

**ISSUANCE OF BUILDING PERMIT**  
MUNICIPAL ENGINEERING OFFICE  
Monday – Friday (8:00 am – 5:00 pm)

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REQUIREMENTS:

1. Properly filled-up application forms duly signed and sealed by engineers concerned.
  - a. Application for Building Permit (5 copies)
  - b. Architectural / Civil Permit form (5 copies)
  - c. Electrical Permit form (5 copies)
  - d. Sanitary / Plumbing form (5 copies)
  - e. Mechanical Permit form (5 copies)
  - f. Electronic Permit form (5 copies)
  
2. Five (5) complete sets of detailed plans duly signed and sealed by engineers concerned.
  
3. Accessory requirements:
  - a. Structural design analysis for construction of two (2) or more storey building.
  - b. Boring and load test, seismic analysis, compressive strength for concrete and strength for re-bars for building of three (3) or more storey.
  - c. Photocopy of Proof of Property (5 copies)
    - i. Transfer Certificate of Title (TCT)
    - ii. Tax Declaration of property lot
    - iii. Current tax receipt
    - iv. Contract of sale / lease, deed of absolute sale, affidavit of consent of lot – owner in case the applicant is not registered owner of property
  
  - d. Bill of materials and specification signed and sealed.
  - e. Photocopy of PRC license and PTR number of design professionals.
  - f. Clearances from concerned agencies.
  - g. Locational and zoning clearance
  - h. Fire clearance
  - i. Barangay clearance
  - j. Other clearances from various authorities exercising and enforcing regulatory functions affecting building / structure.