



**OFFICE OF THE BUILDING OFFICIAL**

**MECHANICAL PERMIT REQUIREMENTS**

Application No.: \_\_\_\_\_

- Residential  
 Commercial, Institutional, Industrial, Recreational

Project Location:	
Owner/Applicant/ Authorized	
Contact No.:	

<b>A. LEGAL DOCUMENTS</b>	<b>Original (1set)</b>
1 Approved Building Permit or Certificate of Occupancy	
2 Contractor's Tax Receipt (for Mechanical Permit)	
3 For Corporation	
Corporate Secretary's Certification Authorizing the Signatory (Notarized)	
<b>B. CLEARANCES</b>	<b>Original (1 set)</b>
1 Fire Safety Clearance for Mechanical Equipment Installation	
<b>Additional Clearances for tower cranes (original copy)</b>	
2 Barangay Clearance	
3 Homeowner's Association or Neighbor's Consent	
<b>C. Technical documents ( application must be duly accomplished, signed by the owner/s, signed and sealed by the professional</b>	<b>Original (1 set)</b>
1 Mechanical Permit Form (4 copies)	
2 Clear Copies of valid PRC IDs & current PTRs (signed and sealed)	
<b>D. Supplemental Documents (if applicable)</b>	<b>Original (1 set)</b>
1 if additional massive machinery like elevators, escalators, generator sets, boilers, etc.	
Certificate of Structural Stability (original copy/wet-signed & dry sealed w/ PRC/PTR), stating the gross weight of the machinery and the grid location of the structural members that will support	
Copy of approved Structural Analysis and Design Computation	
Copy of approved structural plans	
2 Third party Inspection Report (for tower cranes)	
3 Notarized Authorization Letter (for applicant's representative)	
<b>E. Valid Identification Card (i.e. Driver's License, PRC, GSIS, SSS, etc.)</b>	<b>1 photocopy</b>
1 Photocopies of the valid ID of the Applicant	
<b>F. Technical Documents/Plans (per Section 302.7, IRR-NBCP / signed by the owner/applicant and signed &amp; sealed by the professional/ at scale of 1:100 unless specified otherwise</b>	<b>Original (2 sets)</b>
1 Location Plan and Key Plan	
2 For tower cranes: Site Development Plan, showing the sailing radius, site coverage, sweep or	
3 General Layout Plan for each Floor	
4 Longitudinal and Transverse Sections of the building and equipment base	
5 Isometric drawing of gas, fuel and oil system	
6 Plans indicating location of store rooms, fuel tanks, fire extinguishing systems, fire doors, fire escape ladders and other protective facilities	
7 Detailed drawings of all duct work installations	
8 Detailed plans of machinery foundations and supports drawn to scale of at least 1:50	
9 Detailed plans of boilers and pressure vessels with working pressure above 70kPa regardless of kilowatt rating	
10 Detailed Plans of Elevators, escalators and the like, drawn to a scale of 1:50	
11 Detailed Plans of fire suppression systems	
<b>G. Supporting Documents (Signed &amp; Sealed)</b>	<b>Original (1 set)</b>
1 Equipment Specifications including Manufacturer's Test Certificate	
2 Design Computations of elevators, escalators and the like	
3 Cost Estimate / Bill of Materials	

Evaluated by:

\_\_\_\_\_  
Signature Over Printed Name/Date  
Date: