

REQUIREMENTS FOR SECURING BUILDING PERMITS

- 3 Copies – Locational Clearance (from CPDO)
- 6 Sets – Plans (Signed & Sealed by Engineers)
- 5 Copies – Bill of Materials (Signed & Sealed by Engineer)
- 5 Copies – Specifications (Signed & Sealed by Engineer)
- 2 Copies – Xerox of PRC ID & PTR of All Signing Engineers
- 5 Copies – True Copy of Title (Contract to Sell)
- 5 Copies – Tax Declaration
- 5 Copies – Tax Receipt (Updated)
- 5 Copies – Barangay Clearance for Bldg. Permit Use
(Including Original Copy)
- 1 Pc – Long Folder

IF NEEDED:

- 2 Copies – Structural Computation (Signed & Sealed by Engineer)
- 2 Copies – Boring Test (Signed & Sealed by Engineer)
- 3 Copies – Secretary’s Certificate (If Applicant is a Corporation)
- 2 Copies – Contractor’s Tax Certificate

**APPLICATION WITH INCOMPLETE REQUIREMENTS
WILL NOT BE RECEIVED AND PROCESSED**

For Comments, Suggestions and Inquiries Look for:

**ENGR. JOSELITO M. GUEVARRA – Building Official
(049) 576-1985**

REQUIREMENTS FOR SECURING CERTIFICATE OF OCCUPANCY

- Xerox Copy of Bldg./Elec’l/Sanitary Permits (Back-to-Back)
- Xerox Copy of PRC ID/PTR of All Signing Engineers
- Sketch of Location
- One Set of Approved Plan
- Note: **Completely** Fill-up This Form (Owner or Authorized Representative Must Sign on Conforme)*
- Application with Incomplete Requirements **Will Not be Accepted**

**REQUIREMENTS FOR SECURING CERTIFICATE OF FINAL
ELECTRICAL INSPECTION (CFEI)**

- Yellow Card (from Meralco)
- Xerox Copy of True Copy Title(TCT)
- Affidavit of Undertaking (If the TCT is not under the name of the Applicant)
- Sketch of Location
- Barangay Clearance for Meralco Purposes
- Note: Application with Incomplete Requirements **Will Not be Accepted***