

BASIC APPLICATION REQUIREMENTS		
PERMIT	TYPE	REQUIREMENTS
Building Extension/ Renovation	ANCILLARY	1. Building/Architectural/Structural Permit Form
		2. Proof of Ownership
		3. Architectural/Structural Plan signed & sealed (A3 Size, 3 Sets)
		4. Bill of Materials (3 Sets)
		5. Barangay Clearance
		6. Locational Clearance
		7. Photocopy of PTR/PRC Liscense of Engineer
Electrical	ANCILLARY	1. Electrical Permit Form
		2. Occupancy Certificate
		3. Electrical Plan signed & sealed (A3 Size, 3 Sets)
		4. Proof of Ownership
		5. Barangay Clearance
		6. Photocopy of PTR/PRC Liscense of Engineer
Mechanical	ANCILLARY	1. Mechanical Permit Form
		2. Occupancy Certificate
		3. Mechanical Plan signed & sealed (A3 Size, 3 Sets)
		4. Proof of Ownership
		5. Barangay Clearance
		6. Photocopy of PTR/PRC Liscense of Engineer
Electronics	ANCILLARY	1. Electronics Permit Form
		2. Structural Plan for Tower
		3. Electrical Plan for Tower
		4. Electronics Plan as detailed by PEC
		5. For TELCOS w/detailed drawing & Specs
		6. Bill of Materials & Cost of Estimate
		7. GANNT Chart for work duration
		8. Barangay Clearance
		9. Complete Electronic Data Sheet
		10. DPWH Clearance if along Gov's Drive
		11. MOA Pole Attachment
		12. Photocopy of PTR/PRC Liscense of Engineer
Sanitary/Plumbing	ANCILLARY	1. Sanitary/Plumbing Permit Form
		2. Proof of Ownership
		3. Barangay Clearance
		4. Sanitary Plan signed & sealed (A3 Size, 3 Sets)
		5. Sanitary or Septic Tank Clearance from CHO
Fencing	ACCESSORY	1. Fencing/Structural Permit Form
		2. Proof of Ownership
		3. Lot Plan
		4. Fencing Plan signed & sealed (A3 Size, 3 Sets)
		5. Bill of Materials (3 Sets)
		6. Barangay Clearance
		7. Locational Clearance
		8. Photocopy of PTR/PRC Liscense of Engineer
DEMOLITION	ACCESSORY	1. Demolition Permit Form
		2. Barangay Clearance
		3. Actual photos to be demolished
GROUND PREPARATION & EXCAVATION	ACCESSORY	1. Ground Preparation & Excavation Permit Form
		2. Proof of Ownership
		3. Site Development Plan
		4. Excavation Plan, signed & sealed (A3 Size, 3 Sets)
		5. Bill of Materials (3 Sets)
		6. Barangay Clearance
Sign	ACCESSORY	1. Sign Permit Form
		2. Layout Design w/ details
		3. Location of Signage
		4. Barangay Clearance if along internal roads
		5. DPWH Clearance if along Governor's Drive
Cetificate Of Occupancy	CERTIFICATE	1. Certificate of Completion Form
		2. PDF Files of Plan
		3. Construction Logbook
		4. Photocopy of Building Permit
		5. Fire Safety Inspection Certificate (FSIC copy)
		6. As-Built Plan (For revision)
Cetificate Of Use	CERTIFICATE	1. Change of Use Application Form
		2. Least Contract
Cetificate Of Final Electrical Inspection	CERTIFICATE	1. Yellow Card from Meralco
		2. Electrical Permit
		3. Barangay Clearance