



MUNICIPAL ENGINEERING OFFICE (CHECKLIST)
REQUIREMENTS FOR BUILDING PERMIT
(New Construction, Addition/Renovation)

REQUIREMENTS FOR BUILDING PERMIT (New Construction, Addition/Renovation)

1. Duly accomplished application form.
2.
 - a) Certified True Copy of Transfer Certificate Title - (5 copies).
 - b) Tax Declaration – (4 copies)
 - c) Current Tax Receipt (2 copies)
- In Case the applicant is not the registered owner of the lot:
 - a) Duly Notarized copy of the Contract of Lease, or
 - b) Duly Notarized copy of the Deed of Absolute Sale, or
 - c) Duly Notarized copy of the Contract of Sale, or
 - d) Duly Notarized Affidavit of consent from the lot owner/s
3. Five (5) sets of plans. Prepared, signed and sealed by:
 - a) Duly licensed Architect – Architectural Plans
 - b) Duly licensed Civil Engineer – Structural Plans
 - c) Duly licensed Sanitary Engineer or Master Plumber – Plumbing Plans
 - d) Duly licensed Professional Electrical Engineer – Electrical Plans
 - e) Duly licensed Professional Mechanical Engineer – Mechanical Plans
4. Bill of Materials (5 copies)
5. Technical Specifications (5 copies)
6.
 - a) Structural Analysis/NSCP 2010/Computation for two (2) or more storey structures and warehouse – (2 copies)
 - b) Boring or Load Test for buildings or structures with three (3) storey and higher – (2 copies)
 - c) Seismic Analysis except for residential buildings less than 7.5 meters in height
7. Logbook duly signed by the Architect/Civil Engineer in charge of construction with PRC No. and PTR No. with corresponding date and issue (3 copies).
8. Zoning Clearance – (2 copies)
9. Endorsement from the Fire Department