

REQUIREMENTS FOR SECURING BUILDING PERMIT

1. In case the applicant is the registered owner of the lot:
 - a. Certified true copy of TCT
 - b. Tax Declaration
 - c. Current Real Property Tax Receipt, and
 - d. Current Real Property Tax Clearance
 2. In case the applicant is not the registered owner of the lot:
 - a. Duly notarized copy of the Contract of Lease, or
 - b. Duly notarized copy of Deed of Absolute Sale, or
 - c. Duly notarized copy of the Contract Sale.
 3. Five (5) sets of Plans and Specifications with Bill of Materials (**Notarized**) prepared, signed and sealed
 - a. By a duly licensed architect or civil engineer, in case of architectural and structural plans;
 - b. By a duly licensed sanitary engineer or master plumber, in case of plumbing or sanitary installation plans;
 - c. By a duly licensed professional electrical engineer, in case of electrical plans;
 - d. By a duly licensed professional mechanical engineer, in case of mechanical plan;
 - e. By duly licensed electronics engineer in case of electronic plan.

*Five (5) sets of Plans include: Vicinity Map or Location Plan within a 2km radius, Site Development Plan, Perspective, Floor Plans, Elevations & Sections, Ceiling Plans showing Lighting Fixtures & Diffusers, Schedule of Doors & windows, Finishes for Floors, Ceiling & Walls, Electrical Plans, Mechanical Plans, Sanitary & Plumbing Plans
 4. Notarized Unified Application Form for Building Permit
 5. Accomplished Ancillary Permit Forms
 6. Photocopies of valid licenses (PRC ID) & Professional Tax Receipt (PTR) of all involved professionals (include Tin number, CTC & birthday)
 7. Soil Test (if applicable)
 8. Development Permit (if applicable)
 9. Fire Safety Evaluation Clearance (FSEC)
 10. Locational Clearance
 11. Barangay Clearance for Building Construction
 12. Photocopies of Government issued ID & CTC (applicant & lot owner)
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