



Republic of the Philippines  
City of San Pedro, Laguna  
OFFICE OF THE BUILDING OFFICIAL  
**REQUIREMENTS FOR SECURING BUILDING PERMIT**



- ☐ Properly filled-up application forms and duly signed and sealed by licensed architect / engineers concerned, accomplished in 5 copies each
- ☐ 5 Complete Sets of Plans, Bill of Materials, Specifications, Site Development Plan signed and sealed by architect / engineers concerned
- ☐ 5 Sets - Electronics Diagram for Institutional, Commercial and Industrial Only.
- ☐ 1 copy - Relocation Survey Certificate & Ground Verification Survey Plan with Technical Description and Vicinity Map (Signed and Sealed by Geodetic Engineer)

**\*\*In case the lot is in Mother Title, provide:**

- ☐ Segregation of Lot
- ☐ Technical Description

**\*\*In case the lot is in commercial building, provide:**

- ☐ Key Plan
- ☐ 1 copy - Colored Photocopy of PRC ID & updated PTR of all signing Architect / Engineers on plans (including the Geodetic Engineer)
- ☐ 1 copy - Structural Analysis (Signed & Sealed by Structural Engineer); **for Two (2) Storey & above (MANDATORY)**
- ☐ 3 copies - Structural Certification (Signed & Sealed by Structural Engineer or Civil Engineer with 10 years of experience)
- ☐ 1 copy - Soil Boring Test (Signed & Sealed by Civil Engineer); **for Two (2) Storey with Deck & Above (MANDATORY)**
- ☐ 1 Original & Photocopy - CDRMO / PHIVOLCS Clearance - locations near the fault line
- ☐ Locational Clearance / Land Use and Zoning Clearance (From Zoning Office)
- ☐ 1 Original & Photocopy - Certified True Copy of Transfer Certificate of Title;

**\*\*In case the applicant is not the registered owner of the lot, any of the following duly notarize documents showing proof of ownership shall be submitted:**

- ☐ Contract of Lease, with attached title
- ☐ Notice of Award / Deed of Donation, with attached title
- ☐ Deed of Absolute Sale / Contract to Sell, with attached title
- ☐ Authority to Construct / Affidavit of Consent from the Lot Owner / Deed of Usufruct, with attached title
- ☐ Valid ID of the Lot Owner & Applicant

**\*\*In case the registered owner of the lot is deceased, provide notarize document of the following:**

- ☐ Affidavit of Heirs
- ☐ Extra Judicial Settlement of Estate
- ☐ Death Certificate of the deceased Owner
- ☐ PSA Birth Certificate of Heir/s (if the deceased owner is the parent/ spouse/ children/ etc., / of applicant)
- ☐ Authorization Letter for the representative transacting the permit
- ☐ Valid ID of Heir/s & representative

**\*\*In case the registered owner of the lot is single, provide:**

- ☐ Marriage Contract
- ☐ Valid ID

**\*\*In case the registered owner of the lot is in abroad, provide:**

- ☐ Consularized Special Power of Attorney (executed and signed abroad at the Philippine Embassy of the country where the requesting OFW resides)
- ☐ Authorization Letter for the representative transacting the permit
- ☐ Valid ID of the OFW & Representative

- ☐ 1 copy - Certified True Copy of Tax Declaration for Land and Building
- ☐ 1 copy - Real Property Tax Receipt (**CURRENT YEAR**)
- ☐ 1 Original & Photocopy - DOLE Clearance of Approval for Construction Safety Program (From DOLE R-4A Office, Calamba, Laguna)
- ☐ 1 Original & Photocopy - Barangay Clearance for Construction Use
- ☐ 1 Original & Photocopy - Homeowner's Clearance for Construction Use or Developer's Clearance/Approval for Construction Use
- ☐ 1 copy - Colored Photocopy of Valid ID with three (3) specimen signature of applicant and lot owner
- ☐ 1 copy - CENRO Clearance (submit 1 set of plan and bill of materials for the endorsement letter)
- ☐ 1 copy - Contractor's Tax Receipt from City Treasury Office
- ☐ 1 copy - Fire Safety Evaluation Clearance **\*an endorsement letter will be given after all the requirements have been completed\***
- ☐ 1 copy - Neighbors' Consent (construction of firewall along boundary) with attached VALID ID of all signing neighbors
- ☐ 1 copy - Secretary Certificate duly notarize (**for corporation**) with attached Valid ID of corporate secretary & authorized representative
- ☐ 1 copy - Authorization Letter with attached Valid ID (for representative transacting the permit-allowing to process and/or sign)
- ☐ 1 copy - DENR Clearance (ECC)
- ☐ 1 copy - LLDA Clearance
- ☐ 1 copy - Clearance from Civil Aviation Authority (CAA) formerly Air Transportation Office (ATO)

OTHERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ Expandable Envelope - Please refer to the color coding below.

**YELLOW** Expandable Envelope and Folder (both in legal size) for **RESIDENTIAL**

**RED** Expandable Envelope and Folder (both in legal size) for **COMMERCIAL**

**VIOLET** Expandable Envelope and Folder (both in legal size) for **INDUSTRIAL**

**BLUE** Expandable Envelope and Folder (both in legal size) for **INSTITUTIONAL**

**APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED**

For inquiries:

CALL: (02) 8808-2020 local 205 and 206

TEXT: 0991 925 3896

E-mail: [officeofthebuildingofficial@gmail.com](mailto:officeofthebuildingofficial@gmail.com)



# UNIFIED APPLICATION FORM FOR BUILDING PERMIT

☐ SIMPLE  
☐ NEW

☐ RENEWAL

☐ COMPLEX  
☐ AMENDATORY

THIS APPLIES ALSO FOR: ☐ LOCATIONAL CLEARANCE

☐ FIRE SAFETY EVALUATION CLEARANCE

APPLICATION No. \_\_\_\_\_

AREA No.

[illegible][illegible]**BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)**

<b>✓ OWNER / APPLICANT</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>M.I.</b>	<b>✓ TIN</b>
<b>FOR A CONSTRUCTION OWNED BY AN ENTERPRISE</b>		<b>✓ FORM OF OWNERSHIP</b>		
<b>✓ ADDRESS:</b> No., STREET SUBD./VILLAGE BARANGAY, CITY/MUNICIPALITY ZIP CODE				<b>✓ CONTACT No.</b>
<b>✓ LOCATION OF CONSTRUCTION:</b> LOT No. _____ BLK No. _____ HOUSE No. _____ TCT No. _____ CURRENT TAX DEC No. _____				
STREET _____ SUBD./VILLAGE _____ BARANGAY _____ CITY OF SAN PEDRO, LAGUNA				
<b>✓ SCOPE OF WORK</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> NEW CONSTRUCTION  <input type="checkbox"/> ERECTION _____  <input type="checkbox"/> ADDITION _____  <input type="checkbox"/> ALTERATION _____         </div> <div style="width: 33%;"> <input type="checkbox"/> RENOVATION _____  <input type="checkbox"/> CONVERSION _____  <input type="checkbox"/> REPAIR _____  <input type="checkbox"/> MOVING _____         </div> <div style="width: 33%;"> <input type="checkbox"/> RAISING _____  <input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE _____  <input type="checkbox"/> LEGALIZATION OF EXISTING BUILDING _____  <input type="checkbox"/> OTHERS (Specify) _____         </div> </div>				
<div style="display: flex;"> <div style="flex: 1;"> <b>✓ USE OR CHARACTER OF OCCUPANCY</b>  <input type="checkbox"/> <b>GROUP A : RESIDENTIAL (DWELLINGS)</b>  <input type="checkbox"/> SINGLE <input type="checkbox"/> DUPLEX <input type="checkbox"/> RESIDENTIAL R-1, R-2  <input type="checkbox"/> OTHERS _____  <input type="checkbox"/> <b>GROUP B : RESIDENTIAL</b>  <input type="checkbox"/> HOTEL <input type="checkbox"/> MOTEL <input type="checkbox"/> TOWNHOUSE  <input type="checkbox"/> DORMITORY <input type="checkbox"/> BOARDING HOUSE,  <input type="checkbox"/> RESIDENTIAL R-3, R-4, R-5 <input type="checkbox"/> LODGING HOUSE  <input type="checkbox"/> OTHERS _____  <input type="checkbox"/> <b>GROUP C : EDUCATIONAL &amp; RECREATIONAL</b>  <input type="checkbox"/> SCHOOL BUILDING <input type="checkbox"/> SCHOOL AUDITORIUM,  <input type="checkbox"/> CIVIC CENTER <input type="checkbox"/> GYMNASIUM  <input type="checkbox"/> CLUBHOUSE <input type="checkbox"/> CHURCH, MOSQUE,  <input type="checkbox"/> OTHERS _____ TEMPLE, CHAPEL  <input type="checkbox"/> <b>GROUP D : INSTITUTIONAL</b>  <input type="checkbox"/> HOSPITAL OR SIMILAR STRUCTURE  <input type="checkbox"/> HOME FOR THE AGED  <input type="checkbox"/> GOVERNMENT OFFICE  <input type="checkbox"/> OTHERS _____         </div> <div style="flex: 1;"> <input type="checkbox"/> <b>GROUP E : COMMERCIAL</b>  <input type="checkbox"/> BANK <input type="checkbox"/> STORE <input type="checkbox"/> SHOPPING  <input type="checkbox"/> DRINKING/DINING CENTER/MALL  <input type="checkbox"/> ESTABLISHMENT  <input type="checkbox"/> SHOP (i.e. DRESS SHOP, TAILORING, BARBERSHOP, etc.)  <input type="checkbox"/> OTHERS _____  <input type="checkbox"/> <b>GROUP F : LIGHT INDUSTRIAL</b>  <input type="checkbox"/> FACTORY/PLANT (USING INCOMBUSTIBLE/              NON-EXPLOSIVE MATERIALS)  <input type="checkbox"/> OTHERS _____  <input type="checkbox"/> <b>GROUP G : MEDIUM INDUSTRIAL</b>  <input type="checkbox"/> STORAGE/ WAREHOUSE (FOR              HAZARDOUS/ HIGHLY FLAMMABLE              MATERIALS)  <input type="checkbox"/> FACTORY (FOR HAZARDOUS/ HIGHLY              FLAMMABLE MATERIALS)  <input type="checkbox"/> OTHERS _____         </div> <div style="flex: 1;"> <input type="checkbox"/> <b>GROUP H : ASSEMBLY (OCCUPANT              LOAD LESS THAN 1,000)</b>  <input type="checkbox"/> THEATER, AUDITORIUM, CONVENTIONAL              HALL, GRANDSTAND BLEACHER  <input type="checkbox"/> OTHERS _____  <input type="checkbox"/> <b>GROUP I : ASSEMBLY (OCCUPANT              LOAD 1,000 OR MORE)</b>  <input type="checkbox"/> COLISEUM, SPORTS COMPLEX,              CONVENTIONAL CENTER AND SIMILAR              STRUCTURE  <input type="checkbox"/> OTHERS _____  <input type="checkbox"/> <b>GROUP J : (J-1) AGRICULTURAL</b>  <input type="checkbox"/> BARN, GRANARY, POULTRY HOUSE,              PIGGERY, GRAIN MILL, GRAIN SILO  <input type="checkbox"/> OTHERS _____  <input type="checkbox"/> <b>GROUP J : (J-2) ACCESSORIES</b>  <input type="checkbox"/> PRIVATE CARPORT/ GARAGE, TOWER,              SWIMMING POOL, FENCE OVER 1.80m, STEEL /              CONCRETE TANK  <input type="checkbox"/> OTHERS _____         </div> </div>				
<b>✓ OCCUPANCY CLASSIFIED</b> _____ <b>✓ NUMBER OF UNITS</b> _____ <b>✓ NUMBER OF STOREY</b> _____ <b>✓ TOTAL FLOOR AREA</b> _____ SQ.M <b>✓ LOT AREA</b> _____ SQ.M		<b>✓ TOTAL ESTIMATED COST: P</b> _____ BUILDING _____ ELECTRICAL _____ MECHANICAL _____ ELECTRONICS _____ PLUMBING _____ <b>COST OF EQUIPMENT INSTALLED:</b> <b>P</b> _____ <b>P</b> _____ <b>P</b> _____ <b>P</b> _____		
<b>PROPOSED DATE OF CONSTRUCTION:</b> _____		<b>EXPECTED DATE OF COMPLETION:</b> _____		

