



LIST OF REQUIREMENTS FOR SECURING A BUILDING PERMIT

(New Construction & Renovation of Existing)

Assisted / Received by:

Date:

I DOCUMENTS TO BE SUBMITTED		NONE	NOT REQUIRED	INITIAL/DATE
A. Clearances <i>(original copy plus one(1) photocopy)</i>				
1.	Homeowner's Association Clearance for Construction			
2.	Barangay Clearance for Construction			
3.	Locational / Zoning Clearance			
4.	Fire Safety Evaluation Clearance (FSEC)			
5.	Contractor's Temporary Business Permit			
6.	Notarized Neighbor's Consent			
7.	Clear SKETCH/Key Plan <i>(with landmarks leading to the lot/house/unit/building/struture with name & number of contact person)</i> & colored picture of site/location <i>(size min of 3"x4")</i>			
B. Supplemental Documents <i>(if applicable - original copy plus one(1) photocopy)</i>				
1.	DPWH Clearance <i>(if along a national road)</i>			
2.	DepEd Clearance <i>(for educational institutions/schools)</i>			
3.	CAAP (ATO) Height Clearance <i>(for cell sites, towers, spires & antennas)</i>			
4.	ERB Clearance <i>(for Gas Stations)</i>			
5.	DENR ECC Clearance or Certificate of Non Coverage (CNC)			
6.	DOH Clearance <i>(for hospitals, telecom tower/cell site projects)</i>			
7.	HLURB Clearance <i>(for condominiums)</i>			
8.	If application is renovation/addition or extension; • Building Permit and/or Certificate of Occupancy of all existing buildings within the subject lot and one(1) complete set of approved building plans			
9.	Others:			
C. Legal Documents <i>(three(3) sets each fastened in a folder)</i>				
1.	Electronic Copy of Transfer Certificate of Title (TCT)			
2.	Tax Declaration of LOT			
3.	Tax Clearance of Real Property of LOT <i>(current year)</i>			
4.	For Renovation, Addition or Extension; • Tax Declaration of BUILDING • Tax Clearance of Real Property of BUILDING <i>(current year)</i> • Latest colored picture of house or building			
5.	If applicant has Co-owner(s) on the Transfer Certificate of Title (TCT); • Affidavit of Consent from the Co-owner(s)			
6.	If lot is NOT in the name of the applicant; <i>(submit any of the following)</i> • Deed of Absolute Sale • Contract to Sell • Deed of Assignment/Donation or any equivalent • Award Notice • Lease Contract			
7.	IF lot is in the name of a CORPORATION ; • Corporate Secretary's Certification Authorizing the signatory with the general information sheet			
8.	Notarized authorization letter w/ valid ID's <i>(for applicant's representative to transact w/ OBO)</i>			
9.	Special Power of Attorney with valid ID's <i>(to sign on behalf of the applicant)</i>			
D. Supporting Documents <i>(three(3) sets each fastened in a folder)</i>				
1.	Relocation Survey Report & Certificate <i>(must be in letterhead form, signed & sealed by GE)</i>			
2.	Project Specifications			
3.	Bill of Materials & Cost Estimates			
4.	Structural Design Analysis&Computation <i>(for structures two(2) storey&above NSCP 5th Edition)</i>			
5.	Geotech Report / Soil Boring Test Report with photocopy of valid PRC ID & PTR <i>(for building structures three (3) storey & above with picture of on-going drilling on site)</i>			
6.	Seismic Analysis <i>(for building exceeding 7.5 meters in height)</i>			
7.	Certificate of Structural Stability <i>(in case of additional floors)</i>			
II TECHNICAL DOCUMENTS <i>(properly filled out)</i>				
1.	Building Permit Form			
2.	Sanitary/Plumbing Permit Form			
3.	Electrical Permit Form			
4.	Mechanical Permit Form			
5.	Others			
6.	Photocopy of valid PRC ID's & current PTR's with dry-seal & three(3) specimen signatures of the professional			
7.	Scanned COLORED Copy of PCAB License of Electrical Contractor with authorized signature <i>(for 200 amperes main Circuit Breaker & above)</i>			
8.	For Single Phase of 200Ampere load and above or three(3) Phase of 100Ampere load and above; • Short Circuit and Voltage Drop Calculation			
III BUILDING PLANS <i>(scale of 1:100 four(4) sets)</i>				
1.	Lot Plan with Vicinity Map showing prominent landmarks <i>(signed & sealed by GE)</i>			
2.	COMPLETE and DETAILED Architectural, Structural, Sanitary & Plumbing, Electrical, Mechanical, Signage, Demolition, Fence Plans • Original signature of Architect, Engineers & Applicant on each page of plan • Plans must be noted/checked by developer (ex. Subdivision), lessor of commercial space (ex. Malls) • BP 344 (Accessibility Law) compliance <i>(for commercial, institutional, industrial & public assembly bldg)</i> • Setback along Bacoor Boulevard formerly Molino Boulevard, Daang Hari Road <i>(15m plus 5m from road center line to building line)</i> • Setback along Aguinaldo Highway, Tirona Highway, Aniban-Molino Road <i>(10m plus 5m from road center line to building line)</i>			
IV EXPANDING PLASTIC ENVELOPE <i>(color YELLOW - one(1) pc)</i>				