Checklist of Requirements in Securing BUILDING PERMIT
and other ANCILLARY and ACCESSORY PERMITS
(FM-CSFP-QMS-27 / Revision 03 / 02-17-2017)

**Only applications with COMPLETE requirements will be accepted.*
**Please include this checklist when submitting the below stated documents.*

Technical Documents:

Fully accomplished, originally signed and sealed of the following forms:

- ☐ 5 copies of Building Permit form ***(DPWH Form No. 77-001-B) - for new construction, addition, repair and renovation of buildings/structures, outdoor ads/billboards and other similar structures***
- ☐ 3 copies of Sanitary/Plumbing Permit form ***(DPWH Form No. 77-001-S) - for Sanitary/Plumbing installations/works***
- ☐ 3 copies of Application for Electrical Permit form ***(DPWH Form No. 77-001-E) - for Electrical wiring installations/works***
- ☐ 3 copies of Electrical Permit form ***(DPWH Form No. 77-002-E) - for Electrical wiring installations/works***
- ☐ 3 copies of Mechanical Permit form ***(NBC Form No. A-04) - for Mechanical installations/works***
- ☐ 3 copies of Electronics Permit form ***(NBC Form No. A-07) - for Electronics installations/works***
- ☐ 4 sets Building Plans, all originally signed and sealed by respective professionals ***(3 copies for LBOD, 1 copy for BFP)***

*****In the event of multiple application of typical design of structure like subdivision, the applicant may apply and submit one typical set of plans per block but with individual lot plan and site development plan.***
*****Additional set of plans and copies of documentary requirements for projects located along National Roads is required***
*****For Ancillary and Accessory Permit applications only, submit approved Building Permit***

- ☐ Location Plans, original copy duly signed and sealed by a geodetic engineer ***(3 copies for LBOD, 1 copy for CPDCO)***
- ☐ 1 copy of Architectural Plans (i.e. Perspective, Floor Plan/s & Evaluation Plan/s) - ***for CPDCO***

Five (5) copies of the following documents (3 copies for LBOD, 1 copy for BFP, 1 copy for CPDCO)

- ☐ Cost Estimates / Bill of Materials, all originally signed and sealed by an architect or civil engineer
- ☐ Specifications, all originally signed and sealed by an architect or civil engineer

Three (3) copies of the following documents (for LBOD)

- ☐ Structural Design Analysis and Seismic Analysis for two (2) storey buildings, structures with height of 7.5 meters or more and warehouses, all originally signed and sealed by an architect or civil engineer
- ☐ Boaring and Plate Load Tests, Structural Design Analysis and Seismic Analysis for three (3) storey buildings and higher, all originally signed and sealed by civil engineer
- ☐ Sign Board (for presentation only)

Legal Documents:

Four (4) sets/ copies of the following documents (3 copies for LBOD, 1 copy for CPDCO)

- ☐ Certified True Copy of Transfer Certificate of Title from Register of Deeds (1 original and 3 photocopies)

*****In case the applicant is not the registered owner of the lot, <u>any</u> of the following duly notarized document shall be submitted:***

- ☐ Notarized Contract of Lease or Award Notice / Offer Sheet
- ☐ Notarized Deed of Absolute Sale / Donation / Usufruct
- ☐ Notarized Contract of Sale
- ☐ Notarized Authority to Construct/ Affidavit of Heirs / Authorization Letter
- ☐ Corporate Secretary's Certificate authorizing the signatory
- ☐ Special Power of Attorney

- ☐ Certified Copy of Tax Declaration (1 original copy and 3 photocopies)
- ☐ Current/Latest Real Property Tax Receipt or Land Tax Clearance (1 original and 3 photocopies)

Clearances:

- ☐ Barangay Clearance (1 original and 3 photocopies)
- ☐ 1 copy of Zoning Certificate ***(FM-CPDCO-02)*** or Locational Clearance ***(FM-CPDCO-04)*** *- to be secured at the CPDCO*
- ☐ 1 copy of Fire Safety Evaluation Clearance ***(FM-BFP-06)*** *- to be secured at the BFP*
  Requirement in securing FSEC ***(FM-BFP-06)***
  - ☐ Endorsement from the Building Official - *to be secured at the LBOD*
- ☐ 1 copy of Construction Safety and Health Program Certificate and/or Endorsement of Building Permit Application for Construction Safety and Health Program ***(FM-LBOD-03)*** duly received by DOLE

*****Other Requirements (if applicable):***

- ☐ 1 copy of DPWH Clearance for projects within national roads
- ☐ 1 copy of Clearance from City Tourism for projects within Heritage District
- ☐ 1 copy of Clearances from other government agencies such as CAAP, DENR, DOH, NHA, etc.

**A surcharge shall be imposed and collected from any person who shall construct, repair (building), install, alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit (Section 212, Rule III of the National Building Code – P.D. 1096 and its Revised IRR).*