DO NOT FILL-UP  
(PSA USE ONLY)

**✓ BOX 2**

**FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)**

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 0.5em;"></div> <div style="text-align: center;"> <b>ARCHITECT OR CIVIL ENGINEER</b>          (Signed and Sealed Over Printed Name)          Date       </div>	Address	
	PRC No.	Validity
	PTR No.	Date Issued
	Issued at	TIN

**BOX 3**

✓ APPLICANT:

<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="border-bottom: 1px solid black; width: 60%;"></div> <div style="border-bottom: 1px solid black; width: 35%; text-align: right;">Date</div> </div> <div style="text-align: center; margin-top: 5px;">(Signature Over Printed Name)</div>		
Address		
Gov't Issued ID No.	Date Issued	Place Issued

## BOX 4

☒ WITH MY CONSENT: LOT OWNER / AUTHORIZED REPRESENTATIVE

<p>_____ Date _____</p> <p>(Signature Over Printed Name)</p>		
Address		
Gov't Issued ID No.	Date Issued	Place Issued

**BOX 5**

REPUBLIC OF THE PHILIPPINES )S.S  
 CITY/MUNICIPALITY OF \_\_\_\_\_ )  
 BEFORE ME, at the City/Municipality of \_\_\_\_\_, on \_\_\_\_\_ personally appeared the following:

✓ _____	_____	_____	_____
APPLICANT	Gov't Issued ID No.	Date Issued	Place Issued
✓ _____	_____	_____	_____
LICENSED ARCHITECT OR CIVIL ENGINEER	Gov't Issued ID No.	Date Issued	Place Issued

(Full-time Inspector and Supervisor of Construction Works)

whose signatures appear herein above, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC (Until December \_\_\_\_\_)

ASSESSED FEES	ACCOUNT	BASIS OF ASSESSMENT	AMOUNT DUE	ASSESSED BY
FOR ZONING (ZONING ADMINISTRATOR):				
<input type="checkbox"/> LOCATIONAL / ZONING OF LAND		HLURB Schedule of Fees		
FOR BUILDING /STRUCTURAL (OBO):				
<input type="checkbox"/> FILING FEE				
<input type="checkbox"/> LINE AND GRADE (Geodetic)		P.D. 1096		ENGR. MARIA LUISA DARUNDAY
<input type="checkbox"/> FENCING		P.D. 1096		ENGR. MARIA LUISA DARUNDAY
<input type="checkbox"/> ARCHITECTURAL		P.D. 1096		ENGR. JONATHAN G. PEDRIÑA
<input type="checkbox"/> CIVIL / STRUCTURAL		P.D. 1096		ENGR. JONATHAN G. PEDRIÑA
<input type="checkbox"/> ELECTRICAL		P.D. 1096		MR. LEONIDAS H. VALERIANO
<input type="checkbox"/> MECHANICAL		P.D. 1096		ENGR. ELMER D. RAMOS
<input type="checkbox"/> SANITARY		P.D. 1096		ENGR. MARIA LUISA DARUNDAY
<input type="checkbox"/> PLUMBING		P.D. 1096		ENGR. MARIA LUISA DARUNDAY
<input type="checkbox"/> ELECTRONICS		P.D. 1096		ENGR. CAMILLE JOIE PERCANO
<input type="checkbox"/> INTERIOR		P.D. 1096		
<input type="checkbox"/> DEMOLITION		P.D. 1096		ENGR. MARIA LUISA DARUNDAY
<input type="checkbox"/> EXCAVATION		P.D. 1096		ENGR. MARIA LUISA DARUNDAY
<input type="checkbox"/> SIGN		P.D. 1096		ENGR. ELMER D. RAMOS
<input type="checkbox"/> SURCHARGES		NOTICE ISSUED		MS. LEAH GRACE REMERATA
<input type="checkbox"/> PENALTIES		NOTICE ISSUED:		MS. LEAH GRACE REMERATA
SUBTOTAL (BUILDING FEE):				
FOR FIRE SAFETY (BFP):				
<input type="checkbox"/> FIRE CODE CONSTRUCTION TAX				
<input type="checkbox"/> HOTWORKS				
TOTAL				

**TERMS AND CONDITIONS:**

1. The Owner/Applicant shall accomplish the prescribed Application Form, with the assistance of the concerned design professional/s and/or the Architect/Civil Engineer, hired/commissioned by him/her as full-time inspector/supervisor of the construction works, by filling up the necessary data/information required thereat.

2. The fully accomplished prescribed Application Form, duly notarized, shall be submitted to the concerned Office of the Building Official, accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by the corresponding design professionals who shall be responsible for the comprehensive and correctness of the plans in compliance to the National Building Code of the Philippines (PD 1096), its Revised IRR and all applicable referral codes and professional regulatory laws, together with the other documentary requirements pursuant to Section 302 of PD 1096 and its Revised IRR.

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of the other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

SIGNATURE OVER PRINTED NAME OF OWNER/ APPLICANT

OBO-055-0



Republic of the Philippines  
Department of Public Works and Highways  
City of San Pedro, Laguna  
**OFFICE OF THE BUILDING OFFICIAL**



APPLICATION NO.

**BUILDING PERMIT**

☐ NEW   ☐ RENEWAL   ☐ AMENDATORY

BUILDING PERMIT NO.

DATE OF APPLICATION

DATE ISSUED

**BOX I (TO BE ACCOMPLISHED BY DESIGNING ARCHITECT/CIVIL ENGINEER - IN PRINT)**

<input checked="" type="checkbox"/> OWNER/APPLICANT				LAST NAME		FIRST NAME		M.I.		TIN	
FOR CONSTRUCTION OWNED				<input checked="" type="checkbox"/> FORM OF OWNERSHIP				MAIN ECONOMIC ACTIVITY/KIND OF BUSINESS			
BY AN ENTERPRISE											
<input checked="" type="checkbox"/> ADDRESS: No. / Blk. / Lot				STREET		SUBD. / VILLAGE		BARANGAY		CITY/MUNICIPALITY   ZIPCODE	
										<input checked="" type="checkbox"/> TEL./CELL No.	
<input checked="" type="checkbox"/> LOCATION OF CONSTRUCTION: No. / Blk. / Lot				STREET		SUBD. / VILLAGE		BARANGAY		CITY/MUNICIPALITY   ZIPCODE	
, CITY OF SAN PEDRO, LAGUNA, 4023											
SCOPE OF WORK						<input type="checkbox"/> DEMOLITION					
<input type="checkbox"/> NEW CONSTRUCTION						<input type="checkbox"/> OTHERS (Specify) _____					
<input type="checkbox"/> ERECTION _____											
<input type="checkbox"/> ADDITION _____											
<input type="checkbox"/> ALTERATION _____											
USE OF TYPE OF OCCUPANCY											
<b>RESIDENTIAL</b>											
<input type="checkbox"/> SINGLE											
<input type="checkbox"/> DUPLEX											
<input type="checkbox"/> ROWHOUSE/ACCESSORY											
<input type="checkbox"/> OTHERS(Specify) _____											
<b>COMMERCIAL</b>											
<input type="checkbox"/> BANK											
<input type="checkbox"/> STORE											
<input type="checkbox"/> HOTEL/MOTEL ETC.											
<input type="checkbox"/> OFFICE CONDOMINIUM/BUSINESS OFFICE BUILDING											
<input type="checkbox"/> RESTAURANT, ETC.											
<input type="checkbox"/> SHOP (e.g. Dress Shop, Tailoring Shop, Barber Shop, Etc.)											
<input type="checkbox"/> GASOLINE STATION											
<input type="checkbox"/> MARKET											
<input type="checkbox"/> DOMITORY OR OTHER LODGING HOUSE											
<input type="checkbox"/> OTHERS(Specify) _____											
<b>OTHER TYPE OF OCCUPANCY</b>											
<input type="checkbox"/> SPECIFY _____											
<b>INDUSTRIAL</b>											
<input type="checkbox"/> FACTORY/PLANT											
<input type="checkbox"/> REPAIR SHOP, MACHINE SHOP											
<input type="checkbox"/> REFINERY											
<input type="checkbox"/> PRINTING PRESS											
<input type="checkbox"/> WAREHOUSE											
<input type="checkbox"/> OTHERS(Specify) _____											
<b>INSTITUTIONAL</b>											
<input type="checkbox"/> SCHOOL											
<input type="checkbox"/> CHURCH AND OTHER RELIGIOUS STRUCTURES											
<input type="checkbox"/> HOSPITAL OR SIMILAR STRUCTURES											
<input type="checkbox"/> WELFARE AND CHARITABLE STRUCTURES											
<input type="checkbox"/> THEATER, AUDITORIUM, GYMNASIUM, COURT											
<input type="checkbox"/> OTHERS(Specify) _____											
<b>AGRICULTURAL</b>											
<input type="checkbox"/> BARN(S), POULTRY HOUSE(S), ETC.											
<input type="checkbox"/> GRAIN MILL											
<input type="checkbox"/> OTHER(Specify) _____											
<b>STREET FURNITURE, LANDSCAPPING &amp; SIGNBOARDS</b>											
<input type="checkbox"/> PARKS, PLAZAS, MONUMENTS, POOLS, PLANT BOXES, ETC.											
<input type="checkbox"/> SIDEWALKS, PROMENADES, TERRACES, LAMP POSTS, ELECTRIC POLES, TELEPHONE POLES, ETC.											
<input type="checkbox"/> OUTDOOR ADS, SIGNBOARDS, ETC.											
<input type="checkbox"/> FENCE ENCLOSURE											

