



Republic of the Philippines  
City Government of Muntinlupa



OFFICE OF THE BUILDING OFFICIAL  
**MECHANICAL PERMIT**

APPLICATION NO.

MP NO.

BUILDING PERMIT NO.

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**BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)**

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP	USE OR CHARACTER OF OCCUPANCY	
ADDRESS NO.,	STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIP CODE
				TELEPHONE NO.
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK. NO. _____ TCT NO. _____ TAX DEC. NO. _____				
STREET _____ BARANGAY _____ MUNTINLUPA CITY				
<b>SCOPE OF WORK</b>				
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> DEMOLITION		_____
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> ANCILLARY BUILDING/STRUCTURE		_____
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHERS (Specify)		_____
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING	<input type="checkbox"/>		_____

**BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)**

**INSTALLATION AND OPERATION OF:**

<input type="checkbox"/> BOILER	<input type="checkbox"/> CENTRAL AIRCONDITIONING	<input type="checkbox"/> DUMBWAITER
<input type="checkbox"/> PRESSURE VESSEL	<input type="checkbox"/> MECHANICAL VENTILATION	<input type="checkbox"/> PUMPS
<input type="checkbox"/> INTERNAL COMBUSTION ENGINE	<input type="checkbox"/> ESCALATOR	<input type="checkbox"/> COMPRESSED AIR, VACUUM, INSTITUTIONAL and/or INDUSTRIAL GAS
<input type="checkbox"/> REFRIGERATION AND ICE MAKING	<input type="checkbox"/> MOVING SIDEWALK	<input type="checkbox"/> PNEUMATIC TUBES, CONVEYORS and/or MONORAILS
<input type="checkbox"/> WINDOW TYPE AIRCONDITIONING	<input type="checkbox"/> FREIGHT ELEVATOR	<input type="checkbox"/> FUNICULAR
<input type="checkbox"/> PACKAGED/ SPLIT TYPE AIRCONDITIONING	<input type="checkbox"/> PASSENGER ELEVATOR	
<input type="checkbox"/> OTHERS (Specify) _____	<input type="checkbox"/> CABLE CAR	

PREPARED BY \_\_\_\_\_

**BOX 3**

**DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS**

\_\_\_\_\_  
PROFESSIONAL MECHANICAL ENGINEER  
(Signed and Sealed Over Printed Name)  
Date: \_\_\_\_\_

Address \_\_\_\_\_

PRC No.	Validity
PTR No.	Date Issued
Issued at	TIN

**BOX 4**

**SUPERVISOR / IN-CHARGE OF MECHANICAL WORKS**

PROFESSIONAL MECHANICAL ENGINEER     MECHANICAL ENGINEER

\_\_\_\_\_  
(Signed and Sealed Over Printed Name)  
Date: \_\_\_\_\_

Address \_\_\_\_\_

PRC No.	Validity
PTR No.	Date Issued
Issued at	TIN

**BOX 5**

**APPLICANT**

\_\_\_\_\_  
(Signature Over Printed Name)  
Date \_\_\_\_\_

Address \_\_\_\_\_

C.T.C. No.	Date Issued	Place Issued
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**BOX 6**

**WITH MY CONSENT: LOT OWNER / BUILDING OWNER**

\_\_\_\_\_  
(Signature Over Printed Name)  
Date \_\_\_\_\_

Address \_\_\_\_\_

C.T.C. No.	Date Issued	Place Issued
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TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION

BOX 7

RECEIVED BY:	DATE:
<b>FIVE (5) SETS OF MECHANICAL DOCUMENTS</b>	
<input type="checkbox"/> MECHANICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
MECHANICAL					
OTHERS (Specify)					

BOX 9

ASSESSED FEES			
	AMOUNT DUE	O.R. NO.	DATE PAID
MECHANICAL			
OTHERS (Specify)			

BOX 10

**ACTION TAKEN**

**PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:**

1. That the proposed mechanical works shall be in accordance with the mechanical plans filed with this Office and in conformity with the latest Philippine Mechanical Code, the National Building Code and its IRR.
2. That prior to any mechanical installation, a duly accomplished prescribed **"NOTICE OF CONSTRUCTION"** shall be submitted to the Office of the Building Official.
3. That upon completion of the mechanical works, the licensed supervisor/in-charge shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents and shall also accomplish the certificate of completion stating that the mechanical works conform to the provision of the Philippine Mechanical Code, the National Building Code and its IRR.
4. That this permit is **null and void** unless accompanied by the building permit.
5. That a Certificate of Operation shall be issued for the continuous use of mechanical installations.

**PERMIT ISSUED BY:**

  
  
  
  

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**BUILDING OFFICIAL**

(Signature Over Printed Name)

Date: \_\_\_\_\_