



Republic of the Philippines  
City of San Pablo  
Province of Laguna

**OFFICE OF THE BUILDING OFFICIAL**  
**APPLICATION FOR BUILDING PERMIT**

NEW     RENEWAL     AMENDATORY

APPLICATION NO.

AREA NO.

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

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP		
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 OF _____				
<b>SCOPE OF WORK</b>				
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION _____		<input type="checkbox"/> RAISING _____
<input type="checkbox"/> ERECTION _____		<input type="checkbox"/> CONVERSION _____		<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE _____
<input type="checkbox"/> ADDITION _____		<input type="checkbox"/> REPAIR _____		<input type="checkbox"/> OTHERS (Specify) _____
<input type="checkbox"/> ALTERATION _____		<input type="checkbox"/> MOVING _____		
<b>USE OR CHARACTER OF OCCUPANCY</b>				
<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		
OCCUPANCY CLASSIFIED _____		TOTAL ESTIMATED COST P _____		
NUMBER OF UNITS _____		PROPOSED DATE OF CONSTRUCTION _____		
TOTAL FLOOR AREA _____ SQUARE METERS		EXPECTED DATE OF COMPLETION _____		

DO NOT FILL-UP (NSO USE ONLY)


**BOX 2**

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

**BOX 3**

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

**BOX 4**

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

**BOX 5**

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S

BEFORE ME, at the City/Municipality of \_\_\_\_\_, on \_\_\_\_\_ personally appeared the following:

_____	_____	_____	_____
APPLICANT	C.T.C. No.	Date Issued	Place Issued
_____	_____	_____	_____
LICENSED ARCHITECT OR CIVIL ENGINEER (Full-Time Inspector and Supervisor of Construction Works)	C.T.C. No.	Date Issued	Place Issued

Whose signatures appear here in above, known to me to be the same persons who executed this standard prescribed form and and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC (Until December \_\_\_\_\_)

**BOX 6 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)**

ASSESSED FEES	ASSESSED BY	AMOUNT DUE	DATE PAID	O.R.NUMBER	NSO
<input type="checkbox"/> FILING FEE					
<input type="checkbox"/> PROCESSING FEE					
<input type="checkbox"/> LOCATIONAL/ZONING OF LANDUSE					
<input type="checkbox"/> LINE AND GRADE (Geodetic)					
<input type="checkbox"/> FENCING					
<input type="checkbox"/> ARCHITECTURAL					
<input type="checkbox"/> CIVIL/STRUCTURAL					
<input type="checkbox"/> ELECTRICAL					
<input type="checkbox"/> MECHANICAL					
<input type="checkbox"/> SANITARY					
<input type="checkbox"/> PLUMBING					
<input type="checkbox"/> ELECTRONICS					
<input type="checkbox"/> INTERIOR					
<input type="checkbox"/> ONE HALF (½) OF FIRE SERVICE FEE (FSF)					
<b>TOTAL</b>					

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

**BUILDING PERMIT**

<p><b>BUILDING PERMIT NO.</b></p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> <p><b>DATE ISSUED</b></p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <p>M M D D Y Y</p>	<p><b>OFFICIAL RECEIPT NO.</b></p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> <p><b>DATE PAID</b></p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <p>M M D D Y Y</p>
--	---

Permit is issued to \_\_\_\_\_ for the proposed \_\_\_\_\_ under  
 (Owner/Applicant) (Type of Project)

\_\_\_\_\_ of Group \_\_\_\_\_ located at Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ OCT/TCT No. \_\_\_\_\_  
 (Use or Character of Occupancy)

\_\_\_\_\_ Street Barangay \_\_\_\_\_ City/Municipality of \_\_\_\_\_

subject to the following:

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who draw 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 Interior materials.
2. This permit shall be accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by the corresponding design professionals who shall be responsible for the comprehensive and correctness of the plans in compliance to the Code and its IRR and to all applicable referral codes and professional regulatory laws.
3. That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc. shall be in conformity with the provisions of the National Building Code, and its IRR.
  - a. That prior to commencement of the proposed projects and construction, an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
  - b. That before commencing the excavation, the person making or causing the excavation to be made shall notify in writing the owner of adjoining property not less than ten ( 10) days before such excavation is to be made and show how the adjoining property should be protected.
  - c. That no person shall use or occupy the street, alley or public sidewalk for the performance of work covered by a building permit.
  - d. That no person shall perform any work on any building or structure adjacent to a public way in general use for pedestrian travel, unless the pedestrians are protected.
  - e. That the supervising Architect/Civil Engineer shall keep at the jobsite at all times a logbook of daily construction activities wherein the actual daily progress of construction including tests 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.
  - f. That upon completion of the construction, the said licensed Architect/Civil Engineer shall submit to the Building Official duly signed and sealed logbook, as-built plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, its IRR as well as the plans and specifications.
  - g. All such changes, modifications and alterations shall likewise be submitted to the Building Official and the subsequent amendatory permit therefor issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications maybe just an orderly and comprehensive compilation of all documents which include the originally submitted plans and specifications of all amendments there to as actually built or they may be an entirely new set of plans and specifications accurately describing and/or reflecting therein the building as actually built
4. That no building/structure Shall be used until the Building Official has issued a Certificate of Occupancy therefor as provided in the Code. However, a partial Certificate of Occupancy may be issued for the Use/Occupancy of a portion or portions of a building/structure prior to the completion of the entire building/structure
5. That this permit shall not serve as an exemption from securing written clearances from various government authorities exercising regulatory function affecting buildings/structures.
6. When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor pursuant to the provisions of the contractor's License Law (RA 4566).
7. The Owner/Permittee shall submit a duly accomplished prescribed "**Notice of Construction**" to the Office of the Building Official prior to any construction activity.
8. The Owner/Permittee shall put a Building Permit sign which complies with the prescribed dimensions and information, which shall remain posted on the construction site for the duration of the construction.

**PERMIT ISSUED BY:**

**JESUS P. DE LEON**

\_\_\_\_\_  
BUILDING OFFICIAL  
(Signature over Printed Name)

Date: \_\_\_\_\_

**NOTE: THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 305 AND 306 OF THE "NATIONAL BUILDING CODE"**