



Republic of the Philippines
City of San Juan
Province of Metro Manila



OFFICE OF THE BUILDING OFFICIAL

ONE-STOP SHOP

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION (NEW OR RENOVATION) (Single Dwelling Residential / Commercial / Industrial / Others)

Name of Applicant / Owner: _____

Project Title: _____

Location of Project: _____

Telephone / Mobile No.: _____

Application No. _____

Documents to be submitted fastened in a long folder:

	A. LEGAL DOCUMENTS AND CLEARANCES	FOR SUBMISSION	CHECK BOX	
LEGAL DOCUMENTS AND CLEARANCES	1. Unified application form for building permit and FSEC	4 copies		
	2. Certified blue copy of Transfer Certificate Title from Registry of Deeds	1 original set		
	3. Tax Declaration (Land and Building)	-do-		
	4. Tax Clearance	-do-		
	* IF LOT IS NOT IN THE NAME OF THE APPLICANT:			
	- Deed of Absolute Sale			
	- Contract of Lease / Award Notice			
	- Deed of Assignment or Donation			
	5. Duly notarized authorization of representative			
	6. For corporation, Authority to Sign (Special Power of Attorney)			
	7. Supplemental documents (if applicable) MMDA, DPWH, DOLE (Construction Safety Health Program)			
	* FOR RENOVATION:			
	- Copies of previous building permit and or previous certificate of occupancy together with previous locational clearance and approved building plans (except for interior renovation inside major malls)			
	- Affidavit of Undertaking, Consent, etc. (If necessary)			
8. Barangay Clearance				
9. CENRO Clearance Certificate	photocopy			
APPLICATION FORMS	B. APPLICATION FORMS MUST BE DULY ACCOMPLISHED, SIGNED & SEALED BY THE PROFESSIONALS & SIGNED BY THE OWNER/S			
	1. Locational Clearance (Notarized)	2 copies		
	2. Building Permit (Notarized)	4 copies		
	3. Sanitary / Plumbing Permit	1 set		
	4. Electrical Permit	1 set		
	5. Mechanical Permit	1 set		
	6. Electronics Permit	1 set		
	7. CENRO Application	1 set		
	8. BPLO Contractor's Permit Form (Notarized)	1 set		
9. Contractor's Permit (Not applicable to contractors whose business address is located in San Juan City but has to submit valid Mayor's Permit and Construction Contract or Notice of Award)	1 set			

CLAIM STUB

Application No.: _____

Time & Date Applied / Submitted: _____

Received by: _____

Name of Applicant / Owner: _____

Location of Project: _____

Project Title: _____

Remarks: _____

For updates and inquiries, please call OBO at Tel. No. 8654-07-47 within four (4) working days.

NOTE: Bring this claim stub upon claiming the Order of Payment / Building Permit

		FOR SUBMISSION	CHECK BOX
BUILDING PLANS	C. BUILDING PLANS AT MINIMUM SCALE 1:100 (SIGNED BY THE OWNER, SIGNED AND SEALED BY THE PROFESSIONALS, FOR OWNER, SIGNED AND SEALED BY THE PROFESSIONALS, FOR DETAILS REFER TO SECTION 302 OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (NBCP))		
	1. Geodetic Documents (Lot survey plans)	2 copies	
	2. Architectural Plan (Vicinity Map/Location Map, Site Dev't. Plan showing parking layout, property lines and for other details refer to National Building Code of the Phils. And latest Zoning Ordinance)	6 sets	
	3. Structural Plans and Documents (Soil Boring Test, for structures / building of 3-level/storey and above , structural design analysis and computation, for details refer to National Structural Code of the Philippines (NSCP) and section 302.5 of NBCP.	6 sets	
	4. Sanitary / Plumbing (Refer to the NBCP and Plumbing Code of the Phils.)	6 sets	
	5. Mechanical Plans (Refer to the NBCP and Mechanical Code of the Phils.)	6 sets	
	5. Electrical Plans (Refer to the NBCP and Electrical Code) Short Circuit Analysis.	6 sets	
	6. Electronic Plans (Refer to the NBCP and Electronic Code)	6 sets	
	7. Fire Protection Plans (including plans for fire detection and alarm system [<i>for details refer to Fire Code of the Philippines</i>]).	6 sets	
	8. Bill of Materials / Cost Estimate signed, sealed and notarized	4 copies	
9. Technical Specifications	1		
SUPPORTING PAPERS	D. SUPPORTING DOCUMENTS		
	Colored Photocopies of PRC IDs (back to back) of Professionals (Original Signed & Sealed)	4	
	Colored Photocopies of PTR of Professionals (Original Signed & Sealed)	4	
	Valid ID of owner/s and its representative	4	
	CEDULA	2	
	Photocopy of Sec. Registration (if applicable)	1	
	Logbook	1	

NOTE: Bring this Checklist with detachable Claim Stub when submitting your application.

Checked by:

Date: _____