐ MOTEL ☐ OTHER (Specify):

GROUP D - INDUSTRIAL:
☐ MANUFACTURING ☐ WAREHOUSE ☐ OTHER (Specify):

GROUP E - AGRICULTURAL:
☐ RANCH ☐ OTHER (Specify):

GROUP F - SPECIAL USE:
☐ SCHOOL ☐ CHURCH ☐ OTHER (Specify):

OCCUPANCY CLASSIFIED (RESIDENTIAL (SINGLE-FAMILY)) TOTAL ESTIMATED COST **800,000.00**

NUMBER OF UNITS **1** BUILDING **1** TOTAL ESTIMATED COST **800,000.00**

NUMBER OF STORIES **1** ELECTRICAL **1** COST OF EQUIPMENT INSTALLED **100,000.00**

TOTAL FLOOR AREA **100.00** MECHANICAL **1** PLUMBING **1**

LOT AREA **400.00** ALTIMETER **100.00**

PROPOSED DATE OF CONSTRUCTION **05/20/2021** EXPECTED DATE OF COMPLETION **05/20/2021**

Box 2: FULLY COMPLETED AND SUPERVISOR OF CONSTRUCTION MUST SIGN AND SEAL THE OWNERS

Box 3: APPLICANT

Box 4: NOTARIZATION

Box 5: SIGNATURE OF THE APPLICANT

Box 6: SIGNATURE OF THE NOTARY PUBLIC

Box 7: SIGNATURE OF THE CITY BUILDING OFFICIAL

Box 8: SIGNATURE OF THE CITY ENGINEER

Box 9: SIGNATURE OF THE CITY PLUMBER

Box 10: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 11: SIGNATURE OF THE CITY ARCHITECT

Box 12: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 13: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 14: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 15: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 16: SIGNATURE OF THE CITY ARCHITECT

Box 17: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 18: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 19: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 20: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 21: SIGNATURE OF THE CITY ARCHITECT

Box 22: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 23: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 24: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 25: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 26: SIGNATURE OF THE CITY ARCHITECT

Box 27: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 28: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 29: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 30: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 31: SIGNATURE OF THE CITY ARCHITECT

Box 32: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 33: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 34: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 35: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 36: SIGNATURE OF THE CITY ARCHITECT

Box 37: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 38: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 39: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 40: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 41: SIGNATURE OF THE CITY ARCHITECT

Box 42: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 43: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 44: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 45: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 46: SIGNATURE OF THE CITY ARCHITECT

Box 47: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 48: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 49: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 50: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 51: SIGNATURE OF THE CITY ARCHITECT

Box 52: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 53: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 54: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 55: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 56: SIGNATURE OF THE CITY ARCHITECT

Box 57: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 58: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 59: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 60: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 61: SIGNATURE OF THE CITY ARCHITECT

Box 62: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 63: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 64: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 65: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 66: SIGNATURE OF THE CITY ARCHITECT

Box 67: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 68: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 69: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 70: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 71: SIGNATURE OF THE CITY ARCHITECT

Box 72: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 73: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 74: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 75: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 76: SIGNATURE OF THE CITY ARCHITECT

Box 77: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 78: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 79: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 80: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 81: SIGNATURE OF THE CITY ARCHITECT

Box 82: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 83: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 84: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 85: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 86: SIGNATURE OF THE CITY ARCHITECT

Box 87: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 88: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 89: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 90: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 91: SIGNATURE OF THE CITY ARCHITECT

Box 92: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 93: SIGNATURE OF THE CITY MECHANICAL ENGINEER

Box 94: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 95: SIGNATURE OF THE CITY ELECTRICAL ENGINEER

