



BUILDING/RENOVATION PERMIT REQUIREMENTS

Application No.: _____

Residential

Commercial, Institutional, Industrial, Recreational

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

A. LEGAL DOCUMENTS and CLEARANCES	Original copy + 3 photocopies
1 Title - Transfer Cert. of Title (from R.O.D.)	
2 Tax Declaration (from MAssO)	
3 Current Tax Receipt/ Certificate of Non-tax Delinquency	
4 Certification from CENRO in case of unpatented lands	
5 If the applicant is not the registered lot owner	
Duly notarized copy of Contract of Lease (in case of Land Lease)	
Duly notarized copy of Deed of Absolute Sale (if not yet transferred)	
Duly notarized copy of Contract of Sale	
Duly notarized copy of authorization from the registered lot owner	
6 Duly Notarized Authorization of Representative	
7 For Corporation (Authority to sign-Corporate Secretary's Affidavit)	
8 Barangay Clearance	
9 Locational Clearance from the Municipal Zoning Administration Office of the MPDO	
10 Fire Safety Evaluation Clearance from Local Bureau of Fire Protection	
11 Supplemental Documents (if applicable)	Original copy + 2 photocopies
Road Right-of-Way Clearance from the DPWH or from Benguet Provincial Engineering Office, as the case maybe	
Waterway Clearance from the DPWH	
Transmission Line Right-of-way Clearance from the NGCP (formerly TRANSCO)	
ATO Height Clearance (for cell sites, towers, spires & antennas)	
DOH-BHDT(for telecom/ cell site projects)	
MGB-DENR OGI Report	
Others: _____	
B. APPLICATION FORMS	Original copy + 3 photocopies
<i>Application forms must be duly accomplished, signed & sealed by the professionals & signed by the owner/s</i>	
1 Building Permit Application Form (Notarized)	
2 Sanitary/Plumbing Permit Application Form	
3 Electrical Permit Application Form	
4 Excavation Permit Application Form	
5 Mechanical Permit Application Form	
6 Electronics Permit Application Form	
7 Photocopies of Valid PRC IDs & current PTRs with dry-seal and 3 specimen signatures of signing	
C. BUILDING PLANS (signed by owner and signed & sealed by the professionals)	4 sets
1 Geodetic Documents (refer to Section 302.3 of the NBCP)	
2 Architectural Plans (with Site Development Plan showing parking layout), for other details, refer to the NBCP)	
3 Structural Plans and documents (including structural analysis & design, for details, refer to the latest edition of the National Structural Code of the Philippines (NSCP) & Section 302.5 of the NBCP	
4 Sanitary/Plumbing Plans w/ design and computations	
5 Electrical Plans including design computations (refer to the NBCP)	
6 Mechanical Plans (refer to the NBCP)	
7 Electronic Plans (refer to the NBCP)	
8 Fire Protection Plans (including Plans for Fire Detection & Alarm System)- for details, refer to the Fire Code of the	
D. SUPPORTING DOCUMENTS (signed & sealed by professionals & with clear photocopies of their PRC IDs & PTRs)	3 sets
1 Technical Specifications	
2 Cost Estimate/ Bill of Materials	
3 Structural Analysis and Design Computations except for one storey and single detached building/structure w/ total Floor Area of 20.00 sq.m. or less	
4 Geotechnical Investigation Report/Boring and Load Test for building/ structure three (3) storey and higher	
E. SUPPLEMENTAL REQUIREMENTS (IF APPLICABLE)	1 set
1 Notarized Authorization Letter (for applicants representative)	
2 Affidavit of Undertaking, Consent, etc. (if necessary)	
3 Logbook (1 set)	
4 Expanding Envelope and ordinary folder to contain application documents	
Note: In case of large-scale Development subdivision, secure Development Permit from Sanguniang Bayan	

Evaluated by:

Signature over Printed Name
Date: