



REQUIREMENTS FOR BUILDING PERMIT APPLICATION
- COMMERCIAL / OFFICE FIT-OUT -

Project Name/Description: Location:

1. Unified Application Form for Building Permit (4 original, notarized, duly accomplished)
2. Valid government issued ID and Company ID of all signatories / representative (1 original, 2 photocopy)
3. Contract of Lease (if Lessee) - (1 original, 1 photocopy)
OR Certified True Copy of Condominium Certificate of Title (CCT) - (if property Owner) (1 original, 1 photocopy)
4. Barangay Clearance for Construction with exact project description - (1 original, 1 photocopy)
5. Contractor's Tax / City Tax Certificate from BPLO - (1 original, 1 photocopy)
6. Construction Safety & Health Program (CSHP) approved by DOLE - (1 original, 1 photocopy)
7. Fire Safety Evaluation Clearance (FSEC) and Fire Safety Checklist - (Original OBO copy)
8. Duly accomplished Locational Clearance Application Form (1 original, notarized, duly accomplished)
9. Building Permit Forms: (2 original, duly accomplished)
• Architectural • Electrical • Sanitary/Plumbing • Mechanical • Electronics • Sign
10. Updated PTR, PRC, APO & TIN ID of professionals (front and back, with 3 original signatures and readable dry seal) - (1 original, 1 photocopy)
11. Complete Construction Design Plans (minimum Scale 1:100, Size 20"x30") - (5 original set)
• Cover Page (use Standard Form and Model Title Block for Building Plans) • Architectural • Electrical • Sanitary/Plumbing • Mechanical • Electronics • Sign
12. Detailed Estimated Cost of Construction / BOM including labor cost (3 original, notarized)
13. Detailed Project Technical Specification (3 original)
14. Electrical Design Analysis with Voltage Drop & Short Circuit Calculation (if not yet included in Electrical Plan) - (2 original)
15. Construction logbook for recording daily construction activities, manpower organization, weather and equipment use
16. Two (2) long white folders, one (1) long colorless expanding plastic envelope, and one (1) long brown envelope to consolidate documents

- ADDITIONAL REQUIREMENTS : (if applicable)
1. ☐ Computerized Authorization Letter to transact on behalf of owner/permittee - (1 original notarized, 1 photocopy)
2. ☐ Secretary's Certificate authorizing the signatory (if owner/permittee is Corporation) - (1 original notarized, 1 photocopy)
3. ☐ Certificate of Occupancy/Use of Base Building/Structure and approved As-Built Plans (if project location is not within mall / hi-rise bldg.) - (1 photocopy)
4. ☐ Homeowner's Clearance for Construction with exact project description (if with HOA) - (1 original, 1 photocopy)
☐ Locational Clearance (for Highly Technical, or as required) - (1 original, 1 photocopy)
5. ☐ Building Permit Forms (2 original, duly accomplished) and PTR/PRC of professional (1 original, 1 photocopy):
☐ Civil / Structural (if with additional floor, or as required)
6. ☐ Complete Construction Design Plans (minimum Scale 1:100, Size 20"x30") - (5 original set)
☐ Civil / Structural (if with additional floor, or as required)
7. ☐ Structural Engineer's Certification with supporting documents (for structures more than 15 years old , or as required) - (1 original)
8. ☐ Structural Calculation with Seismic Analysis & Design (if with additional floor, or as required) - (1 original)

REMARKS:

Receiving Officer: _____

☐ Complete Documents

Date Received: _____ Time Received: _____

☐ Incomplete Documents (Please submit documents with unchecked highlighted box)

Date Returned: _____ Time Returned: _____

Applicant Name: _____

Signature over Printed Name

NOTES:

- ONLY COMPLETE APPLICATION WILL BE ACCEPTED.
- Arrange requirements according to checklist for faster transaction.
- Fully accomplish application forms in legible handwriting or typewritten.
- Strictly No Erasures on forms, plans and other documents..
- No Safekeeping of documents. Non-compliant application will be returned to applicant.
- Surcharge, Admin. Fine shall be collected for constructing / installing without a permit.
- Bring this Checklist with detachable Claim Stub when submitting your application.
- Keep your CLAIM STUB at all times. "NO CLAIM STUB, NO RELEASE".

rev. 02/18/25

CLAIM STUB

Application Number : _____ Time Submitted : _____ Date Submitted : _____

Receiving Officer : _____
Signature over Printed Name Return Date : _____

Name of Applicant/Owner : _____

Location of Project : _____

Project Title : _____



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