

Improvement	Resd'l., Comm'l./ Inst./ Ind.	Repair/Renovation
-------------	----------------------------------	-------------------

CHECKLIST OF REQUIREMENTS FOR BUILDING PERMIT APPLICATION

			1	set	Duly Accomplished Application Forms (completely and properly filled-up) Building Permit Box 1, Box 3A, Box 6, Box 7, Box 8, Box 9 Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
			1	pc	CEDULA (Residence Certificate)
			1	pc	Homeowner's Association Clearance
			2	pcs.	Barangay Clearance
			1	pc.	Locational Clearance (City Planning Office)
			6	sets	Blueprint Plan with Key Plan, Locatioj Map and Vicinity Map (Signed by Owner/Applicant; Signed and Sealed by Architect/Engineer)
			2	pcs.	Lot Plan/Location Plan
			2	pcs.	Bill of Materials (signed and Sealed by Architect/Engineer)
			2	sets	Specifications (signed and Sealed by Architect/Engineer)
			2	sets	Structural Computations (Signed and sealed by Engineer)
			2	pcs.	Seismic Analysis (for 3-Storey and up)
			2	pcs.	Boring and Load Test (for 3-Storey and up)
			2	pcs.	Treansfer Certificate Title - TCT (Certified True Copy by the Registry of Deeds within the last 4 months)
			2	pcs.	Lease Contract (for leased/rented properties and spaces)
			1	pc.	Secretary's Certificate / Authority to Sign / Special Power-of-Attorney / Authorization Letter (from Owner)
			2	pcs.	Tax Declaration
			2	pcs.	Certificate that there are no back taxes (Real Property Tax Division)
			1	pc.	Copy of PRC ID , PTR, and UAP-IAPOA Certificate (for Architect)
			1	pc.	DENR - Environmental Compliance Certificate
			1	pc.	DOLE Clearance
			1	pc.	Traffic impact Assessment
			1	pc.	DOH Clearance
			1	pc.	ATO Clearance
			1	pc.	NTC Clearance
					CENRO Clearance
					Other that may be required
					Fire Safety Evaluation Clearance (fr. Fire Station Office)
					Rainwater Collection System (City Or. #13 Series of 2017)

* Taken from the Pasig City Building Official Office (02-2020)