



ONE-STOP SHOP FOR CONSTRUCTION PERMIT

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION

(SIMPLE, COMPLEX & HIGHLY TECHNICAL APPLICATIONS)

A. UNIFIED APPLICATION FORM FOR BUILDING PERMIT

- Owner's Copy
- Building Permit - Building Permit Division (CEO)
- Certificate of Zoning Compliance - Zoning Division (CPDO)
- Fire Safety Evaluation Certificate (FSEC) - Bureau of Fire Protection (BFP)

**Note to the owner: 2 copies shall be required by Notary Public & 1 copy IF required for Mortgage / Home / Pag-ibig loan application*

B. UNIFIED APPLICATION FORM FOR BUILDING PERMIT

B.1 Ancillary Permits & other Documents under Sec.302 of NBCP (4 SETS); As applicable.

- | | |
|--|---|
| <input type="checkbox"/> a. Architectural Permit, plans & documents | <input type="checkbox"/> e. Sanitary Permit, plans & documents |
| <input type="checkbox"/> b. Civil/Structural Permit, plans & documents | <input type="checkbox"/> f. Plumbing Permit, plans & documents |
| <input type="checkbox"/> c. Electrical Permit, plans & documents | <input type="checkbox"/> g. Electronics Permit, plans & documents |
| <input type="checkbox"/> d. Mechanical Permit, plans & documents | |

B.2. Accessory Permits & other Documents under Sec.302 of NBCP (4 SETS); As applicable.

- | | |
|--|---|
| <input type="checkbox"/> a. Fence Permit, plans & documents | <input type="checkbox"/> e. Scaffolding Permit, plans & documents |
| <input type="checkbox"/> b. Excavation and Ground Preparation Permit, plans & documents | <input type="checkbox"/> f. Sign Permit, plans & documents |
| <input type="checkbox"/> c. Sidewalk Construction Permit, plans & documents | <input type="checkbox"/> g. Demolition Permit, plans & documents (1 copy shall be submitted to City Assessors Office) |
| <input type="checkbox"/> d. Temporary Sidewalk Enclosure and Occupancy Permit, plans & documents | |

B.3. Other related documents

- a. Geodetic Plans & Documents for CPDO & CEO-BPD (Survey Plan, Tech'l Data Sheet, Toposurvey, IF Applicable)
- b. Fire Safety Documents for BFP (E.g. for Hot Works Permit)
- c. Three (3) Photocopies of Valid Licenses (PRC I.D) & PTR of ALL INVOLVED professionals w/ 3 original specimen signature & dry seal.
- d. Bill of Materials/Cost Estimate and Technical Specifications signed and sealed by Engineer/Architect (5 sets)

C. Applicant as registered OWNER of the lot;

- Certified True Copy of either Original Certificate of Title(OCT)/ Transfer Certificate of Title (TCT) on file with the Registry of Deeds
- Tax Declaration (Photocopy)
- Current Real Property Tax receipt
- Site Pictures with Owner's signature

D. Applicant is NOT the registered owner of the lot, in addition to the above;

- | | |
|--|--|
| <input type="checkbox"/> Special Power of Attorney or Notarized copy of the registered owner's Written Consent | <input type="checkbox"/> Any notarized valid proof of land ownership or possession |
| <input type="checkbox"/> Notarized copy of Contract of Lease; or | <input type="checkbox"/> Extra Judicial Settlement (Tagapagmana) |
| <input type="checkbox"/> Notarized Deed of Absolute Sale; or | <input type="checkbox"/> In lieu of the CTC of OCT/TCT, the applicant may submit a Lot Plan generated thru Parcel Verification Service of the Land Registration Authority (LRA). |
| <input type="checkbox"/> Notarized Deed of Conditional Sale; or | |
| <input type="checkbox"/> Notarized Deed of Donation; or | |

E. Clearances/Certification; As applicable.

- Barangay Clearance - Proposed Project & Owner should be stated.
- Special Power of Attorney/ Secretary's Certificate/ Authority to sign, together with valid IDs of the representative and applicant.
- DPWH Clearance (if project is along National/Provincial Road)
- Land Use Certificate
- Submission or Notarized Undertakings of such clearances (within 30 days) under Section 302 (12) b of the IRR of the NBCP & other construction related permits.

Remarks:

- Complete Documents
- Incomplete Documents (Please submit documents with unchecked boxes.)
- Digital copy of plans sent to oscp.batangascity2024@gmail.com (Subject: [APPLICATION NUMBER] [NAME OF APPLICANT])

Receiving Officer (Name): _____ **Date/Time:** _____

Signature of Applicant: _____

Notes:

- All application forms are available in the OSCP.
- All the fully accomplished forms and requirements must be fastened in a **LONG FOLDER** except for the Drawing Plans and reports.
- Bring this Checklist when submitting your application.
- **Keep your Acknowledgement Follow up Slip at all times; "NO AFS, NO RELEASE"**