



Republic of the Philippines
City of San Juan, Metro Manila

OFFICE OF THE BUILDING OFFICIAL

ONE-STOP SHOP

DOCUMENTARY REQUIREMENTS FOR **REPAIR PERMIT** APPLICATION

(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. _____

	DOCUMENTS	REQUIREMENT	RECEIVED	VERIFIED
1.	Application Form duly signed & sealed by an Architect / Civil Engineer (notarized)	3 copies		
2.	Colored photocopies of PRC ID & PTR with original signed & sealed (if applicable)	2 copies		
3.	Barangay Clearance for Repair Permit (OBO)	1 original		
4.	Layout Plan (if applicable) duly signed & sealed by an Architect / Civil Engineer	2 sets		
5.	Copy of Transfer Certificate of Title (TCT) & Tax Declaration	2 copies		
6.	Contract of Lease (for tenant)	2 copies		
7.	Authorization from the owner (if leased)	2 copies		
8.	Authorization to sign and process from the owner (for representative)			
9.	Site photos (building facade & interior)	2 copies		
10.	Secretary's Certificate (if applicable)	2 copies		
11.	Articles of Incorporation (if applicable)	2 copies		
12.	Any Government-issued ID for Owner / Applicant	2 copies		

Received by: _____

Date: _____