

APPLICANT : _____
LOCATION : _____

**CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT
APPLICATION**

Improvement

- ☒ **1 set Duly Accomplished Application Forms**
(completely and properly filled-up)
Building Permit Box 1, Box 3A, Box 6, Box 7, Box 8, Box 9
Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
- ☒ **1 pc CEDULA (residence certificate)**
- ☐ **1 pc Home Owners Assn. Clearance**
- ☒ **2 pcs. Barangay Clearance**
- ☐ **1 pc Locational Clearance (City Planning Office)**
- ☒ **6 sets plans with Key Plan and Location Map**
(signed by Owner/Applicant ;
signed and sealed by Engineer/ Architect)
- ☐ **2 pcs. Lot Plan/Location Plan**
- ☒ **2 pcs. Bill of Materials (signed and sealed by engineer/architect)**
- ☒ **2 sets Specification (signed and sealed by engineer/architect)**
- ☐ **2 sets Structural Computation (signed and sealed by engineer)**
- ☐ **2 pcs. Seismic Analysis (for 3 Storey & up)**
- ☐ **2 pcs. Boring and Load Test (for 3-Storey & up)**
- ☐ **2 pcs T.C.T. (Certified True Copy by Registry of Deeds w/in last 4**
- ☒ **2 pcs. Lease Contract**
- ☒ **1 pc. Secretary's Certificate / Authority to Sign / Special Power-of-
Attorney / Authorization Letter (whichever is applicable)**
- ☐ **2 pcs. Tax Declaration**
- ☐ **2 pcs. Certificate of No Improvement or w/ Improvement**
(Assessor's Office)
- ☐ **2 pcs. Certification that there are no back taxes**
(Real Property Tax Division)
- ☒ **1 pc Copy of PRC ID , PTR, & UAP-IAPOA(for architects) of Licensed
Engineer/Architect**
- ☐ **1 pc. DENR - Environmental Compliance Certificate**
- ☐ **1 pc. DOLE Clearance**
- ☐ **1 pc. Traffic Impact Assessment**
- ☐ **1 pc. DOH Clearance**
- ☐ **1 pc. ATO Clearance**
- ☐ **1 pc. NTC Clearance**
- ☐ **CENRO Clearance**
- ☐ **Others that may be required**

Checked by: _____

RECEIVING OFFICER

APPLICANT : _____
LOCATION : _____

**CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT
APPLICATION**

Residential/Comm/INSTL/IND

- ☒ 1 set Duly Accomplished Application Forms
(completely and properly filled-up)
Building Permit Box 1, Box 3A, Box 6, Box 7, Box 8, Box 9
Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
- ☒ 1 pc CEDULA (residence certificate)
- ☒ 1 pc Home Owners Assn. Clearance
- ☒ 2 pcs. Barangay Clearance
- ☒ 1 pc Locational Clearance (City Planning Office)
- ☒ 6 sets plans with Key Plan and Location Map / *VICINITY MAP*
(signed by Owner/Applicant ;
signed and sealed by Engineer/ Architect)
- ☒ 2 pcs. Lot Plan/Location Plan
- ☒ 2 pcs. Bill of Materials (signed and sealed by engineer/architect)
- ☒ 2 sets Specification (signed and sealed by engineer/architect)
- ☒ 2 sets Structural Computation (signed and sealed by engineer)
- ☒ 2 pcs. Seismic Analysis (for 3 Storey & up)
- ☒ 2 pcs. Boring and Load Test (for 3-Storey & up)
- ☒ 2 pcs T.C.T. (Certified True Copy by Registry of Deeds w/in last 4
- ☒ 2 pcs. Lease Contract
- ☒ 1 pc. Secretary's Certificate / Authority to Sign / Special Power-of-
Attorney / Authorization Letter (whichever is applicable)
- ☒ 2 pcs. Tax Declaration
- ☒ 2 pcs. Certificate of No Improvement or w/ Improvement
(Assessor's Office)
- ☒ 2 pcs. Certification that there are no back taxes
(Real Property Tax Division)
- ☒ 1 pc Copy of PRC ID , PTR, & UAP-IAPOA (for architects) of Licensed
Engineer/Architect
- ☐ 1 pc. DENR - Environmental Compliance Certificate
- ☐ 1 pc. DOLE Clearance
- ☐ 1 pc. Traffic Impact Assessment
- ☐ 1 pc. DOH Clearance
- ☐ 1 pc. ATO Clearance
- ☐ 1 pc. NTC Clearance
- ☐ CENRO Clearance
- ☐ Others that may be required

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APPLICANT : _____
LOCATION : _____

**CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT
APPLICATION**

Repair / Renovation

- ☒ **1 set Duly Accomplished Application Forms**
(completely and properly filled-up)
Building Permit Box 1, Box 3A, Box 6, Box 7, Box 8, Box 9
Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
- ☒ **1 pc CEDULA (residence certificate)**
- ☒ **1 pc Home Owners Assn. Clearance**
- ☒ **2 pcs. Barangay Clearance**
- ☐ **1 pc Locational Clearance (City Planning Office)**
- ☒ **6 sets plans with Key Plan and Location Map**
(signed by Owner/Applicant ;
signed and sealed by Engineer/ Architect)
- ☐ **2 pcs. Lot Plan/Location Plan**
- ☒ **2 pcs. Bill of Materials (signed and sealed by engineer/architect)**
- ☒ **2 sets Specification (signed and sealed by engineer/architect)**
- ☐ **2 sets Structural Computation (signed and sealed by engineer)**
- ☐ **2 pcs. Seismic Analysis (for 3 Storey & up)**
- ☐ **2 pcs. Boring and Load Test (for 3-Storey & up)**
- ☒ **2 pcs T.C.T. (Certified True Copy by Registry of Deeds w/in last 4**
- ☐ **2 pcs. Lease Contract**
- ☒ **1 pc. Secretary's Certificate / Authority to Sign / Special Power-of-
Attorney / Authorization Letter (whichever is applicable)**
- ☒ **2 pcs. Tax Declaration**
- ☒ **2 pcs. Certificate of No Improvement or w/ Improvement**
(Assessor's Office)
- ☒ **2 pcs. Certification that there are no back taxes**
(Real Property Tax Division)
- ☒ **1 pc Copy of PRC ID , PTR, & UAP-IAPOA(for architects) of Licensed
Engineer/Architect**
- ☐ **1 pc. DENR - Environmental Compliance Certificate**
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- ☐ **1 pc. Traffic Impact Assessment**
- ☐ **1 pc. DOH Clearance**
- ☐ **1 pc. ATO Clearance**
- ☐ **1 pc. NTC Clearance**
- ☐ **CENRO Clearance**
- ☐ **Others that may be required**

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RECEIVING OFFICER

TOTAL ESTIMATED COST			COST OF EQUIPMENT INSTALLED		NUMBER OF STOREYS		DO NOT FILL (NSO USE ONLY)											
BUILDING ELECTRICAL	P		P		TOTAL FLOOR AREA													
	P		P		PROPOSED DATE OF CONSTRUCTION													
MECHANICAL	P		P		EXPECTED DATE OF COMPLETION													
PLUMBING OTHERS	P		P		MATERIAL OF CONST.													
	P				(WOOD, CONC., STEEL, MIXED)													
TOTAL COST																		
BOX 4 (TO BE ACCOMPLISHED BY THE DIVISION / SECTION CONCERNED)																		
ASSESSED FEES																		
	AMOUNT DUE	ASSESSED BY	O.R. NUMBER	DATE PAID														
LAND USE/ZONING																		
LINE AND GRADE																		
BUILDING																		
PLUMBING																		
ELECTRICAL																		
MECHANICAL																		
OTHERS																		
TOTAL																		
					REVIEWED:													
					CHIEF, PROCESSING DIVISION / SECTION													
BOX 5 (TO BE ACCOMPLISHED BY THE DIVISION / SECTION CONCERNED)																		
PROGRESS FLOW																		
NOTED: CHIEF, PROCESSING DIVISION/SECTION	IN		OUT		ACTION/ REMARKS	PROCESSED BY												
	TIME	DATE	TIME	DATE														
RECEIVING AND RECORDING																		
LAND USE AND ZONING																		
GEODETIC (LINE AND GRADE)																		
ARCHITECTURAL																		
STRUCTURAL																		
SANITARY																		
ELECTRICAL																		
MECHANICAL																		
WE HEREBY AFFIX OUR HANDS SIGNIFYING OUR CONFORMITY TO THE INFORMATION HEREIN ABOVE SETFORTH																		
BOX 6																		
ARCHITECT / CIVIL ENGINEER SIGNED AND SEALED PLANS & SPECIFICATIONS												PRC REG. NO.						
PRINT NAME																		
ADDRESS																		
PTR NO.						DATE ISSUED						PLACE ISSUED						
SIGNATURE												TIN						
BOX 7																		
ARCHITECT / CIVIL ENGINEER IN-CHARGE OF CONSTRUCTION												PRC REG. NO.						
PRINT NAME																		
ADDRESS																		
PTR NO.						DATE ISSUED						PLACE ISSUED						
SIGNATURE												TIN						
BOX 8																		
SIGNATURE																		
APPLICANT																		
COMMUNITY TAX CERT.						DATE ISSUED						PLACE ISSUED						
WITH MY CONSENT:																		
BOX 9 (TO BE ACCOMPLISHED BY LOT OWNER)																		
TCT / OCT NO.																		
PRINT NAME OF LOT OWNER																		
ADDRESS																		
COMMUNITY TAX CERT.																		
SIGNATURE																		