

Republic of the Philippines
City/Municipality of _____
Province of _____
OFFICE OF THE BUILDING OFFICIAL
APPLICATION FOR BUILDING PERMIT
☐ NEW ☐ RENEWAL ☐ AMENDATORY

APPLICATION NO.

[illegible]

AREA NO

[illegible]

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)

OWNER/APPLICANT		LASTNAME		FIRST NAME		M.I.		TIN	
FOR CONSTRUCTION OWNED BY ENTERPRISE				FORM OF OWNERSHIP					
ADDRESS: NO.,		STREET,		BARANGAY		CITY/MUNICIPALITY		ZIP CODE	
								TELEPHONE	
LOCATION OF CONSTRUCTION:		LOT NO. _____		BLK NO. _____		TCT NO. _____		TAX DEC. NO. _____	
STREET _____		BARANGAY _____		CITY/MUNICIPALITY OF _____					
SCOPE OF WORK									
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION				<input type="checkbox"/> DEMOLITION			
<input type="checkbox"/> ERECTION		<input type="checkbox"/> CONVERSION				<input type="checkbox"/> ACCESSORY BUILDING STRUCTURE			
<input type="checkbox"/> ADDITION		<input type="checkbox"/> REPAIR				<input type="checkbox"/> OTHERS (Specify)			
<input type="checkbox"/> ALTERATION		<input type="checkbox"/> MOVING							
USE OR CHARACTER OF OCCUPANCY									
<input type="checkbox"/> GROUP A : RESIDENTIAL, DWELLINGS		<input type="checkbox"/> GROUP F : INDUSTRIAL				<input type="checkbox"/> OTHERS (Specify)			
<input type="checkbox"/> GROUP B : RESIDENTIAL HOTEL, APARTMENT		<input type="checkbox"/> GROUP G : INDUSTRIAL STORAGE AND HAZARDOUS							
<input type="checkbox"/> GROUP C : EDUCATIONAL, RECREATIONAL		<input type="checkbox"/> GROUP H : RECREATIONAL, ASSEMBLY OCCUPANT LOAD LESS THAN 1000							
<input type="checkbox"/> GROUP D : INSTITUTIONAL		<input type="checkbox"/> GROUP I : RECREATIONAL, ASSEMBLY OCCUPANT LOAD 1000 OR MORE							
<input type="checkbox"/> GROUP E : BUSINESS AND MERCANTILE		<input type="checkbox"/> GROUP J : AGRICULTURAL, ACCESSORY							
NUMBER OF STOREYS _____					PROPOSED DATE OF CONSTRUCTION _____				
TOTAL FLOOR AREA _____ SQUARE METERS					EXPECTED DATE OF COMPLETION _____				
TOTAL ESTIMATED COST P _____					(For statistical purposes only)				

DO NOT FILL-UP (NSO USE ONLY)

[illegible]

BOX 2

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)

<p>_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____</p>	Address	
	PRC No.	Validity
	PTR No.	Date Issued
	Issued at	TIN

BOX 3

APPLICANT _____ Date _____ (Signature Over Printed Name)			WITH MY CONSENT: LOT OWNER _____ Date _____ (Signature Over Printed Name)		
Address _____			Address _____		
CTC No. _____	Date Issued _____	Place Issued _____	CTC No. _____	Date Issued _____	Place Issued _____

BOX 5

REPUBLIC OF THE PHILIPPINES)		S.S	
CITY/MUNICIPALITY OF)			
BEFORE ME, at the City/Municipality of _____,		on _____ personally appeared	
the following:			
_____ APPLICANT	_____ CTC No.	_____ Date Issued	_____ Place Issued
_____ LICENSED ARCHITECT OR CIVIL ENGINEER	_____ CTC No.	_____ Date Issued	_____ Place Issued
(Full-Time Inspector and Supervisor of Construction Works)			
whose signatures appear hereinabove, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same are their free and voluntary act and deed.			
WITNESS MY HAND AND SEAL on the date and place above written.			
Doc. No. _____			
Page No. _____			
Book No. _____			
Series of _____	_____ NOTARY PUBLIC (Until December _____)		

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

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)					
TOTAL					
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 _____ <small>(Owner/Applicant) (Type of Project) (Use or Character of Occupancy)</small> group _____, located at lot No. _____ block No. _____ OCT/TCT No. _____ Barangay _____, City/Municipality of _____ subject to the following:	
<ol style="list-style-type: none"> 1. 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. 2. 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. <ol style="list-style-type: none"> 2.1 That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer. 2.2 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. 2.3 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. 2.4 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. 3. 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. 4. That this permit shall not serve as an exemption form securing written clearances from various government authorities exercising regulatory function affecting buildings/structures. 5. When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor. 	
RECOMMENDING ISSUANCE OF BUILDING PERMIT:	
_____ CHIEF, PROCESSING AND EVALUATION DIVISION <small>(Signature Over Printed Name)</small> Date: _____	_____ CHIEF, PROCESSING AND EVALUATION DIVISION <small>(Signature Over Printed Name)</small> Date: _____
PERMIT ISSUED:	
_____ PINUNONG PANGGUSALI <small>(Building Official)</small> Date: _____	