**BOX 2 (TO BE ACCOMPLISHED BY THE RECEIVING & RECORDING SECTION)**

<b>BUILDING DOCUMENTS (FIVE SET EACH)</b>	
<input type="checkbox"/> SITE DEVELOPMENT AND LOCATION PLAN	<input type="checkbox"/> MECHANICAL PLANS & SPECIFICATIONS
<input type="checkbox"/> ARCHITECTURAL PLAN AND SPECIFICATION	<input type="checkbox"/> ELECTRONIC PLANS & SPECIFICATIONS
<input type="checkbox"/> STRUCTURAL DESIGN AND COMPUTATIONS	<input type="checkbox"/> LOGBOOK (1 COPY)
<input type="checkbox"/> ELECTRICAL PLANS & SPECIFICATIONS	<input type="checkbox"/> OTHERS(Specify) _____

**BOX 3 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)**

<b>ACTION TAKEN:</b> Permit is hereby granted subject to the following conditions: <ol style="list-style-type: none"><li>That the proposed construction/addition/repair/renovation/demolition/installations, etc. shall be in accordance with the National Building Code (P.D. 1096 and its corresponding implementing rules and regulations).</li><li>That a duly licensed architect/civil engineer has been engaged to prepare plans and specification and to undertake the supervision/inspection of the construction of the project.</li><li>That a <b>Certificate of Completion</b> duly signed and sealed by the designing architect/engineer and the architect/engineer in charge of construction shall be submitted not later than seven (7) days after completion of the construction of the project.</li><li>That a <b>Certificate of Occupancy</b> shall be secured prior to actual occupancy of the building.</li></ol>	<b>PERMIT ISSUED BY:</b>  <div>ENGR. JULIETA A. TIÑANA Building Official</div> <div>_____ Date</div>
<b>NOTE:</b> THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTION 305 & 306 OF THE NATIONAL BUILDING CODE.	

BOX 3 (TO BE ACCOMPLISHED BY DESIGNING ARCHITECT/CIVIL ENGINEER)

TOTAL ESTIMATED COST	COST OF EQUIPMENT INSTALLED	No. OF STOREY(S) _____
BUILDING ₱ _____	₱ _____	TOTAL FLOOR AREA _____
ELECTRICAL ₱ _____	₱ _____	PROPOSED DATE OF CONSTRUCTION _____
MECHANICAL ₱ _____	₱ _____	EXPECTED DATE OF COMPLETION _____
PLUMBING ₱ _____		MATERIAL OF CONSTRUCTION _____
OTHERS ₱ _____		(WOOD, CONCRETE, STEEL, MIXED)
TOTAL COST ₱ _____		

BOX 4 (TO BE ACCOMPLISHED BY DIVISION/SECTION CONCERNED)

ASSESSED FEES				
	AMOUNT DUE	ASSESSED BY	O.R. NUMBER	DATE PAID
LAND USE & ZONING				
LINE & GRADE				
BUILDING				
PLUMBING				
ELECTRICAL				
MECHANICAL				
FENCING				
EXCAVATION				
ELECTRONICS				
SIGN				
DEMOLITION				
SURCHARGE				
PENALTY				
OTHERS:				
TOTAL:		REVIEWED:		
		<b>Engr. RENATO G. MARILAO</b> CHIEF PROCESSING DIVISION/SECTION		

BOX 5 (TO BE ACCOMPLISHED BY THE DIVISION / SECTION CONCERNED)

NOTED:	PROGRESS FLOW					
	IN		OUT		ACTION	
CHIEF, PROCESSING DIVISION SECTION	DATE	TIME	DATE	TIME	REMARKS	PROCESSED BY
LAND USE & ZONING						
LINE & GRADE						
BUILDING						
PLUMBING						
ELECTRICAL						
MECHANICAL						
FENCING						
EXCAVATION						
ELECTRONICS						
SIGN						
DEMOLITION						
OTHERS:						

WE HEREBY AFFIX OUR HAND SIGNIFYING OUR CONFORMITY TO THE INFORMATION HEREIN ABOVE SETFORTH

✓ BOX 6

ARCHITECT/CIVIL ENGINEER DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS		PRC REG. No.	✓ SIGNATURE:  _____ <b>APPLICANT</b>		
PRINT NAME					
ADDRESS					
PTR No.	DATE ISSUED	PLACE ISSUED			
SIGNATURE		TIN	CTC No.	DATE ISSUED	PLACE ISSUED

✓ BOX 7

ARCHITECT/CIVIL ENGINEER IN-CHARGE OF CONSTRUCTION		PRC REG. No.	✓ WITH CONSENT & ACCOMPLISHED BY LOT OWNER		
PRINT NAME			TCT/OCT No.	TAX DECLARATION No.	
ADDRESS			PRINT NAME OF LOT OWNER		
ADDRESS			ADDRESS		
PTR No.	DATE ISSUED	PLACE ISSUED	CTC No.	DATE ISSUED	PLACE ISSUED
SIGNATURE		TIN	✓ SIGNATURE		TIN

**OBO-056-0**



Republic of the Philippines  
Department of Public Works and Highways  
City of San Pedro, Laguna  
**OFFICE OF THE BUILDING OFFICIAL**



# ELECTRICAL PERMIT

APPLICATION No. 



