



**CHECKLIST
 BUILDING PERMIT REQUIREMENTS**

Name: _____
 Project: _____
 Location: _____

- 1 Certificate of Lot Ownership
 - _____ a. Certified True Copy of Lot Title
 - _____ b. Certified True Copy of Latest Tax Declaration
 - _____ c. Current Real Property Tax Certification
- 2 In case the applicant is not registered lot owner
 - _____ a. Duly Notarized written consent from the Lot Owner/ Lease Contract/Deed of Absolute Sale
 - _____ b. Photo Copy of 1a, 1b,1c
- 3 In the absence of any existing Certificate of Title in the name of applicant
 - _____ a. Certified true copy of latest Tax Declaration
 - _____ b. Current Real Property Tax Certification
 - _____ c. Sworn Statement Affidavit to the effect that
 - _____ c.1. The Applicant is the owner/ claimant of the lot subject for application of Title
 - _____ c.2. Certification from the DENR regarding the present status of the land
- 4 Building Documents (6 sets each)
 - A. Building Plans signed & sealed by the ff:
 - _____ a.1 Sanitary / Plumbing Plans (Sanitary Engineer or Registered Master Plumber)
 - _____ a.2 Electrical Plans (Professional Electrical Engineer)
 - _____ a.3 Civil / Structural and Architectural Plans (Civil Engineer)
 - _____ a.4 Architectural Plans (Architect)
 - _____ b. Bill of Materials & Cost Estimates
 - _____ c. Structural Design & Analysis (above 20.sq.m. floor area)
 - _____ d. Building Plans Specifications
 - _____ e. Logbook for Construction

Checked & Verified by: _____
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