

## CHECKLIST OF REQUIREMENTS FOR SECURING

### BUILDING PERMIT

**1. Completely filled-up Application Form signed and sealed by Engineers for the following permits as the case may be.**

- Architectural
- Civil/Structural
- Electrical
- Mechanical
- Sanitary
- Plumbing
- Electronics
- Fencing
- Excavation

**2. Proofs of Ownership/Authority over property.**

- 5 copies of Lot Plans
  - 3 Photocopies of Tax Declaration
  - 3 Photocopies of TCT
  - 3 Photocopies of Tax Receipts and Clearance
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Additional requirements if applicants is not the owner:

- Contract to sell
- Lease Contract
- Deed of Sale or Absolute Sale
- Notarized Authority or Consent

**3. Technical Documents signed and sealed by Architect/Engineer.**

- 5 sets of Plans
- 5 copies of Specifications
- 5 copies of Bill of Materials
- Structural Analysis if two storey or more
- Photocopies of PTR
- Photocopies of PRC ID
- Soil Test if three storey or more

**4. Clearance from other regulating agencies as the case may be.**

- Locational and Zoning
- Barangay
- Homeowner's Association if located in a subdivision
- HLURB
- NHA
- DENR
- Others as may be required