Box 96: SIGNATURE OF THE CITY ARCHITECT

Box 97: SIGNATURE OF THE CITY CIVIL ENGINEER

Box 98: SIGNATURE OF THE CITY MECHANICAL ENGINEER

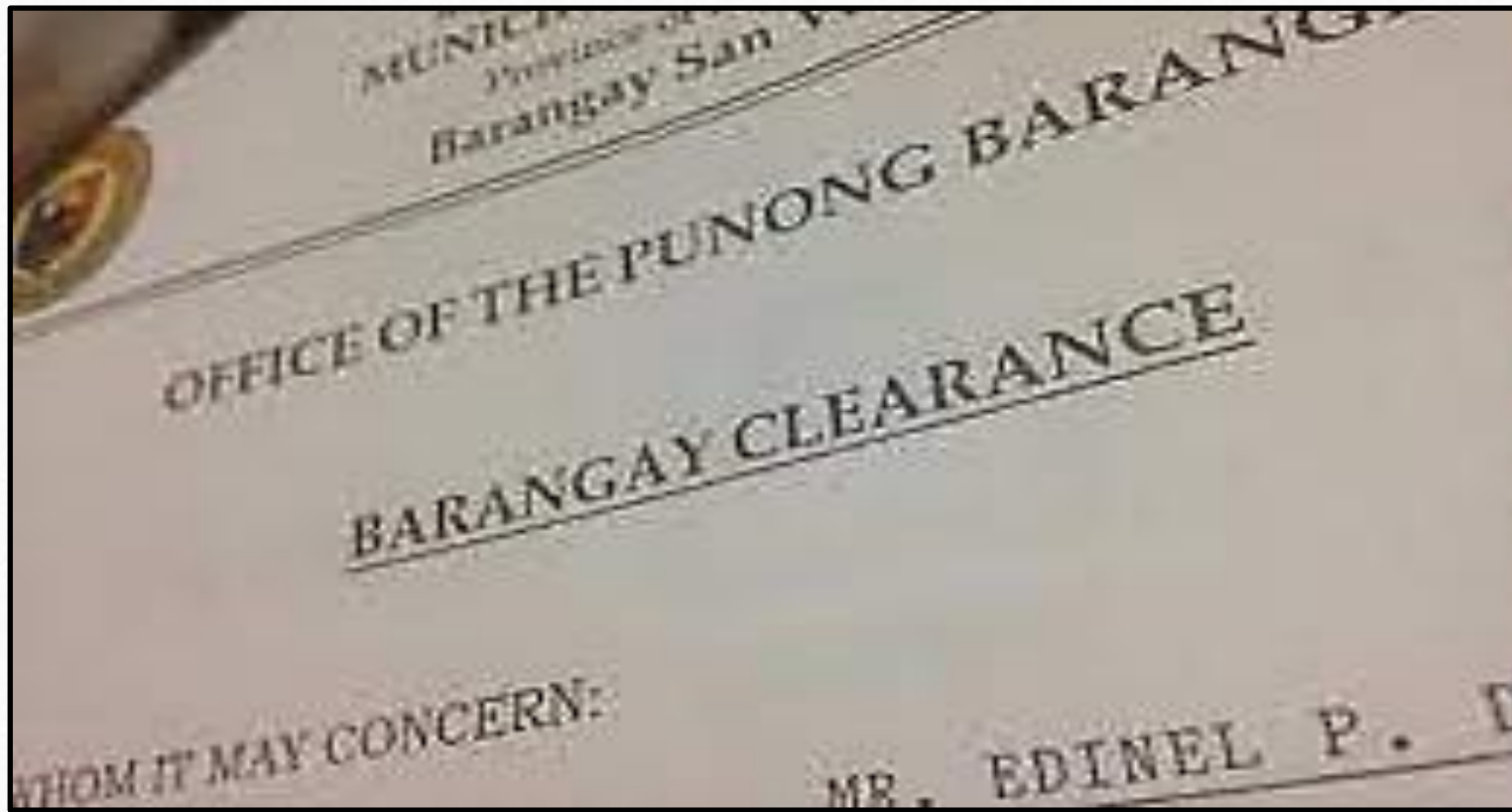
Box 99: SIGNATURE OF THE CITY PLUMBING ENGINEER

Box 100: SIGNATURE OF THE CITY ELECTRICAL ENGINEER



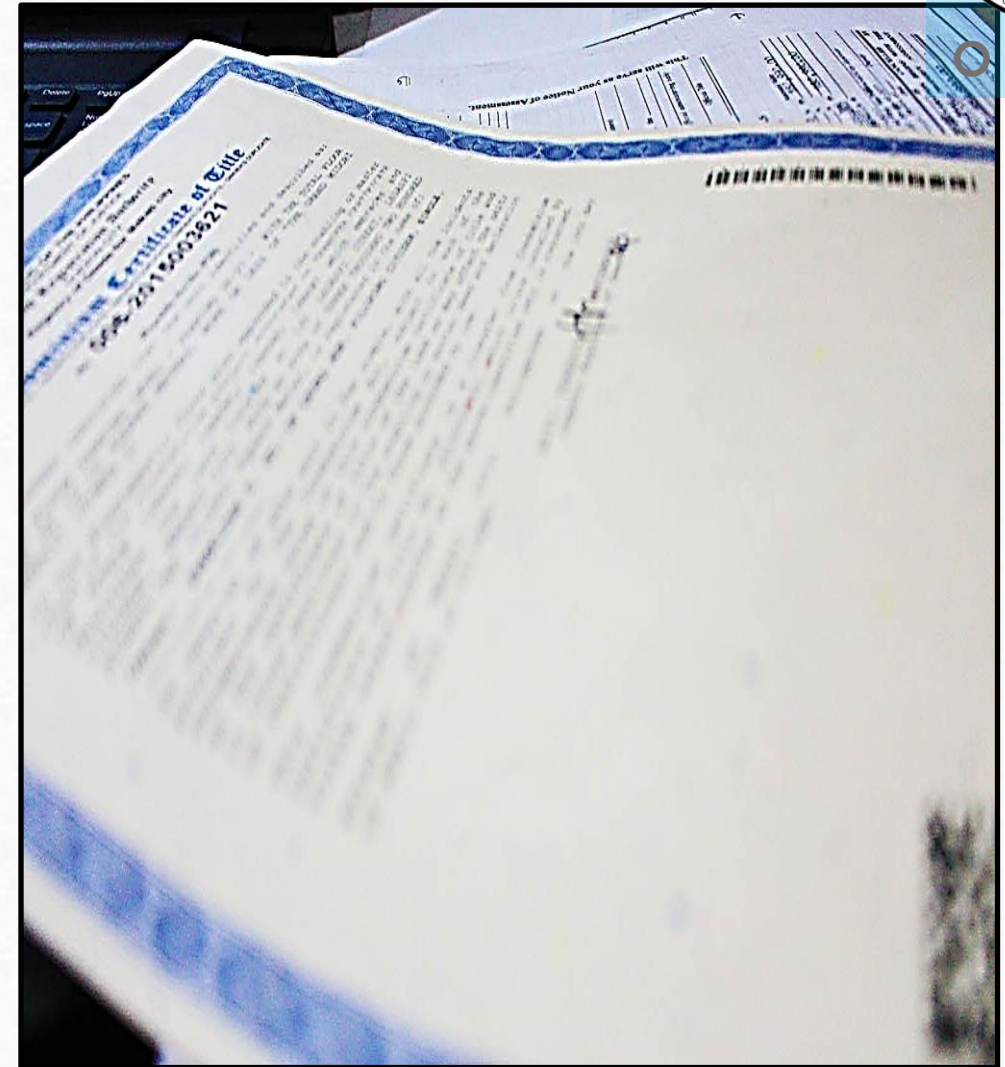
➤ Barangay Clearance

- Will be process on OSCP once the barangay integration starts.



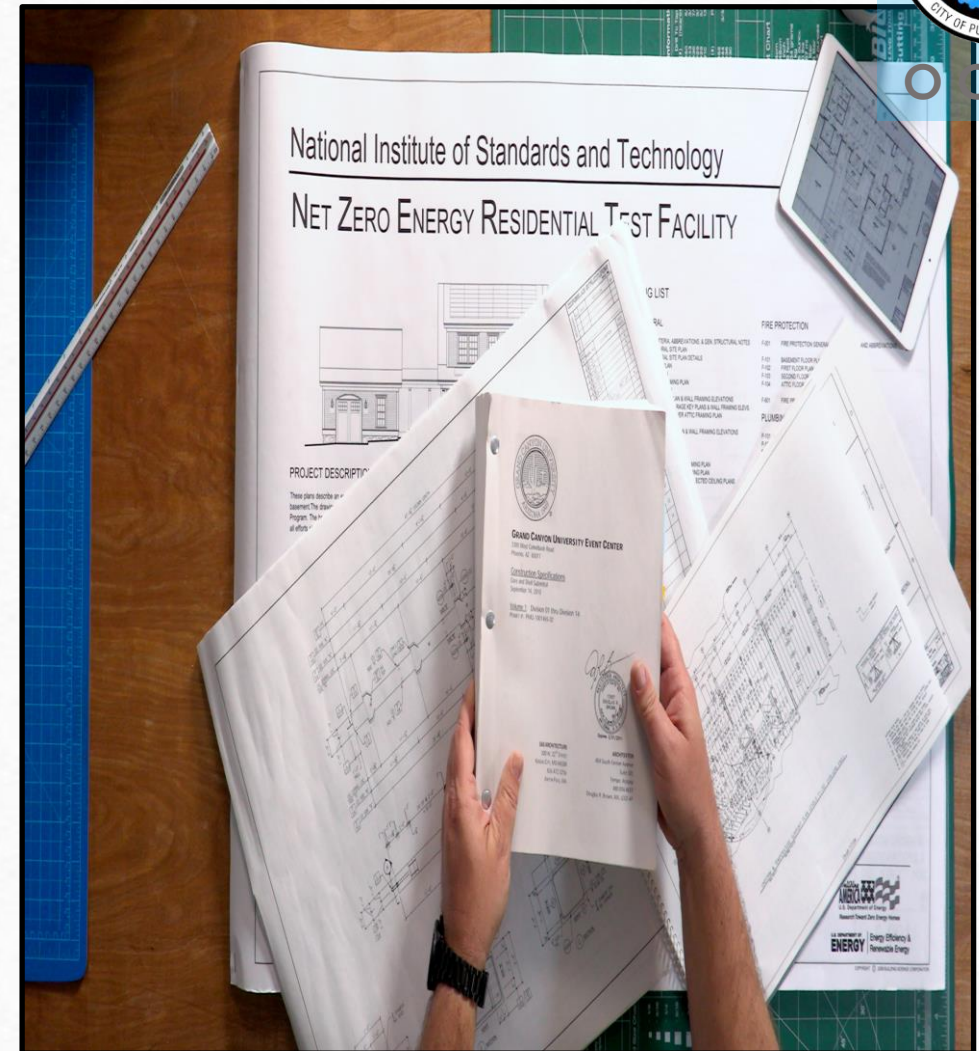
➤ **Certified true copy of CTC/TCT by the Land Registration Authority (LRA)**

- If the applicant is not the registered owner, in addition to CTC/OCT, a notarized consent from the lot owner/Lease of Contract/Deed of Absolute Sale.
- In the absence of any existing CTC/OCT in the name of applicant; a certification from the CENRO-DENR Office regarding the present status of the land and as authorized occupant of the untitled land.



➤ **Building Plans, Design, Bill of Materials & Estimates, Project Specifications (Sign and sealed by Designed professionals and signed by the owner/applicant).**

- Line and Grade (Geodetic Documents)
- Architectural
- Civil/Structural
- Sanitary/Plumbing
- Electrical
- Electronics
- Mechanical
- Fire Protection Plan (if applicable)



- DOLE's Construction and Safety and Health Program (CSHP).



- Valid Licenses (PRC ID) & Current PTR of all involved professionals with dry seal and specimen signature.



➤ **Height Clearance Permit from CAAP**

(if the Structure/Building is within the flight path)



➤ **Road-Right-of-Way Clearance from DPWH**

(if Structure/Building fronting to the National Road/Highway). If necessary



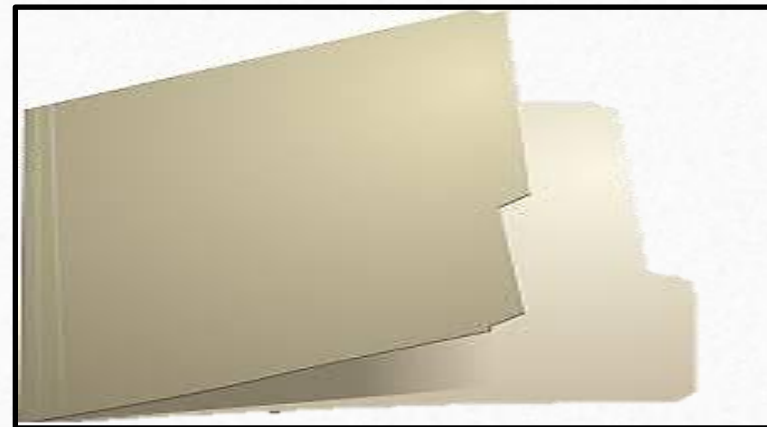
- For application filed by authorized representative : A sworn Special Power of Attorney for the representative to file/ follow-up/sign application and to claim decision on the application with valid ID.

SPECIAL POWER OF ATTORNEY	
I, (Insert Name of Affiant) , citizen of legal age, single/married to (Insert Name of spouse if any), and a resident of (Insert Address of Affiant), after having been duly sworn in accordance with law, hereby depose and say:	
<hr/>	
<hr/>	
<hr/>	
Further Affiant sayeth none.	
IN WITNESS WHEREOF, I have hereunto affixed my signature this day of	
....., 20__ in	
..... (Signature of Affiant) Printed Name

➤ Expanding Envelope (2 pieces)

