

Date: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Description: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Project: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address: ✓\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECKLIST OF REQUIREMENTS**

[ ]  Five (5) copies of filed up Unified Application Form for Building Permit and FSEC (All copies must be originally signed & sealed)

[ ]  Filled-up Application form for Locational Clearance

[ ]  Two (2) copies of Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Contract to Sell or Contract of Lease (if lessee)

[ ]  Two (2) copies of Tax Declaration of Real Property

[ ]  One (1) photocopy of Community Tax Certificate (Cedula)

[ ]  Two (2) copies of updated Official Receipt of Real Property Tax

[ ]  Barangay Building Clearance (photocopy)

[ ]  Five (5) sets of Survey Plans, design plans and other documents as follows:

[ ]  A) Architectural Documents

[ ]  B) Civil/Structural Documents

[ ]  C) Electrical Documents

[ ]  D) Mechanical Documents

[ ]  E) Sanitary/Plumbing Documents

[ ]  F) Electronics Documents

[ ]  G) Geodetic Documents

[ ]  H) Fire Protection Plan (if applicable)

[ ]  Three (3) photocopies of Valid Licenses (PRC I.D.) & PTR of all involved professionals (All copies must be originally signed & sealed)

[ ]  Three copies of signed and sealed DETAILED Bill of Materials **(NOTARIZED)** (All copies must be originally signed & sealed)

[ ]  Three copies of signed and sealed Specifications (All copies must be originally signed & sealed)

[ ]  Structural Analysis for 2-storey and above (signed & sealed each page)

[ ]  Soil Test for 3-storey and above – signed & sealed (if applicable)

REMARKS:

 [ ]  Complete Documents

 [ ]  Incomplete Documents (Please comply documents with unchecked boxes.)

 Name of Receiving Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date & Time Returned : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTES:**

* **All application forms are available in the Office of the Building Official 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. All Document must be put inside a clear expandable plastic envelope.**
* **ONLY COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
* **Bring this Checklist with detachable Claim Stub when submitting your application.**

**Keep your CLAIM STUB at all times; “NO CLAIM STUB, NO RELEASE”**

 **R E L E A S I N G .**

**PERMIT RECEIVED BY: DATE OF RELEASE:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature over printed name

**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 OBO/MEO at 798-0391 loc 3647 or 0933-430-0239 email at meobaliwag@gmail.com within 4 working days.*

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