



**LINE AND GRADE: Evaluation Checklist**

- Residential
- Commercial, Institutional, Industrial, Recreational

Project Title: \_\_\_\_\_ Name of Evaluator: \_\_\_\_\_  
 Project Location \_\_\_\_\_ Date and Time Received: \_\_\_\_\_  
 Owner/Authorized \_\_\_\_\_ Forwarded to: \_\_\_\_\_  
 Representative: \_\_\_\_\_

	Date	Time	Evaluator
1 <sup>st</sup> routing:			
2 <sup>nd</sup> routing:			
3 <sup>rd</sup> routing:			
4 <sup>th</sup> routing:			
5 <sup>th</sup> routing:			

**Yes** – Complied  
**No** – Not Complied

Building Permit: Rule 3 Section 303.2 of PD 1096	Remarks
Yes No	
<b>I. On Plan</b>	
<input type="checkbox"/> <input type="checkbox"/> Survey plan of the lot	
<input type="checkbox"/> <input type="checkbox"/> Vicinity Map/Location Plan within a 2.00 km radius for commercial, industrial, and institutional complex and within a half-km radius for residential buildings, at any convenient scale showing prominent landmarks or major thoroughfares for ease of reference.	
<input type="checkbox"/> <input type="checkbox"/> Site Development Plan (scaled 1:100m) showing technical description, boundaries, orientation and position of proposed building/structure in relation to the lot, existing or proposed access road and driveways and existing public utilities/services. Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.	
<input type="checkbox"/> <input type="checkbox"/> More than 30% slope	
<input type="checkbox"/> <input type="checkbox"/> Monument on ground	
<input type="checkbox"/> <input type="checkbox"/> Readable Fonts and texts	
<input type="checkbox"/> <input type="checkbox"/> Setback dimensions	
( ) Front ( ) Rear ( ) Left ( ) Right	
<input type="checkbox"/> <input type="checkbox"/> .75m minimum setback of roofing edges from property line	
<input type="checkbox"/> <input type="checkbox"/> .75m minimum setback of terrace edges from property line	
<input type="checkbox"/> <input type="checkbox"/> Road right-of-ways, waterways, easements etc. annotated on the title reflected in the site development plan	
<input type="checkbox"/> <input type="checkbox"/> Tax Declaration from City Assessor's office w/ Documentary Stamp	
<input type="checkbox"/> <input type="checkbox"/> Latest quarter of the Real Property Tax receipt w/ documentary stamp	
<input type="checkbox"/> <input type="checkbox"/> Certificate of Non-tax Delinquency w/ documentary stamp	
<b>II. For on-going construction or completed buildings</b>	
<input type="checkbox"/> <input type="checkbox"/> Certification of a Geodetic Engineer that the construction is within the titled property line.	
<b>III. As to proof of ownership of the lot</b>	
a. Applicant is the registered owner of the lot	
<input type="checkbox"/> <input type="checkbox"/> Certified true copy of title updated for not more than 3 mos. Or	
<input type="checkbox"/> <input type="checkbox"/> Copy of Award	
b. Applicant is not the registered owner of the lot	
<input type="checkbox"/> <input type="checkbox"/> Certified Photocopy/Original/Duplicate copy of the contract of lease, or	
<input type="checkbox"/> <input type="checkbox"/> Certified Photocopy/Original/Duplicate copy of the Absolute Deed of Sale, or	
<input type="checkbox"/> <input type="checkbox"/> Certified Photocopy/Original/Duplicate	
c. If the title is under the name of a corporation	
<input type="checkbox"/> <input type="checkbox"/> Board Resolution of the Corporation	
<input type="checkbox"/> <input type="checkbox"/> Secretary's Certificate	
d. For Title Under Case No. 1 Record 211,	
<input type="checkbox"/> <input type="checkbox"/> validated	
<b>IV. For construction within the 315 meters distance from edge to the airstrip of the airport,</b>	
<input type="checkbox"/> <input type="checkbox"/> Clearance from CAA	