



**DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION
(Single Dwelling Residential / Commercial / Industrial / Others)**

Name of Applicant: ✓ _____ Date: ✓ _____
Project Description: ✓ _____
Location of Project: ✓ _____ Contact Number: ✓ _____

CHECKLIST OF REQUIREMENTS

- Five (5) copies of filed up Application Form for Building Permit, Sanitary Permit, Electrical Permit, Mechanical Permit, etc
- Filled-up Application form for Locational Clearance
- Two (2) copies of Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Contract of Lease (if lessee)
- Two (2) copies of Tax Declaration of Real Property
- One (1) photocopy of Community Tax Certificate (Cedula)
- Updated Official Receipt of Real Property Tax
- Barangay Building Clearance (photocopy)
- Five (5) sets of Survey Plans, design plans and other documents as follows:
 - A) Architectural Documents
 - B) Civil/Structural Documents
 - C) Electrical Documents
 - D) Mechanical Documents
 - E) Sanitary/Plumbing Documents
 - F) Electronics Documents
 - G) Geodetic Documents
 - H) Fire Protection Plan (if applicable)
- Soft copy of design plans on readable CD
- Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals
- Three copies of signed and sealed Bill of Materials
- Three copies of signed and sealed Specifications
- Structural Analysis for 2-storey and above
- Soil Test for 3-storey and above (if applicable)

REMARKS:

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes.)
 - Name of Receiving Officer : _____
 - Date & Time Returned : _____
 - Signature of Applicant : _____

NOTES:

- All application forms are available in the Office of the Building Official and/or on the website.
- All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports. **ONLY COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- Bring this Checklist with detachable Claim Stub when submitting your application. **Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE"**

RECEIVED BY:

DATE OF RELEASE:

Signature over printed name

CLAIM STUB

Application No. : _____
Time & Date Applied/Submitted : _____
Return Date : _____
Receiving Officer : _____
(Signature over Printed Name)
Name of Applicant/Owner : ✓ _____
Location of Project : ✓ _____
Project Title : ✓ _____

*For updates and inquiries, please call OBO/MEO at 798-0391 loc 3647 or email at meobaliwag@gmail.com within 4 working days.

NOTE: Bring this claim stub upon claiming the Order of Payment/Building Permit, FSEC & other documents.