



**BUILDING PERMIT**

(Commercial Renovation, Addition & Extension)

**CHECKLIST OF REQUIREMENTS**

Telephone No. (046) 481-4121 / (046) 481-4100 local 215

**A. Legal Documents (1 set)**

- 1. Electronic copy of Transfer Certificate of Title (TCT) (original copy)
  - If the applicant is NOT the registered owner of the land
    - ❖ \_\_\_Notarized Affidavit of Consent
  - If TCT is not in the name of the applicant (submit any of the following)
    - ❖ \_\_\_Deed of Absolute Sale
    - ❖ \_\_\_Contract to Sell
    - ❖ \_\_\_Lease Contract
    - ❖ \_\_\_Deed of Assignment / Donation or any equivalent
  - If TCT is in the name of a Corporation
    - ❖ \_\_\_Corporate Secretary's Certificate (authorizing the signatory with general information sheet)
  - If a Representative is applying in behalf of the applicant
    - ❖ \_\_\_Notarized Authorization Letter to transact with OBO (with valid ID of applicant and representative)
  - If a Representative is signing in behalf of the applicant
    - ❖ \_\_\_Notarized Special Power of Attorney (SPA) (with valid ID of applicant and representative)
- 2. Tax Declaration of Land & Building
- 3. Tax Clearance of Real Property for Land & Building (updated)
- 4. Barangay Clearance (for construction - original copy)
- 5. Homeowner's Clearance (for construction - original copy)
- 6. Affidavit of Undertaking (for National Agencies Clearances, Barangay Clearance, HOA Clearance & Neighbor's Consent)

**B. Technical Documents**

- 1. Unified Application Form for Building Permit and FSEC
- 2. Ancillary Forms
  - \_\_\_Architectural Permit
  - \_\_\_Civil/Structural Permit
  - \_\_\_Sanitary/Plumbing Permit
  - \_\_\_Electrical Permit
    - ❖ For 200 amperes load and above main circuit breaker
      - ✓ Sign & seal of Electrical Contractor on Box 3 with scanned colored copy of PCAB License with authorized signature on permit form
      - ✓ Short Circuit and Voltage Drop Calculation
  - \_\_\_Mechanical Permit
  - \_\_\_Sign Permit
  - \_\_\_Electronic Permit
- 3. Locational Clearance Application Form
- 4. Contractor's Temporary Business Permit Application Form
- 5. Lot Plan with Vicinity Map (4 sets - duly signed & sealed by a licensed GE)
- 6. Photocopy of updated valid PRC ID's & PTR of Engrs/Arch (with 3 specimen signature & dry-seal)
- 7. Project Specification (2 sets - to be signed & sealed by Engr/Arch on each page)
- 8. Notarized Bill of Materials (3 sets - to be signed & sealed by Engr/Arch on each page)
- 9. Structural Design Analysis & Computation (1 set - for structure two(2) storey and above NSCP 5<sup>th</sup> Edition)
- 10. Geotech Report/Soil Boring Test Report (1 set - for building structures three(3) storey & above)
- 11. Complete & Detailed Building Plans (4 sets - scale of 1:100 duly signed & sealed by the design professionals)

**C. Supplementary Documents**

- 1. Submit a copy of existing approved Building Permit Plans (for verification & review if necessary)
- 2. Sketch or Key Plan (with clear landmarks leading to the land with name & number of contact person)
- 3. Picture of site/location (colored copy)
- 4. Expanding plastic envelope (1 pc. - color yellow) & long folder (1 pc.)

**REMARKS**

- Complete Documents
- Incomplete Documents (please comply documents with unchecked boxes)

**NOTES:**

- All application forms are available in OSCP and/or on the website
- All the fully accomplished forms and requirements must be fastened in a long folder except for the drawing plans & reports  
**ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED**
- Bring the checklist when submitting your application
- Keep your **FOLLOW-UP SLIP** at all times, **"NO FOLLOW-UP SLIP, NO RELEASE"**

Name of Receiving Officer:	_____
Date & Time Returned:	_____
Signature of applicant:	_____