



Republic of the Philippines
 City / Municipality of Batangas
 Province of Batangas
OFFICE OF THE BUILDING OFFICIAL

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

- Four (4) copies of filled up Application Form for Building Permit and FSEC
- Filled-up Application Form for Locational Clearance (Zoning)
- Photocopy of Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational /Vicinity map from LRA (if lessee, Contract of Lease)/1 certified thru copy of Tax Declaration(Zoning)/ current tax receipts
- Four (4) sets of Survey Plans, design plans and other documents as follows duly accomplished signed and sealed by professionals
 - A) Architectural Documents
 - B) Civil / Structural Documents
 - C) Electrical Documents
 - D) Mechanical Documents
 - E) Sanitary Documents
 - F) Plumbing Documents
 - G) Electronics Documents
 - H) Geodetic Documents
 - I) Fire Protection Plan (If applicable)
 - Automatic Fire Suppression System
 - Wet Stand Pipe
 - Dry Stand Pipe
 - Kitchen Hood Suppression
 - Fire Detection & Alarm System
- 1 photocopy of Valid Licenses (PRC I.D.) & PTR of all involved professionals (BFP) w/ 3 specimen signature
- 1 original/1 photocopy of notarized estimated value of the building / structure to be erected as declared by the owner
- Construction Safety and Health Program w/ certificate of safety officer w/ folder (COSH)
- Boring test for 3 storey and above (CEO)
- 4 copies of Bill of materials/cost estimate signed and sealed by Engr. / Architect
- 1 copy of Barangay Clearance (Zoning) to construct
- Electrical Design Analysis from 60 amp and above w/ folder signed and sealed by design PEE
- 2 copies Structural Design Analysis w/ folder signed and sealed w/ Civil Engineer for 2 storey and above
- Special Power of Attorney (if Representative)
- ENRO (CEC) (1) copy of Proposed Greening Plan for commercial Bldg.
- 1 copy DENR permits (Industrial, Resort, Gasoline Station, Hospital, Hotel, Piggery & Poultry)
- 1 copy of proposal biosecurity and waste disposal for Agricultural Bldgs. (OCVAS)
- 5 copies Specifications signed and sealed by Engineer/ Architect

REMARKS:

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes.)
 - Name of Receiving Officer : _____
 - Date & Time Returned : _____
 - Signature of Applicant : _____

NOTES:

- All application forms are available in the OSCP and/or on the website.
- All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports.
ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.
- **Bring this Checklist when submitting your application.**
- **Keep your Acknowledgement Follow up Slip at all times; "NO AFS, NO RELEASE"**

**For updates and inquiries, please call OSCP at landline no.702-9217 within four (4) working days.*