



Contact Person: _____
Contact Number: _____

OFFICE OF THE BUILDING OFFICIAL
San Pablo City

Sir:
I have honor to apply for Building Permit under PD 1096 otherwise known as the National Building Code of the Phillipines.

Attached are accomplished forms. for:

- | | |
|--|---|
| <input type="checkbox"/> Building Permit | |
| <input type="checkbox"/> Civil/Structural Permit | <input type="checkbox"/> Sanitary/Plumbing Permit |
| <input type="checkbox"/> Architectural Permit | <input type="checkbox"/> Mechanical Permit |
| <input type="checkbox"/> Electrical Permit | <input type="checkbox"/> Electronics Permit |

Also attached are:

- Certified Xerox copy of TCT of lot where the building is to be located. (3 copies)
- In case the applicant is not registered owner of lot, copy of leased contract notarized. (3 copies)
- Lot Plan signed & sealed by Geodetic Engineer with **actual survey report**
- Certified photo copy of tax declaration. (3 copies)
- Certified photo copy of latest receipt. (3 copies)
- Specifications (3 copies) & **Bill of Materials** (3 copies) signed and sealed by the Designing Professional
- Structural Design signed and sealed by structural/Civil Engineer
- Barangay Clearance for Building construction purposes. (3 copies)
- Construction Safety and Health Plan duly signed by Safety Officer as per DOLE, DTI, PRC and DILG joint Administrative Order No. 01, series of 2011.
- Photo copy owners valid I.D., TIN number, Residence Certificate
- Authorization letter in behalf of the applicant to process the permit
- Notarized Affidavit Notice of Construction
(If construction by administration) (if undertaken by contract)

Plan Blue print / A3

- 3 sheets perspective
- Five (5) sets Plan (perspective, Building Plan, Sanitary/Plumbing Plan, Electrical Plan
- Mechanical Plan (optional)

Signed & Sealed by:

- Licensed Architect (w/photocopy of UAP ID, IAPOA ID & Q.R Annual Dues) for Architectural Documents in Compliance with R.A. 9266
- Licensed Civil/Structural Engineer for Structural Design
- Licensed Sanitary Engineer or master Plumber
- Licensed Professional Electrical Engineer for Electrical Plans
- Licensed Mechanical Engineer for Mechanical Documents
- Photo copy of valid PRC ID & PTR of Architect/Engineers who signed & Sealed the plans, specification and other related documents

Optional requirements:

- ECC or CNC issued by DENR
 - ATO (Air Transportation Office) Clearance
 - NTC (National Tele Communication) Clearance
 - DA Department of Agriculture
 - DOH Department of Agriculture
 - DPWH Road right of way clearance
 - Barangay Resolution interposting, no objection to the proposed project
- others: _____

Note: All form should properly and completely fill out.

Owner
Signature Over Printed Name