



OFFICE OF THE CITY BUILDING OFFICIAL

**Checklist of Requirements in Securing BUILDING PERMIT
and other ANCILLARY and ACCESSORY PERMITS**
(FM-CSFP-QMS-27 ; Revision 07; 06/30/2022)

- Only applications with COMPLETE requirements will be accepted by the Office of the City Building Official (OCBO).
- Please include this checklist when submitting the below stated documents.

Technical Documents:

Fully accomplished, originally signed and sealed by duly licensed professionals of the following forms:

- **4 copies of notarized Unified Application Form for Building Permit (FM-OCBO-09) - for new construction, addition, repair and renovation of buildings/structures, outdoor ads/billboards and other similar structures
- 2 copies of Sanitary/Plumbing Permit form (DPWH Form No. 77-001-S) - for Sanitary/Plumbing installations/works
- 2 copies of Application for Electrical Permit form (DPWH Form No. 77-001-E) - for Electrical wiring installations/works
- 2 copies of Electrical Permit form (DPWH Form No. 77-002-E) - for Electrical wiring installations/works
- 2 copies of Mechanical Permit form (NBC Form No. A-04) - for Mechanical installations/works
- 2 copies of Electronics Permit form (NBC Form No. A-07) - for Electronics installations/works

Note: For Ancillary and Accessory Permit applications only, submit only the photocopy of approved Building Permit (if applicable)

^^The following sets of plans, all originally signed and sealed by respective professionals:

- **4 sets of Architectural Plans (2 copies for OCBO, 1 copy for BFP, 1 copy for CPDCO)
- 3 sets of Civil/Structural Plans (2 copies for OCBO, 1 copy for BFP)
- 3 sets of Sanitary/Plumbing Plans (2 copies for OCBO, 1 copy for BFP)
- 3 sets of Electrical Plans with Short Circuit and Voltage Drop Calculations (2 copies for OCBO, 1 copy for BFP)
- 3 sets of Mechanical Plans (2 copies for OCBO, 1 copy for BFP)
- 3 sets of Electronic Plans (2 copies for OCBO, 1 copy for BFP)

Legend:

**** - Additional 1 copy of Unified Application Form for Building Permit and 1 set of Architectural Plans for projects within Heritage District and Declared Heritage Structures (for CTIPO)**

^^ - Additional 1 set of plans and copies of documentary requirements for projects located along National Roads is required - 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.

Four (4) sets of the following documents (2 copies for OCBO, 1 copy for BFP, 1 copy for CPDCO)

- Location Plans, blueprint copy, originally signed and sealed by a geodetic engineer
- Cost Estimates / Bill of Materials, all originally signed and sealed by an architect or civil engineer, notarized
- Specifications, all originally signed and sealed by an architect or civil engineer

Three (3) sets of the following documents (2 copies for OCBO, 1 copy for BFP)

- Hydraulic Analysis (for new and additional fire protection system), all originally signed and sealed by PME
- Fire Protection Plan including Automatic Fire Suppression System (AFSS), Fire Detection and Alarm System (FDAS), Kitchenhood Suppression System (KHSS) and Centralized LPG Line System (for BFP) - if applicable
- Photocopies of Valid Professional Licenses and Latest PTR with 3 specimen signature and seal

Two (2) sets of the following documents (for OCBO)

- 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
- Boring 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
- 1 copy of DOLE Certification for Construction Safety and Health Program (for OCBO)
- Traffic Impact Assessment - if building floor area is more than 5,000 square meters (for CPDCO)
- Affidavit of Undertaking - for Building Permit applications with 30 days grace period submission of other government clearances

Legal Documents:

Two (2) copies of the following documents (1 copy for OCBO, 1 copy for CPDCO)

- Certified True Copy of Transfer Certificate of Title from Register of Deeds
- **In case the applicant is not the registered owner of the lot, 2 copies of any of the following duly notarized document showing proof of ownership shall be submitted:**
 - Lease Proposal (no notarization required)/ Certificate of Lease/ Contract of Lease or Award Notice / Memo of Conformity on Commercial Terms/ Offer Sheet/
 - Deed of Absolute Sale / Donation / Usufruct
 - Contract of Sale
 - Authority to Construct
 - Affidavit of Heirs
 - Memorandum of Agreement
 - Waiver of Rights
- Certified Copy of Tax Declaration
- Current/Latest Real Property Tax Receipt or Real Property Tax Clearance **(to be facilitated by OCBO)**
- Any of the following will be required in cases when the applicant is not the registered owner (1 original, 1 photocopy):
 - Corporate Secretary's Certificate - for corporation
 - Special Power of Attorney
 - Notarized Authorization Letter
- Sangguniang Panlungsod Resolution/ Ordinance on the approved reclassification - for reclassified land

Clearances:

- 1 copy of Barangay Clearance (for CPDCO) **(to be facilitated by OCBO)**
- 1 copy of Homeowner's Clearance/ Certification or Neighborhoods consent nearby, minimum of 4 periphery units *(if applicable)* **(for CPDCO)**
- 1 copy of Zoning Certificate **(FM-CPDCO-02)** or Locational Clearance **(FM-CPDCO-04)** **(to be facilitated by OCBO)**
- 1 copy of Fire Safety Evaluation Clearance **(FM-QSF-FSED-003)** **(to be facilitated by OCBO)**
- 1 copy of Lifting of the Presumption for 50 years and over structure from any Cultural Agencies **(from CTIPO - to be facilitated by OCBO)**
- 1 copy of Certificate of Conformity for new buildings within Heritage District **(from CTIPO - to be facilitated by OCBO)**
- 1 copy of Clearances from other government agencies such as CAAP, DENR, DOH, NHA, DPWH, etc., if necessary (to be submitted within 30 days from date of application)

Additional Documentary Requirements for Base Stations and other Telecommunication Infrastructure:

- If the applicant is a Mobile Network Operator (MNO):
 - Certified True Copy of National Telecommunication Commission's Provisional Authority (PA); *or*
 - Certificate of Registration to Provide Telecommunication Services
- If the applicant is an Independent Tower Company (ITC) constructing a Passive Telecommunication Tower Infrastructure (PTTI) or other passive structures:
 - Certified True Copy of the ITC Certificate of Registration (issued by the DICT)
- If the telecommunication structure is proposed to be located on a privately-owned land within residential subdivision:
 - Written certification under oath executed by the responsible officer of the company that there is no other available or suitable site within the coverage area except the subject property inside the subdivision project and said location will best serve the purpose of interconnectivity effectively and efficiently
 - Undertaking that they will conduct social preparation among the affected homeowners, households or families
- Radiofrequency Radiation (RFR) Evaluation Report from the Center for Device Regulation, Radiation, Health, and Research of the Food and Drug Administration (FDA-CDRRHR) - *not applicable for Passive Infrastructures*

Note: 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).