



Republic of the Philippines
Municipality of Pagbilao
Province of Quezon
OFFICE OF THE BUILDING OFFICIAL

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION

(Single Dwelling Residential / Commercial / Industrial / Others)

LEGAL DOCUMENTS AND CLEARANCES

- ☐ Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Notarized copy of Deed of Absolute Sale or Notarized copy Lot Locational Plan from LRA (if lessee, Contract of Lease)
- ☐ Tax Declaration
- ☐ Tax receipt (present year)
- ☐ Affidavit of Undertaking (if applicable, please specify)
- ☐ Authorization Letter/ Special Power of Attorney
- ☐ Barangay Clearance/Certification

BUILDING PERMIT REQUIREMENTS

Forms

- ☐ Seven (7) copies of filled up Unified Application Form for Building Permit (notarized, signed, and sealed by Architect/Engineer)
- ☐ Six (6) copies of filled up Architectural Form (signed, and sealed by Architect)
- ☐ Six (6) copies of filled up Civil Structural Form (signed, and sealed by Civil Engineer/Structural Engineer)
- ☐ Six (6) copies of filled up Electrical Permit Form (signed and sealed by Professional Electrical Engineer)
- ☐ Six (6)) copies of filled up Mechanical Permit Form (signed and sealed by Professional Mechanical Engineer)
- ☐ Six (6)) copies of filled up Sanitary Permit Form (signed and sealed by Sanitary Engineer)
- ☐ Six (6)) copies of filled up Plumbing Permit Form (signed and sealed by Master Plumber / Sanitary Engineer)
- ☐ Six (6)) copies of filled up Electronics Permit Form (signed and sealed by Professional Electronics Engineer)
- ☐ Seven (7) copies of the filled-up Fencing Permit Form (notarized signed, and sealed by Architect/Civil Engineer)
- ☐ Six (6) copies of filled-up Sign Permit (signed, and sealed by Civil Engineer)
- ☐ Six (6) copies of filled up Excavation Permit Form (signed, and sealed by Civil Engineer)

Six (6) copies of Design Plans

- ☐ Architectural plan duly signed and sealed by licensed Architect and by the owner.
- ☐ Structural plan duly signed and sealed by licensed Civil/Structural Engineer and by the owner.
- ☐ Electrical plan duly signed and sealed by licensed Professional Electrical Engineer and by the owner.
- ☐ Mechanical plan duly signed and sealed by licensed Professional Mechanical Engineer and by the owner.
- ☐ Sanitary plan duly signed and sealed by licensed Sanitary Engineer and by the owner.
- ☐ Plumbing plan duly signed and sealed by licensed Master Plumber / Sanitary Engineer and by the owner.
- ☐ Electronics plan duly signed and sealed by licensed Professional Electronics Engineer and by the owner.
- ☐ Lot plan duly signed and sealed by licensed Geodetic Engineer and by the owner.
- ☐ Complete Signage drawing plan, signed and sealed by licensed Civil/Structural Engineer and by the owner.
- ☐ Complete drawing plan of fence. Signed and sealed by licensed Civil/Structural Engineer and by the owner

SUPPORTING DOCUMENTS must be signed and sealed by the professionals.

- ☐ Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals and current Professional Tax Receipts
- ☐ Photocopy of identification card of the owner and authorized person.
- ☐ Bill of materials duly signed and sealed by licensed Architect/Civil/Structural Engineer and by the owner.
- ☐ Approved Construction Safety and Health Program from DOLE. (Online application)
- ☐ Department of Public Works and Highway Clearance (If along the highway)
- ☐ Department of Environment and Natural Resources Clearance (ECC, Foreshore Lease Agreement, etc.)
- ☐ Line Attachment Clearance (for Telecom Service Provider)
- ☐ Geotech Report/Soil Boring Test Report with photocopy of valid PRC ID of Geotech Engineer (for structures which are at least 3 storeys high)
- ☐ Structural Analysis and Design Computation, if involving structural members duly signed and sealed by licensed Civil/Structural Engineer and by the owner. (If fence is higher than 1.80mts)
- ☐ Project Specifications duly signed and sealed by licensed Civil/Structural Engineer and by the owner.
- ☐ Others: _____

FIRE SAFETY EVALUATION CLEARANCE REQUIREMENTS

- ☐ Fire Safety Evaluation Clearance Application Form
- ☐ I) Fire Protection Plan (If applicable)
 - ☐ Automatic Fire Suppression System
 - ☐ Wet Stand Pipe
 - ☐ Dry Stand Pipe
 - ☐ Kitchen Hood Suppression
 - ☐ Fire Detection & Alarm System
 - ☐ Fire Extinguisher Location

REMARKS:

☐ Complete Documents

☐ Incomplete Documents

Name of Receiving Officer : _____
Date & Time Returned : _____
Signature of Applicant : _____

NOTES:

- 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.**

CLAIM STUB

Application No. : _____
Time & Date Applied/Submitted : _____
Return Date : _____
Receiving Officer : _____
(Signature over Printed Name)
Name of Applicant/Owner : _____
Location of Project : _____
Project Title : _____



**For updates and inquiries, please call Pagbilao Municipal Engineering Office at nos. (042)797-0935 or email us on meopagbilao@gmail.com within four (4) working*

NOTE: Bring this claim stub upon claiming the Order of Payment/ Building Permit, FSE C & other documents.

NOTE: FOR FURTHER INSTRUCTION PLEASE COORDINATE TO ENGINEERING DEPARTMENT