

Republic of the Philippines  
 City/Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_  
**OFFICE OF THE BUILDING OFFICIAL**  
**CIVIL/STRUCTURAL PERMIT**

APPLICATION NO.

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C/SP NO

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BUILDING PERMIT NO.

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

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED		FORM OF OWNERSHIP	USE OR CHARACTER OF OCCUPANCY	
BY AN ENTERPRISE				
ADDRESS: NO.,	STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIP CODE
				TELEPHONE NO
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ TOT NO. _____ TAX DEC. NO. _____				
STREET _____		BARANGAY _____		CITY/MUNICIPALITY OF _____

**SCOPE OF WORK**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> RENOVATION _____ | <input type="checkbox"/> RAISING _____                      |
| <input type="checkbox"/> ERECTION         | <input type="checkbox"/> CONVERSION _____ | <input type="checkbox"/> DEMOLITION _____                   |
| <input type="checkbox"/> ADDITION         | <input type="checkbox"/> REPAIR _____     | <input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE _____ |
| <input type="checkbox"/> ALTERATION       | <input type="checkbox"/> MOVING _____     | <input type="checkbox"/> OTHERS (Specify) _____             |

**BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)**

**NATURE OF CIVIL/STRUCTURAL WORKS:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> STAKING            | <input type="checkbox"/> ERECTION/LIFTING         | <input type="checkbox"/> PRESTRESS WORKS        |
| <input type="checkbox"/> EXCAVATION         | <input type="checkbox"/> CONCRETE FRAMING         | <input type="checkbox"/> MATERIAL TESTING       |
| <input type="checkbox"/> SOIL STABILIZATION | <input type="checkbox"/> STRUCTURAL STEEL FRAMING | <input type="checkbox"/> STEEL TOWERS           |
| <input type="checkbox"/> PILING WORKS       | <input type="checkbox"/> SLABS                    | <input type="checkbox"/> TANKS                  |
| <input type="checkbox"/> FOUNDATION         | <input type="checkbox"/> WALLS                    | <input type="checkbox"/> OTHERS (Specify) _____ |

PREPARED BY \_\_\_\_\_

**BOX 3**

**DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS**

CIVIL/STRUCTURAL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

**BOX 5**

**BUILDING OWNER**

_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

**BOX 4**

**SUPERVISOR-IN-CHARGE OF CIVIL/STRUCTURAL WORKS**

CIVIL/STRUCTURAL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No	Validity
PTR. No	Date Issued
Issued at	TIN

**BOX 6**

**WITH MY CONSENT: LOT OWNER**

_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Place Issued

**TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION**

**BOX 7**

RECEIVED BY:	DATE:
<b>FIVE (5) SETS OF CIVIL/STRUCTURAL DOCUMENTS</b>	
<input type="checkbox"/> CIVIL/STRUCTURAL DESIGNS COMPUTATIONS, PLANS AND SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (Specify) _____

**BOX 8**

PROGRESS FLOW					PROCESSED BY:
	IN		OUT		
	DATE	TIME	DATE	TIME	
CIVIL/STRUCTURAL					
OTHERS (Specify)					

**BOX 9**

<p><b>ACTION TAKEN:</b></p> <p><input type="checkbox"/> RAISING</p> <p><input type="checkbox"/> DEMOLITION</p> <p><input type="checkbox"/> ACCESSORY BUILDINGS/STRUCTURES</p> <p><input type="checkbox"/> OTHERS (Specify) _____</p>	<p><input type="checkbox"/> RENOVATION</p> <p><input type="checkbox"/> CONVERSION</p> <p><input type="checkbox"/> REPAIR</p> <p><input type="checkbox"/> MOVING</p>	<p><input type="checkbox"/> NEW CONSTRUCTION</p> <p><input type="checkbox"/> EXTENSION</p> <p><input type="checkbox"/> ADDITION</p> <p><input type="checkbox"/> ALTERATION</p>
<p><b>PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:</b></p> <ol style="list-style-type: none"> <li>1. That under Article 1723 of the Civil Code of the Philippines, the engineer (or architect) who drew up the plans and specifications for the building/structure is responsible 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 defect 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 inferior materials.</li> <li>2. That the proposed civil/structural works shall be in accordance with the civil/structural plans filed with this office and in conformity with the latest National Structural Code of the Philippines, the National Building Code and its IRR.</li> <li>3. That prior to any construction activity, a duly accomplished prescribed "Notice of Construction" shall be submitted to the Office of the Building Official.</li> <li>4. That upon completion of the construction, the licensed full-time inspector and supervisor/in-charge of construction works shall submit the entry to the logbook duly signed and sealed to the Building Official including as-built plans and other documents and shall also accomplish and submit a certificate of completion stating that the civil/structural works conform to the provisions of the National Structural Code of the Philippines, the National Building Code and its IRR.</li> <li>5. That this permit is null and void unless accompanied by the building permit.</li> </ol>		
<p><b>PERMIT ISSUED BY:</b></p>		
<p><b>BUILDING OFFICIAL</b> (Signature Over Printed Name) Date _____</p>		