



CHECKLIST OF REQUIREMENTS

BUILDING PERMIT

- Four (4) copies of duly accomplished and notarized Application Form for Building Permit and the necessary Ancillary Permit Forms
- Proof of lot/property ownership
 - a. In case the applicant is the registered owner of the lot, one (1) certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds
 - b. In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner
- Certification from a duly licensed and registered Geodetic Engineer that the proposed construction, renovation, alteration, repair or addition shall be within the property of the owner/applicant and will not encroach any adjoining property (*incorporated in the first page of Architectural Design Plans*)
- Four (4) sets of Survey Plans, Design Plans/Drawings, Specifications and other documents prepared, signed and sealed over the printed name of the respective duly licensed and registered design professionals, and approved by the owner/applicant
 - Architectural Documents (*Architect*)
 - Civil/Structural Documents (*Civil/Structural Engineer*)
 - Electrical Documents (*Professional Electrical Engineer*)
 - Mechanical Documents (*Professional Mechanical Engineer*)
 - Sanitary Documents (*Sanitary Engineer*)
 - Plumbing Documents (*Master Plumber*)
 - Electronics Documents (*Electronics Engineer*)
 - Geodetic Documents (*Geodetic Engineer*)
- Three (3) sets of Structural Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Civil/Structural Engineer (*Applicable for all buildings/structures except for one storey and single detached building/structure with a total floor area of 20.00 sq. meters or less*)
- Boring and Load Test (*Applicable for buildings/structures of three (3) storeys and higher, lower building structures for areas with potential geological/geotechnical hazards, or if necessary in accordance with the provisions of the National Structural Code of the Philippines-NSCP*)
- Three (3) sets of Electrical Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Professional Electrical Engineer
- One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three specimen signatures) and sealed by the respective professionals
- Four (4) sets of duly notarized Bill of Materials/Cost Estimate of the building or structure to be erected, signed and sealed over the printed name by a duly licensed and registered Architect or Civil Engineer, and approved by the owner/applicant
- One (1) Construction Logbook, signed and sealed over the printed name of the duly licensed and registered Civil Engineer or Architect-In-Charge of construction, and signed by the owner/applicant
- Certificate of Approval of Construction Safety and Health Program (CSHP) (*Department of Labor and Employment*)
- Certification that the project will NOT affect the Power Line Corridor, per Republic Act No. 11361 (*Albay Power and Energy Corporation*)
- Fire Safety Compliance Report (FSCR), if applicable (*as prescribed by the provisions of the Revised IRR of Fire Code of the Philippines*)
- Affidavit of Undertaking (*for clearances from National Government Agencies which can be submitted 30 days or less after the issuance of the Building Permit per JMC No. 2018-01, applicable for Simple Structures only*)
- Special Power of Attorney (for individuals) or Board Resolution/Secretary's Certificate (for corporations) for the authorized representative/signatory in behalf of the owner/applicant
- Other Zoning requirements, if necessary/applicable:
 - Affidavit of Non-Objection
 - Affidavit of Undertaking on Lot Occupancy
 - Barangay Resolution/Endorsement
 - Manifestation
 - Simple Subdivision Approval/Copy of Approved Subdivision Plan
 - Other pertinent documents based on the evaluation of the application

NOTE:

- The **contents of all design plans/drawings, specifications and other documents** prepared by the respective design professionals must be based from the requirements as prescribed by the provisions of **Rule III, Section 302 (Application for Permits) of the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)** and the latest **Zoning Ordinance** of the City
- Only **COMPLETE** and **COMPLIANT** applications will be accepted
- **"SIMPLE STRUCTURES,"** under JMC 2018-01, are defined as structures with a maximum floor area of 1,500 sq. m., which covers the following types of structures: (a) Single dwelling residential of not more than three (3) storeys; (b) Commercial buildings of not more than two (2) storeys; (c) Renovation within a mall with issued Building Permit; and (d) Warehouse storing non-hazardous substance.

REQUIRED SIZE OF BUILDING PLANS

- **A3 (297 mm x 420 mm) or Standard Size** for **RESIDENTIAL BUILDINGS**
- **Standard Size (20" x 30" or 30" x 40")** for **COMMERCIAL AND OTHER BUILDING TYPES**
- Plans must be drawn to scale of not less than **1:100 m** showing readable/clear/complete labels, dimensions and specifications