

OFFICE OF THE BUILDING OFFICIAL

Checklist for BUILDING PERMIT

1. Fill up Application form
 - Building Permit
 - Excavation & Ground Preparation Permit
 - Fencing Permit
 - Architectural Permit
 - Civil/Structural Permit
 - Electrical Permit
 - Mechanical Permit
 - Sanitary Permit
 - Plumbing Permit
 - Electronics
 - Sign Permit
2. Five (5) sets of Plans & Specification prepared, signed and sealed;
 - By a duly licensed Architect/Civil Engineer in case Architectural /Structural Plans,
 - By a duly licensed Sanitary Engineer/Master Plumber in case of Sanitary /Plumbing Plans
 - By a duly licensed Professional Electrical Engineer/Master Electrician in case of Electrical Plans
 - By a duly licensed Mechanical Engineer in case of Mechanical Plans
3. Bill of Materials/Cost Estimates
4. Structural Design/Analysis in case of (2) Two Storey Building & above.
5. Boring test in case of Three (3) Storey Building and above.
6. Land Title :
If the owner of the Building is not the owner of the lot ;
 - Contract of lease duly notarized
 - Deed of sale duly notarized
 - Consent of the owner of the lot duly notarized
 - Contract to sell duly notarized
7. Tax Declaration and latest Real Property Tax Receipt
8. **Zoning Clearance** (ASSESSOR'S OFFICE)
9. **Locational Clearance** (MPDO)
10. **Fire Clearance** (BFP)
11. SB Clearance (SB Office)
12. Other documents deemed necessary for **SPECIAL PROJECTS** such as clearance & resolutions from other agencies.
13. Construction of Safety Health Program(**DOLE**)