 EP No. 



 BUILDING PERMIT No.

**BOX 1(TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)**

✓ OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE			✓ FORM OF OWNERSHIP	
✓ LOCATION OF CONSTRUCTION House No. _____ LOT No. _____ BLK No. _____ TCT No. _____ TAX DEC. _____				
STREET _____, SUBD./ VILLAGE _____ BARANGAY _____, CITY OF SAN PEDRO, LAGUNA, 4023				
SCOPE OF WORK				
<input type="checkbox"/> NEW INSTALLATION <input type="checkbox"/> RECONNECTION OF SERVICE ENTRANCE <input type="checkbox"/> RELOCATION OF SERVICE ENTRANCE				
<input type="checkbox"/> ANNUAL INSPECTION <input type="checkbox"/> SEPARATION OF SERVICE ENTRANCE <input type="checkbox"/> OTHERS (Specify) _____				
<input type="checkbox"/> TEMPORARY <input type="checkbox"/> UPGRADING OF SERVICE ENTRANCE         _____				
SUMMARY OF ELECTRICAL LOADS/CAPACITIES APPLIED FOR				
TOTAL CONNECTION LOAD		TOTAL TRANSFER CAPACITY		TOTAL GENERATOR / UPS CAPACITY
_____ KVA		_____ KVA		_____ KVA

**✓ BOX 2 (TO BE ACCOMPLISHED IN PRINT BY DESIGN PROFESSIONAL)**

DESIGN PROFESSIONAL, PLANS AND SPECIFICATION		
<div style="text-align: right; margin-bottom: 10px;"> Date _____ </div> PROFESSIONAL ELECTRICAL ENGINEER (Signed and Sealed Over Printed Name)	ADDRESS	
	PRC No.	VALIDITY
	PTR No.	DATE ISSUED
	ISSUED AT	TIN

✓ BOX 3

<b>SUPERVISOR/IN-CHARGE OF ELECTRICAL SPECIFICATIONS</b>	
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <span><input type="checkbox"/> PROFESSIONAL ELECTRICAL ENGINEER</span> <span><input type="checkbox"/> REGISTERED ELECTRICAL ENGINEER</span> <span><input type="checkbox"/> REGISTERED MASTER ELECTRICIAN</span> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div>(Signed and Sealed Over Printed Name)</div> </div> <div style="width: 35%; text-align: center;"> <div style="border-bottom: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div>Date</div> </div> </div>	
PRC No.	VALIDITY
PTR No.	DATE ISSUED
ISSUED AT	TIN
ADDRESS	

## BOX 4

<b>✓ BUILDING OWNER</b>  <div style="text-align: right; margin-right: 50px;">             _____              (Signature Over Printed Name)              Date _____           </div>			<b>✓ LOT OWNER</b>  <div style="text-align: right; margin-right: 50px;">             _____              (Signature Over Printed Name)              Date _____           </div>		
ADDRESS:			ADDRESS:		
C.T.C. No.	Date Issued	Place Issued	C.T.C. No.	Date Issued	Place Issued

BOX 6

RECEIVED BY	DATE
FIVE (5) SETS OF ELECTRICAL DOCUMENTS	
<input type="checkbox"/> ELECTRICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> EXPECTED DATE AND COMPLETION / INSTALLATION / CONSTRUCTION
<input type="checkbox"/> SPECIAL FIXTURES AND EQUIPMENTS	_____
<input type="checkbox"/> PROPOSED STARTING DATE INSTALLATION / CONSTRUCTION	<input type="checkbox"/> OTHERS (Specify) _____
_____	_____

BOX 7

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
ELECTRICAL					
OTHERS (Specify)					
					ELECTRICAL ENGINEER (Signature Over Printed Name) PRC Reg. No. _____ Validity: _____

BOX 8

ACTION TAKEN:

- Permit is hereby issued subject to the following:
1. That the processed electrical works shall be in accordance with the electrical plans filed with this office and in conformity with the provision of the latest Philippines Electrical Codes, the National Building Codes and IRR.
  2. That prior to any electrical installation, the Owner/ Permittee shall submit a duly accomplished prescribed Notice of Construction to the Office of the Building Official.
  3. That for installed electrical capacity of 200 amperes and above 230 volts nominal and above, a especially electrical contractor duly licensed by the Philippine Contractors Accreditation Board (PCAB) shall be required.
  4. That a duly licensed electrical practitioner shall be in-charge of installation, and that upon completion of the electrical works he shall submit the entry of logbook duly signed and sealed to the Office of the Building Official including as-built plans and other documents. He shall also accomplish the Certificate of Completion stating the electrical works conforms to the provisions of the Philippine Electrical Codes, the National Building Code and its IRR.
  5. That this permit is null and void unless accompanied by the building permit except for the projects involving purely electrical works in which case only the building permit number of the existing building/ structure shall be required.
  6. That a Certificate of Final Electrical Inspection (CFEI) shall be secured prior to the actual occupancy of the building.
  7. That this permit shall be posted at the door or site work.

PERMIT ISSUED BY:

\_\_\_\_\_ Date

**ENGR. JULIETA A. TIÑANA**  
Building Official



Republic of the Philippines  
Department of Public Works and Highways  
City of San Pedro, Laguna  
**OFFICE OF THE BUILDING OFFICIAL**



**SANITARY / PLUMBING PERMIT**

APPLICATION No.

