

# How to start your BUILDING PERMIT APPLICATION

1

Go to our website  
<https://legazpi.gov.ph/online-services-services/>  
and click Online Transactions image  
then click **Building Permit Application**

2

Proceed with the online application and duly  
accomplish all the required fields

3

Once the online application has been  
completed, print the system-generated  
application forms (Application for Building  
Permit and Ancillary Permits) and have them  
signed and sealed by the concerned  
professionals and the applicant/owner.

4

Submit your application along with the Tracking  
Number and all the other documentary  
requirements at the One-Stop-Shop for  
Construction Permits (OSCP), Ground Floor, City  
Engineer's Office Miguel Lopez de Legazpi  
Boulevard, Dapdap, Legazpi City

## REMINDER

*Take note of your Tracking Number which will server as reference for completing and submitting your application*