

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.