SP No.

BUILDING PERMIT No.

**BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER / APPLICANT)**

☒ OWNER / APPLICANT

LAST NAME

FIRST NAME

M.I.

☒ TIN

FOR CONSTRUCTION OWNED BY AN ENTERPRISE

☒ FORM OF OWNERSHIP

☒ LOCATION OF CONSTRUCTION LOT No. \_\_\_\_\_ BLK No. \_\_\_\_\_ TCT No. \_\_\_\_\_ TAX DEC. \_\_\_\_\_

STREET \_\_\_\_\_, BARANGAY \_\_\_\_\_, CITY OF SAN PEDRO, LAGUNA, 4023

SCOPE OF WORK

☐ NEW INSTALLATION

☐ ADDITION OF \_\_\_\_\_  
☐ REPAIR OF \_\_\_\_\_  
☐ REMOVAL OF \_\_\_\_\_

OTHERS (SPECIFY)  
☐ REPAIR OF \_\_\_\_\_ OR \_\_\_\_\_  
☐ REMOVAL OF \_\_\_\_\_ OR \_\_\_\_\_

USE OR TYPE OF OCCUPANCY

☐ RESIDENTIAL \_\_\_\_\_  
☐ COMMERCIAL \_\_\_\_\_  
☐ INDUSTRIAL \_\_\_\_\_  
☐ INSTITUTIONAL \_\_\_\_\_

☐ AGRICULTURAL \_\_\_\_\_  
☐ PARKS, PLAZAS, MONUMENTS \_\_\_\_\_  
☐ RECREATIONAL \_\_\_\_\_  
☐ OTHERS (Specify) \_\_\_\_\_

**FIXTURES TO BE INSTALLED**

QTY	NEW FIXTURES	EXISTING FIXTURES	KIND OF FIXTURES	QTY	NEW FIXTURES	EXISTING FIXTURES	KIND OF FIXTURES
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER CLOSET		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BIDETTE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FLOOR DRAIN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LAUNDRY TRAYS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LAVATORIES		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DENTAL CUSPIDOR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> KITCHEN SINK		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> GAS HEATER
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> FAUCET		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ELECTRICAL HEATER
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SHOWER HEAD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER BOILER
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER METER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DRINKING FOUNTAIN
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> GREASE TRAP		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BAR SINK
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BATH TUBS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SODA FOUNTAIN SINK
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SLOP SINK		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LABORATORY SINK
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> URINAL		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> STERILIZER
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AIRCONDITIONING UNIT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SWIMMING POOL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WATER TANK/RESEVOIR		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> OTHERS (Specify)
TOTAL				TOTAL			

☐ WATER DISTRIBUTION SYSTEM

☐ SANITARY SEWER SYSTEM

☐ STORM DRAINAGE SYSTEM

WATER SUPPLY

SYSTEM DISPOSAL

☐ SHALLOW WELL  
☐ DEEP WELL & PUMP SET  
☐ CITY MUNICIPAL WATER SYSTEM  
☐ OTHERS \_\_\_\_\_

☐ WASTE WATER TREATMENT PLAN  
☐ SEPTIC VAULT MHOFF TANK  
☐ SANITARY SEWER CONNECTION  
☐ SUB SURFACE SAND FILTER

☐ SURFACE DRAINAGE  
☐ STREET CANAL  
☐ WATER COURSE

NUMBER OF STOREYS OF BUILDING \_\_\_\_\_

TOTAL AREA OF BUILDING/SUBDIVISION \_\_\_\_\_ SQ.M

PROPOSED DATE

TOTAL COST

START OF INSTALLATION \_\_\_\_\_

OF INSTALLATION ₱ \_\_\_\_\_

EXPECTED DATE

PREPARED BY: \_\_\_\_\_

OF COMPLETION

**ACTION TAKEN**  
Permit is hereby granted to install the sanitary/plumbing fixture enumerated herein subject to the following conditions  
1. That the proposed installation shall be in accordance with the National Building Code.  
2. That a duly licensed sanitary engineer/master plumber be engaged to undertake the installation construction.  
3. That a Certificate of Completion signed by a sanitary engineer/master plumber in charge of installation shall be submitted not later than seven (7) days after completion of the installation.  
4. That a Certificate of Final Inspection and Certificate of Occupancy be secured prior to the actual occupancy of the building.

**PERMIT ISSUED BY:**  
  

ENGR. JULIETA A. TIÑANA  
Building Official

\_\_\_\_\_ Date

NOTE:  
THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTION 305 & 306 OF THE NATIONAL BUILDING CODE.



BOX 3 (TO BE ACCOMPLISHED BY THE RECEIVING & RECORDING SECTION)

BUILDING DOCUMENTS

☐ SANITARY / PLUMBING PLANS AND SPECIFICATIONS

☐ COST ESTIMATES

☐ BILL OF MATERIALS

☐ OTHERS (Specify) \_\_\_\_\_

BOX 4 (TO BE ACCOMPLISHED BY THE DIVISION / SECTION CONCERNED)

ASSESSED FEES

	AMOUNT DUE	ASSESSED BY	O.R. NUMBER	DATE PAID
SANITARY / PLUMBING FEE				

BOX 5 (TO BE ACCOMPLISHED BY THE DIVISION / SECTION CONCERNED)

PROGRESS FLOW

NOTED: CHIEF, PROCESSING DIVISION SECTION RECEIVING AND RECORDING	IN		OUT		ACTION / REMARKS	PROCESS BY
GEODETIC (LINE AND GRADE)						
SANITARY						

WE HEREBY AFFIX OUR HAND SIGNIFYING OUR CONFORMITY TO THE INFORMATION HEREIN ABOVE SETFORTH

BOX 6

SANITARY ENGINEER / MASTER PLUMBER  
SIGNED AND SEALED PLANS AND  
SPECIFICATIONS

PRC REG. No.

