



Republic of the Philippines
City of San Juan, Metro Manila
OFFICE OF THE BUILDING OFFICIAL

ONE-STOP SHOP

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION (NEW OR RENOVATION)
(Single Dwelling Residential / Commercial / Industrial / Others)

Name of Applicant / Owner: _____

Project Title: _____

Location of Project: _____

Telephone / Mobile No.: _____

Documents to be submitted fastened in a long folder:

Application No. _____

	REQUIREMENT	RECEIVED	VERIFIED
LEGAL DOCUMENTS AND CLEARANCES	A. LEGAL DOCUMENTS AND CLEARANCES		
	1. Notarized Unified Application Form for Building Permit and FSEC	4 copies	
	2. Blue copy of Transfer Certificate Title (TCT)	1 orig. copy	
	* IF LOT IS NOT IN THE NAME OF THE APPLICANT: Deed of Absolute Sale / Contract of Lease or Award Notice / Deed of Assignment or Donation	3 copies	
	3. Tax Declaration (Land and Building) / Tax Receipt / Tax Clearance	1 original	
	4. Supplemental documents (if applicable): a. Construction Safety & Health Program from DOLE b. Traffic Infact Analysis approved by MMDA c. Air Traffic Office Clearance for High-Rise Buildings and Towers) d. Environmental Compliance Certificate from DENR e. Clearance for Signages and Billboards from DPWH f. Contractor's PCAB License for projects under contract	1 original	
	* FOR RENOVATION: - Copies of previous building permit and or previous certificate of occupancy together with previous locational clearance and approved building plans (except for interior renovation inside major malls) - Affidavit of Undertaking, Consent, etc. (If necessary)	1 copy	
5. Barangay Clearance for Building Permit	1 original		
6. CENRO / Environmental Clearance Certificate, if applicable	photocopy		
APPLICATION FORMS	B. APPLICATION FORMS MUST BE DULY ACCOMPLISHED, SIGNED & SEALED BY THE PROFESSIONALS & SIGNED BY THE OWNER/S		
	1. Notarized Locational Clearance	1 copy	
	2. Building Permit	4 copies	
	3. Civil/Structural Permit	2 copies	
	4. Sanitary / Plumbing Permit	2 copies	
	5. Electrical Permit	2 copies	
	6. Mechanical Permit	2 copies	
	7. Electronics Permit	2 copies	
	8. Signage Permit	2 copies	
	9. CENRO Application	1 copy	
10. Notarized BPLO Contractor's Tax Permit Form	2 copies		

CLAIM STUB

Application No.: _____

Time & Date Applied / Submitted: _____

Received by: _____

Name of Applicant / Owner: _____

Location of Project: _____

Project Title: _____

Remarks: _____

*For updates and inquiries, please
call OBO at Tel. No. 8654-07-47
within four (4) working days.*

NOTE: Bring this claim stub upon claiming the Order of Payment / Building Permit

		REQUIREMENT	RECEIVED	VERIFIED
BUILDING PLANS AND DOCUMENTS	C. BUILDING PLANS AT MINIMUM SCALE 1:100 <i>(Signed by the owner, Signed and sealed by the professionals. For details, refer to Section 302 of the National Building Code of the Philippines (NBCP))</i>			
	1. Architectural Plans (Vicinity Map/Location Map, Site Dev't. Plan showing parking layout, property lines and for other details refer to National Building Code of the Phils. And latest Zoning Ordinance)	6 copies		
	2. Structural Plans duly signed & sealed by a Structural Engineer (New Construction and Additional or Vertical Expansion)	6 copies		
	3. Structural Analysis and Design calculation of building from 5.0 m and above duly signed & sealed by a Structural Engineer (New Construction and Additional or Vertical Expansion)	3 copies		
	4. Certificate of Structural Stability attached with evaluation report and joint certification duly signed & sealed by a Structural Engineer (additional floor levels and roof deck towers)	3 copies		
	5. Geodetic Documents: Resurveyed Lot Plan duly signed & sealed by a Geodetic Engineer (for New Construction and Additional or Horizontal Expansion)	2 copies		
	6. Soil Exploration / Boring Test (for 2 floors & above; including mezzanine loft /roof deck) in accordance to section 303 of NSCP 2015 (New Construction and Additional or Vertical Expansion)	3 copies		
	7. Excavation Methodology duly signed & sealed by an Architect and/or Civil Engineer	3 copies		
	8. Sanitary / Plumbing (Refer to the NBCP and Plumbing Code of the Phils.)	6 copies		
	9. Mechanical Plans duly signed & sealed by a Professional Mechanical Engineer (Refer to the NBCP and Mechanical Code of the Phils.)	6 copies		
	10. Electrical Plans (Refer to the NBCP and Electrical Code)	6 copies		
	11. Electrical Short Circuit Analysis and Voltage Drop Calculation duly signed & sealed by a Professional Electrical Engineer	3 copies		
	12. Electronic Plans duly signed & sealed by a Professional Electronics Engineer (Refer to the NBCP and Electronic Code)	6 copies		
	13. Earthquake Recording Instrument (ERI) as per NBCDO MC No. 01 series 2015, if applicable			
	14. Fire Protection Plans (including plans for fire detection and alarm system [for details refer to Fire Code of the Philippines]).	6 copies		
	15. Bill of Materials / Cost Estimate duly signed and sealed the Architect / Engineers in their respective fields	4 copies		
	16. Technical Specifications duly signed & sealed by Engineers in their respective fields	2 copies		
17. Softcopy / Electronic file for all submitted plans and Bill of Materials in USB.				
SUPPORTING PAPERS	D. SUPPORTING DOCUMENTS			
	PRC IDs (back to back) of Professionals (Colored and clear copy of original; Signed & Sealed)	4 copies		
	PTR of Professionals (Colored and clear copy of original; Signed & Sealed)	4 copies		
	Valid ID of owner/s	4 copies		
	Notarized Authorization Letter of Representative			
	a. ID of Representative			
	Special Power of Attorney for multiple owners			
	For Corporation, copy of Articles of Incorporation			
	For Corporation, copy of Secretary Certificate designating the authorized signatory			
	a. ID of Corporate Secretary			
	b. ID of authorized signatory			
	CEDULA of owner or authorized signatory			
Logbook	1			

NOTE: Bring this Checklist with detachable Claim Stub when submitting your application.

Received by: _____

Date: _____