

Requirements to Secure Building Permit

Owner: _____ **Date:** _____ **Mobile #:** _____

Application Forms

<input checked="" type="checkbox"/> Building Permit Forms	<input checked="" type="checkbox"/> Sanitary/Plumbing Permit Forms
<input checked="" type="checkbox"/> Electrical Permit Forms	<input type="checkbox"/> Fencing Permit Forms
<input checked="" type="checkbox"/> Mechanical Permit Forms	<input checked="" type="checkbox"/> Excavation and Ground Preparation Permit
<input checked="" type="checkbox"/> Electronics Permit Forms	<input type="checkbox"/> Change of Use/Occupancy Forms

Plans and Methodology

<input checked="" type="checkbox"/>	5 sets of	Architectural Plan including BP 344 or Accessibility Law Compliance (Details, in the form of plans, elevations/ sections: Stairs, Walkways, Corridors, Doors and Entrance, Washrooms and Toilets, Ramps, Parking Areas, Handrails and Floor Finishes and others.
<input checked="" type="checkbox"/>	5 sets of	Boring and Load Test, Structural Plan including Structural Analysis based on Soil Test Report and Seismic Analysis involving structural members.
<input checked="" type="checkbox"/>	5 sets of	Sanitary /Plumbing Plan for Water Purification Plants, Water Collection and Distribution Systems, Reservoir, Drainage and Sewer Systems, Sewage Treatment Plants, Sewage Disposal Systems, Hot and Cold Water Supply, Storm Drainage and Sewerage System, Cost Estimates
<input checked="" type="checkbox"/>	5 sets of	Electrical Plan including Design Analysis showing all the Short Circuit and Voltage Drop Calculations, Protective Device Coordination, Arc Flash Hazard Analysis, Grounding System, Private Pole Details, Cost Estimates. Please refer to and be guided by Article 1.3 of PEC Part 1 2017 Edition
<input checked="" type="checkbox"/>	5 sets of	Mechanical Plan for Air-Condition Unit, Refrigeration System, Boiler, Pressure Vessels, Elevator, Escalator, Crane, Hoist, Generator, Fire Protection, Isometric Drawing of Gas, Fuel and Oil System, Duct Works, Fire Suppression Systems, Hydraulic Calculation of Automatic Fire Sprinkler System, Equipment and Machinery Layout Plan and others, Design Calculation of Foundation of Internal Combustion Engines (ICE), Pressure Vessels, Turbines, Boilers and the like... Cost Estimates...
<input checked="" type="checkbox"/>	5 sets of	Electronics Plan for CCTV, Telephone, LAN, FDAS, Communication Equipment, Imaging Equipment, Audio/Visual System... and the like, Isometry of the System, Riser Diagram, Equipment Specifications, Cost Estimates. Pls refer to Philippine Electronics Code Book 1-4
<input checked="" type="checkbox"/>	5 sets of	Fencing Plan
<input checked="" type="checkbox"/>	5 sets of	Site Development and Project Location Plan
<input checked="" type="checkbox"/>	5 sets of	Detailed Cost Estimate (Bill of Quantity or Bill of Materials) for labor, materials, and equipment pertaining to the respective works being applied for, signed and sealed by professionals
<input checked="" type="checkbox"/>	5 sets of	Technical Specifications signed and sealed by duly licensed Professional Engineers and Owner

Other Requirements

<input checked="" type="checkbox"/> Brgy. Clearance where project is located	<input checked="" type="checkbox"/> DPWH Clearance for construction along Governors Drive
<input checked="" type="checkbox"/> Locational Clearance from Local Land Use and Zoning office	<input checked="" type="checkbox"/> OCENRO Clearance
<input checked="" type="checkbox"/> Approved Certificate of Safety & Health Program from DOLE	<input checked="" type="checkbox"/> Fire Safety Evaluation Clearance (FSEC)
<input checked="" type="checkbox"/> Septic Tank Clearance Approved by City Health Office	<input checked="" type="checkbox"/> Photocopy of Contractor's PCAB License (Not Expired)
<input type="checkbox"/> Power Line Operator Certificate (PLO) from Meralco	
<input type="checkbox"/> Letter of Authorization (from authorized representative of the Building Owner)	
<input type="checkbox"/> Site Development Plan and Section Elevation Plan with dimensions and incorporating Meralco Facilities with clearances (Preferably soft copy, otherwise bond paper-size hard copy)	
<input type="checkbox"/> Location Sketch (Vicinity Map)	
<input type="checkbox"/> Pictures of the site capturing the entire structure and the vicinity area including the existing Meralco facilities (Note: If there are no Meralco facilities in the area, pictures of the site itself are acceptable)	
<input checked="" type="checkbox"/> Soil Test Report , Required in Structure with 3 Floors and Above, Commercial and Industrial Establishment	
<input checked="" type="checkbox"/> Notice of Construction completely signed by Architect and Engineers hired by the owner/s or by contractor/s	
<input type="checkbox"/> Construction Logbook signed and sealed by Assigned Engineers	
<input type="checkbox"/> 3 sets of Layout Plan of Temporary Facilities (A3 Size only)	
<input type="checkbox"/> Site location, Electrical Layout, Load Schedule, Single Line diagram, Design Analysis	
<input type="checkbox"/> Temporary Pole, Wooden 6"x 6"x5.5 ft	
<input checked="" type="checkbox"/> Clear Photocopy of Valid PRC License and latest PTR of Designers and Project Engineers for the different works as specified in the attached application forms.	
<input type="checkbox"/> Others	

Supporting Documents

<input checked="" type="checkbox"/> Certified True Copy or TCT	<input type="checkbox"/> Duly notarized copy of the contract of lease	<input checked="" type="checkbox"/> Affidavit of Undertaking
<input type="checkbox"/> Tax Declaration	<input type="checkbox"/> Duly notarized copy of the deed of absolute sale	
<input type="checkbox"/> Current Real Property Tax Receipt	<input type="checkbox"/> Duly notarized copy of the contract sale.	

- Notes:
1. All plans must be in standard sizes and in appropriate scale as per National Building Code complete with gridlines. **Scale of at least 1:100**
 2. All plans must be signed and sealed by a **duly licenced professional and signed by the owner or by his/her representatives**
 3. All documents must be fastened in folders or binded and signed and sealed by the **duly licensed engineers**