

APPLICANT : \_\_\_\_\_  
LOCATION : \_\_\_\_\_

**CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT  
APPLICATION**

**EXCAVATION PERMIT &**

- ☒ 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 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

Republic of the Philippines  
City/Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

## OFFICE OF THE BUILDING OFFICIAL

## EXCAVATION AND GROUND PREPARATION PERMIT

APPLICATION NO.

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EGPP NO.

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BUILDING PERMIT NO.

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

OWNER/APPLICANT		LAST NAME		FIRST NAME		M.I.		TIN	
FOR CONSTRUCTION OWNED				FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY			
BY AN ENTERPRISE									
ADDRESS: NO.		STREET,		BARANGAY,		CITY/MUNICIPALITY		ZIP CODE	
								TELEPHONE NO.	
LOCATION OF CONSTRUCTION:		LOT NO.		BLK NO.		TCT NO.		TAX DEC. NO.	
STREET		BARANGAY		CITY/MUNICIPALITY					
SCOPE OF WORK									
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION		<input type="checkbox"/> OTHERS (Specify)					
<input type="checkbox"/> ERECTION		<input type="checkbox"/> REPAIR							
<input type="checkbox"/> ADDITION									
USE OR CHARACTER OF OCCUPANCY									
<input type="checkbox"/> GROUP A : RESIDENTIAL DWELLINGS		<input type="checkbox"/> GROUP F : INDUSTRIAL		<input type="checkbox"/> OTHERS (Specify)					
<input type="checkbox"/> GROUP B : RESIDENTIAL HOTEL, APARTMENT		<input type="checkbox"/> GROUP G : INDUSTRIAL STORAGE AND HAZARDOUS							
<input type="checkbox"/> GROUP C : EDUCATIONAL, RECREATIONAL		<input type="checkbox"/> GROUP H : RECREATIONAL ASSEMBLY OCCUPANT LOAD LESS THAN 1000							
<input type="checkbox"/> GROUP D : INSTITUTIONAL		<input type="checkbox"/> GROUP I : RECREATIONAL ASSEMBLY OCCUPANT LOAD 1000 OR MORE							
<input type="checkbox"/> GROUP E : BUSINESS AND MERCANTILE		<input type="checkbox"/> GROUP J : AGRICULTURAL, ACCESSORY							

## BOX 2

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address _____	
PRC. No.	Validity
PTR. No.	Date Issued
Issued at	TIN

## BOX 3

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS	
ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address _____	
PRC. No.	Validity
PTR. No.	Date Issued
Issued at	TIN

## BOX 4

BUILDING OWNER		
(Signature Over Printed Name) Date _____		
Address _____		
C.T.C. No.	Date Issued	Place Issued

## BOX 5

WITH MY CONSENT: LOT OWNER		
(Signature Over Printed Name) Date _____		
Address _____		
C.T.C. No.	Date Issued	Place Issued

<input type="checkbox"/> EXCAVATION AND FILLS	<input type="checkbox"/> FOUNDATION AND RETAINING WALLS	<input type="checkbox"/> PILE FOUNDATIONS	<input type="checkbox"/> GRADING AND EARTHWORKS (including fills and embankment)
<input type="checkbox"/> OTHERS (Specify) _____	<input type="checkbox"/> _____	<input checked="" type="checkbox"/> _____	

**BOX 7 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)**

**ACTION TAKEN:**

**PERMIT IS HEREBY ISSUED/GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure is liable for damages if within fifteen (15) years from the completion of the building/structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
2. That the proposed excavation and ground preparation of the project site shall be in conformity with the zoning ordinance and the provisions of the "National Building Code" (P.D. 1096), the National Structural Code of the Philippines and its Implementing Rules and Regulations.
  - a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by responsible licensed Geodetic Engineer.
  - b. That before commencing the excavation the person making or causing the excavation to be made shall verify in writing the owner of adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected.
  - c. That the owner of the building shall engage the services of a responsible licensed Architect or Civil Engineer to undertake the full-time inspection and supervision of the construction work.
  - d. That there shall be kept at the jobsite at all times a logbook of daily construction activities wherein the actual daily progress of construction including test conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.
  - e. That upon completion of the excavation and ground preparation of the project site the said responsible licensed supervising Architect or Civil Engineer shall prepare and submit a Certificate of Completion of the project stating that the excavation and ground preparation of the project site conforms to the provision of the "National Building Code" (P.D. 1096).
3. All public facilities and utilities such as streets, sidewalks, curbs, gutters, electric posts, power and communication lines, water, sewer and drainage lines and the like shall be properly protected against any damage and obstruction. Any facility and/or utility damaged shall be properly repaired and restored to its original condition by the owner/applicant subject to the approval of the Building Official and the proper authorities concerned.
4. The owner and contractor shall be jointly responsible for the safety, protection, security and convenience of the general public and his/her personnel, third parties, the works, equipment and the like. All wastes or discarded materials from the project shall be properly stored and disposed of. Water wastes shall be discharged directly into drainage lines. Pertinent provisions of the National Building Code (P.D. 1096) shall be complied with.
5. That this permit does not guarantee the subsequent granting of the principal building permit under process and that the owner/applicant undertakes the work or project at his/her own risk.
6. That this permit shall not serve as an exemption from securing permits/written clearances from various government authorities exercising regulatory function affecting buildings and other related structures.
7. For excavations more than fifty (50) cubic meters and more than two (2) meters in depth, the owner/permittee shall post a cash bond of fifty thousand pesos (P 50,000.00) for the first fifty (50) cubic meters and three hundred pesos (P 300.00) for every cubic meter thereafter to be deposited with the O.B.O. Said excavations shall not exceed one hundred (100) cubic meters or three (3) meters in depth until the building permit is issued and shall not be left open without any work being done in the site for more than one hundred twenty (120) days, otherwise, the cash bond shall be forfeited in favor of the government to cover the expense for the necessary restoration should the owner/permittee fail to restore the same. If the bond is insufficient to effect the necessary restoration, additional cost to be incurred to complete the restoration shall be charged to the account of the owner/permittee or to whoever shall assume ownership of the property.

**PERMIT ISSUED BY:**

**ARCH. RAUL S. SILVA**  
**BLDG OFFICIAL**

BUILDING OFFICIAL  
(Signature Over Printed Name)  
Date \_\_\_\_\_