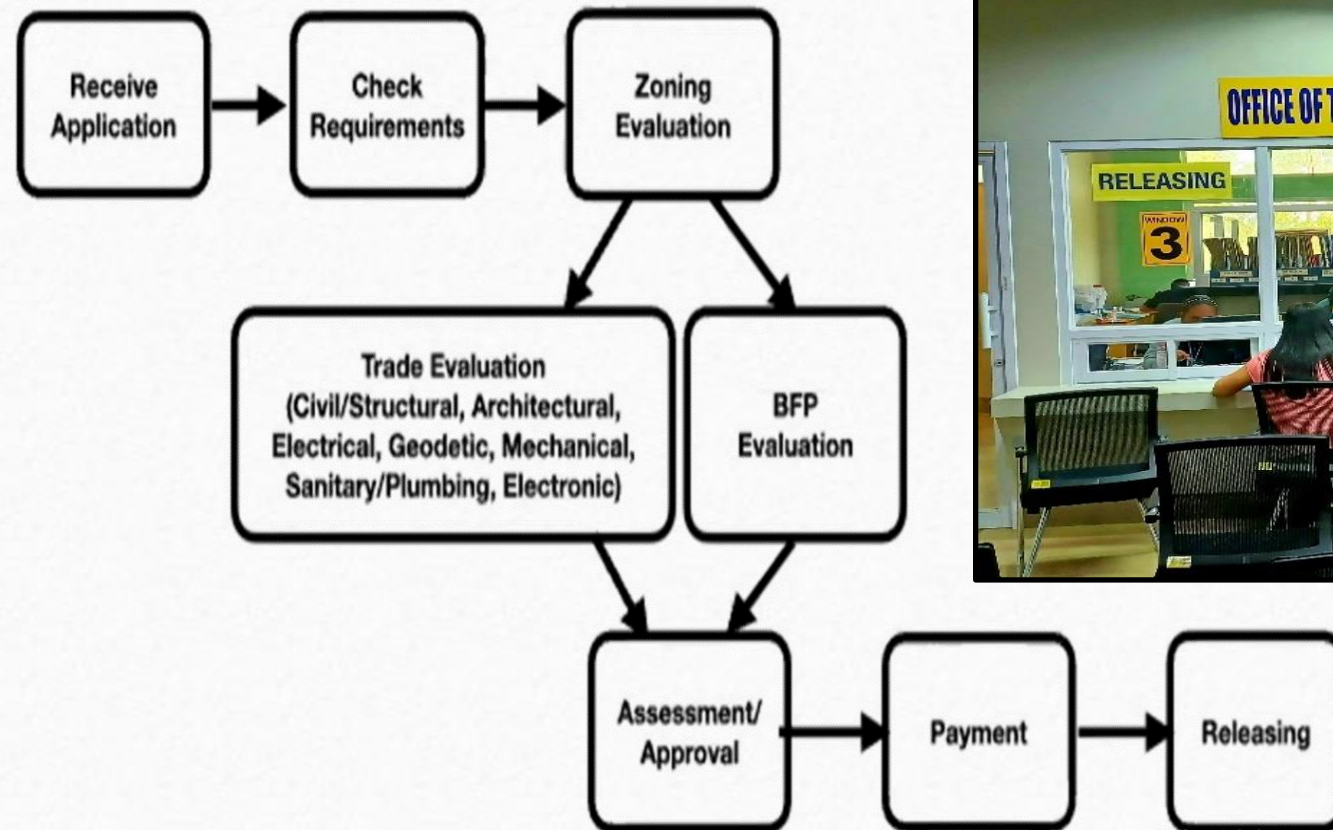


➤ Folder (1 piece/long)



OSCP Process: BUILDING PERMIT

Building Permit Backroom Process



DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY APPLICATION.

- ✓ Owner's copy of approved Building Permit Plans, Zoning Conformance, Building and Ancillary Permit.
- ✓ As built plans in case there are changes, modifications and alterations in the approved building plans, signed and sealed by designed professionals and approved by the owner, (3 sets)
- ✓ Duly accomplished Certificate of Completion Form and Certificate of Final Electrical Inspection (CFEI).
- ✓ . PCAB License for electrical works, MCB 200 amps and above, if applicable

- ✓ Duly accomplished Construction Logbook, signed & sealed by Project Engineer/Architect in-charge.
- ✓ Photograph of the completed structures showing front, side, rear and interior areas.
- ✓ Valid Licenses (PRC ID) & current PTR of all involved professionals with dry seal & specimen signatures.
- ✓ Owner's copy of Fire Safety Checklist and Fire Safety Evaluation Clearance.

OSCP Process: CERTIFICATE OF OCCUPANCY

Occupancy Certificate Backroom Process

