



# Appendix 6

## BOX 6 (SUBMITTALS TO BE CHECKED, RECEIVED AND RECORDED)

**FIVE (5) SETS EACH OF THE BUILDING DOCUMENTS SIGNED AND SEALED BY A DULY LICENSED PROFESSIONAL OF RESPECTIVE DISCIPLINES**

<input type="checkbox"/> LOT PLAN WITH VICINITY MAP	<input type="checkbox"/> SANITARY PLANS AND SPECIFICATIONS
<input type="checkbox"/> ARCHITECTURAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> PLUMBING PLANS AND SPECIFICATIONS
<input type="checkbox"/> CIVIL/STRUCTURAL PLANS (DESIGN AND COMPUTATION)	<input type="checkbox"/> ELECTRONICS PLANS AND SPECIFICATIONS
<input type="checkbox"/> ELECTRICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> OTHERS (Specify) _____
<input type="checkbox"/> MECHANICAL PLANS AND SPECIFICATIONS	

## BOX 7 (TO BE ACCOMPLISHED BY THE TECHNICAL STAFF OF THE DIFFERENT SECTIONS OF THE OFFICE OF THE BUILDING OFFICIAL) To be shown to THE applicant

RECEIVING AND PROCESSING	IN		OUT		PROGRESS FLOW	
	DATE	TIME	DATE	TIME	ACTION/REMARKS	PROCESSED BY
LOCATION/ZONING OF LAND USE						
LINE AND GRADE (Geodetic)						
ARCHITECTURAL						
CIVIL/STRUCTURAL						
ELECTRICAL						
MECHANICAL						
SANITARY						
PLUMBING						
ELECTRONICS						
INTERIOR						
OTHERS						
NOTED:						

CHIEF, PROCESSING AND EVALUATION DIVISION

## BOX 8 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

ASSESSED FEES	ASSESSED BY	AMOUNT DUE	DATE PAID	O.R. NUMBER	NSO
<input type="checkbox"/> FILING FEE					
<input type="checkbox"/> PROCESSING FEE					
<input type="checkbox"/> LOCATIONAL/ZONING OF LAND USE					
<input type="checkbox"/> LINE AND GRADE (Geodetic)					
<input type="checkbox"/> FENCING					
<input type="checkbox"/> ARCHITECTURAL					
<input type="checkbox"/> CIVIL/STRUCTURAL					
<input type="checkbox"/> ELECTRICAL					
<input type="checkbox"/> MECHANICAL					
<input type="checkbox"/> SANITARY					
<input type="checkbox"/> PLUMBING					
<input type="checkbox"/> ELECTRONICS					
<input type="checkbox"/> INTERIOR					
<input type="checkbox"/> ONE HALF (1/2) OF FIRE SERVICE FUND (FSF)					
<b>TOTAL</b>					
REVIEWED:					

CHIEF, PROCESSING AND EVALUATION DIVISION

## BOX 9 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

### BUILDING PERMIT

BP NO.  DATE ISSUED

Permit is issued to \_\_\_\_\_ for the proposed \_\_\_\_\_ under \_\_\_\_\_ of \_\_\_\_\_ (Owner/Applicant) (Type of Project) (Use or Character of Occupancy)

group \_\_\_\_\_, located at lot No. \_\_\_\_\_ block No. \_\_\_\_\_ OCT/TCT No. \_\_\_\_\_ Barangay \_\_\_\_\_, City/Municipality of \_\_\_\_\_

subject to the following:

- That the designer is aware that under Article 1723 of the Civil Code of the Philippines, he/she is responsible for damages if within fifteen (15) years from the completion of the building/structure, it should collapse due to defect in the plans or specifications or defect in the ground. He/She is therefore enjoined to conduct periodic inspections of the building/structure to ensure that the conditions under which the building/structure was designed are not being violated or abused.
- That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc shall be in conformity with the provisions of the National Building Code, and its IRR.
  - That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
  - That before commencing the excavation the person making or causing the excavation is to be made shall notify in writing the owner of adjoining property not less than ten (10) days before such excavation is to be made and show how the adjoining property should be protected.
  - That the supervising Architect/Civil Engineer shall keep at the jobsite at all times a logbook of daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded.
  - That upon completion of the construction, the said licensed supervising Architect/Civil Engineer shall submit the logbook duly signed and sealed to the Building Official including as-built plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, its IRR as well as the plans and specifications.
- That no building/structure shall be used until the Building Official has issued a Certificate of Occupancy therefor as provided in the Code. However, a partial Certificate of Occupancy may be issued for the Use/Occupancy of a portion or portions of a building/structure prior to the completion of the entire building/structure.
- That this permit shall not serve as an exemption form securing written clearances from various government authorities exercising regulatory function affecting buildings/structures.
- When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor.

**RECOMMENDING ISSUANCE OF BUILDING PERMIT:**

<p>_____                  CHIEF, PROCESSING AND EVALUATION DIVISION                  (Signature Over Printed Name)                  Date: _____</p>	<p>_____                  CHIEF, PROCESSING AND EVALUATION DIVISION                  (Signature Over Printed Name)                  Date: _____</p>
<p>PERMIT ISSUED: _____                  PINUNONG PANGGUSALI                  (Building Official)                  Date: _____</p>	