PRINT NAME

ADDRESS

PTR No.

Date Issued

Place Issued

SIGNATURE

TIN

SIGNATURE:

✓

\_\_\_\_\_

APPLICANT

Res. Cert. No.

Date Issued

Place Issued

SANITARY ENGINEER / MASTER PLUMBER  
SIGNED AND SEALED IN-CHARGE OF  
INSTALLATION

PRC REG. No.

PRINT NAME

ADDRESS

PTR No.

Date Issued

Place Issued

SIGNATURE:

✓

\_\_\_\_\_

LOT OWNER

Res. Cert. No.

Date Issued

Place Issued

Republic of the Philippines )  
City of San Pedro ) S.S.  
Province of Laguna )

AFFIDAVIT OF UNDERTAKING

I/We, ✓ \_\_\_\_\_ and \_\_\_\_\_,  
(Owner / Applicant/Authorized Representative) (Architect/Engineer in-charge of construction)  
both of legal age, Filipino / \_\_\_\_\_ Citizen with residence and postal address at \_\_\_\_\_, after having been duly sworn to in accordance with law hereby deposed and say:

- 1. That I/we am/are applying for a Building Permit for the ✓ \_\_\_\_\_ located at ✓ \_\_\_\_\_, City of San Pedro, Laguna;
- 2. That, I/we do hereby commit, bind and oblige my/ourselves to the following requirements of proper practice for constructions:
  - a. To install tarpaulin or any materials that would temporary enclosed the premises of construction in accordance with the Building Official approved Architectural Design.
  - b. To strictly adhere with the approved building plans and specifications and will apply the necessary amendatory permit for any alteration/conversion prior to the start of the said changes;  
**b.1. In addition, I will not occupy/encroach sidewalk or any portion of the road with any temporary and/or permanent structures nor construct anything beyond my property as demarcated by the building official;**
  - c. To avoid mixing of concrete on public road and/or if unavoidable, use a mixing board to protect/maintain the road level and integrity;
  - d. To avoid using road as staging area of construction materials and/or if unavoidable, minimize the use of road right of way by encasing stack of gravel and sand with pile of sacked sand and/or gravel;
  - e. To remove all debris on the sidewalk, road right of way and other public area (including left over materials) after construction and to dredge silted drainage cause by the said construction;
  - f. To put safety net and other safety precautions necessary to avoid accident and damage to life and property;
  - g. To prevent water used to wash-off cement from tools and equipment to flow into road drainage inlets;
  - h. To prevent spilling of Painting Materials, Use oils, etc. into drainage canal.
- 3. That in connection with my application for Building Permit, I/we hereby waive my right and agree to have the said permit that may be issued to be **REVOKED**, if and when I fail to comply the said undertaking and/or if any valid complaint/s is/are filed against my structure/construction and found to be true.
- 4. That as architect/engineer in-charge of the construction, I hereby understand that I will be solely liable for any detects deficiencies that may occur for a period of fifteen (15) years from its completion.
- 5. To post Building Permit Construction Sign at conspicuous place at all times until the project is completed. I understand that I will be penalized amounting to Php.5, 000.00 for my failure to comply.
- 6. That I am executing this affidavit to attest to the truth of the foregoing statements and for legal intents this may serve;

**IN WITNESS WHEREOF**, I/we have unto set my/our hand this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at City of San Pedro, Laguna.

✓ \_\_\_\_\_ and \_\_\_\_\_  
(Owner / Applicant / Authorized Representative) (Architect / Engineer in-charge of construction)

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant exhibited to me his CTC No. \_\_\_\_\_ issued on \_\_\_\_\_, at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_

Republic of the Philippines )  
City of San Pedro ) S.S.  
Province of Laguna )

AFFIDAVIT OF UNDERTAKING

I/ We ✓ \_\_\_\_\_ of legal age, with postal address at ✓ \_\_\_\_\_  
(Owner/ Applicant/ Authorized Representative)

\_\_\_\_\_, after having been duly sworn to in accordance  
with law, hereby depose and state:

- 1. That I am applying for a **Building Permit** for ✓ \_\_\_\_\_  
\_\_\_\_\_ located at ✓ \_\_\_\_\_  
\_\_\_\_\_, **City of San Pedro, Laguna;**
- 2. That as the owner of the said lot, I undertake that no roof will be constructed at the front/ back/ side of the building for setback compliance;
- 3. That as the owner of the said lot, I undertake that no roof will be constructed at the service and/ or laundry area for compliance;
- 4. That in connection with my application for **Building Permit**, I hereby waive my right and agree to have the issued permit to be REVOKED, if and when I fail **to conform with the said compliance;**
- 5. That I am executing this affidavit to attest to the truthfulness, veracity and due execution of the foregoing statements and this document.

**IN WITNESS WHEREOF**, I/we have hereunto set my/our hand and affixed my signature this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at San Pedro, Laguna, Philippines.

✓ \_\_\_\_\_  
**AFFIANT**

**SUBSCRIBED AND SWORN TO BEFORE ME**, this \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant exhibited to me his CTC No. \_\_\_\_\_ issued on \_\_\_\_\_, at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_