



**BUILDING PERMIT REQUIREMENT CHECKLIST**

**Pursuant to P.D. 1096, National Building Code of the Philippines and its IRR**

- Residential
- Commercial, Institutional, Industrial, Recreational

**Project Location:** \_\_\_\_\_ **Name of Evaluator:** \_\_\_\_\_  
**Owner/Authorized Representative:** \_\_\_\_\_ **Date and Time Received:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_ **Forwarded to:** \_\_\_\_\_

	Date	Time	Evaluator
<b>Complete Requirements</b>			
<b>Incomplete Requirements</b>			
1 <sup>st</sup> Evaluation			
2 <sup>nd</sup> Evaluation			
3 <sup>rd</sup> Evaluation			

Pursuant to P.D. 1096, National Building Code of the Philippines	Remarks
Yes No	
<input type="checkbox"/> <input type="checkbox"/> I. Requirement & Processing Evaluation Checklist (from CBAO)	
II. *Applicant is the registered owner of the lot	
<input type="checkbox"/> <input type="checkbox"/> a. Certified True Copy of Title (updated for not more than 6 months), or	
<input type="checkbox"/> <input type="checkbox"/> Copy of Award w/ Approved Surveyed Plan	
<input type="checkbox"/> <input type="checkbox"/> b. Surveyed Plan signed and sealed by Geodetic Engineer	
<input type="checkbox"/> <input type="checkbox"/> *Applicant is not the registered owner of lot (For commercial specifically tenants)	
a. Certified <input type="checkbox"/> photocopy/ <input type="checkbox"/> original/ <input type="checkbox"/> duplicate of:	
<input type="checkbox"/> <input type="checkbox"/> Contract of Lease, or	
<input type="checkbox"/> <input type="checkbox"/> Absolute Deed of Sale, or	
<input type="checkbox"/> <input type="checkbox"/> Conditional Deed of Sale, or	
<input type="checkbox"/> <input type="checkbox"/> Certified Copy of Authority to construct on the subject property.	
<input type="checkbox"/> <input type="checkbox"/> III. Tax Declaration from City Assessor's Office with documentary stamp	
<input type="checkbox"/> <input type="checkbox"/> IV. Latest quarter of the real property tax receipt, or	
<input type="checkbox"/> <input type="checkbox"/> Certificate of Non-Tax Delinquency w/ documentary stamp from City Treasurer's Office	
<input type="checkbox"/> <input type="checkbox"/> V. Clear latest picture of site/area (taken at least a week before application)	
<input type="checkbox"/> <input type="checkbox"/> VI. Duly accomplished Building Permit Forms [Building Permit, Sanitary, Electrical, Mechanical, Electronic, Architectural, and Structural Forms (5 copies each)]	
<input type="checkbox"/> <input type="checkbox"/> VII. Building Plans (to be signed by applicant/owner) – 8 sets	
<input type="checkbox"/> <input type="checkbox"/> VIII. Structural Design and Analysis for buildings with floor area of 20.00 sq.m. or more (2 copies)	
<input type="checkbox"/> <input type="checkbox"/> IX. Electrical Design Analysis (2 copies)	
<input type="checkbox"/> <input type="checkbox"/> X. Soil Analysis for Commercial / residential buildings with 3 storeys or more (2 sets signed and sealed)	
<input type="checkbox"/> <input type="checkbox"/> XI. Building Specifications [signed and sealed (print in 3 copies)]	
<input type="checkbox"/> <input type="checkbox"/> XII. Bill of Material or Construction Estimate [signed and sealed (print in 3 copies)]	
<input type="checkbox"/> <input type="checkbox"/> XIII. Photocopy of updated Professional Tax Receipt and Professional Regulations Commission (PRC ID) identification of all professional signatories to the application forms and plan (with 3 specimen signature)	
**NOTE: Items VI – XV must be signed and sealed by licensed practitioners (Civil Engineers, Architect, Sanitary Engineer/Master Plumber, Electrical Engineer, Mechanical Engineer as the case may be)	
<input type="checkbox"/> <input type="checkbox"/> XIV. Zoning Compliance Certificate from City Planning & Development Office (City Hall)	
<input type="checkbox"/> <input type="checkbox"/> XV. Fire Safety Evaluation Clearance from Fire Department Office (City Hall)	
<input type="checkbox"/> <input type="checkbox"/> XVI. WWMS Certificate from CEPMO (waste disposal and sewerage) (City Hall)	
<input type="checkbox"/> <input type="checkbox"/> XVII. Construction Logbook	
<input type="checkbox"/> <input type="checkbox"/> XVIII. Construction Tarpaulin (From CBAO)	
<input type="checkbox"/> <input type="checkbox"/> XIX. Certificate of Construction Safety Health Program (CSHP) from DOLE	
<input type="checkbox"/> <input type="checkbox"/> XX. Authorization Letter or Special Power of Attorney from owner to submit, follow-up, and receive approved permits (for representative only)	
<input type="checkbox"/> <input type="checkbox"/> XXI. Clearance from other government agencies, pursuant to No. 12 (B) of Section 302 of the IRR of the National Building Code (PD 1096), if applicable	
<input type="checkbox"/> <input type="checkbox"/> XXII. Environmental Compliance Certificate of building for critical/hazardous projects or for a floor area of 10,000.00 sq.m.	