

Building Permit

All horizontal and vertical new construction, renovation works, or additional works require a building permit.

Building Permit (New Construction) BASIC Requirements:

1. Duly accomplished application forms, signed by the owner/ applicant, signed and sealed by respective engineers/architect. notarized forms are available at the Office of the Building Official)
2. Eight (8) sets of Construction Plans/Blueprints : scale 1:100
3. Photocopy of updated PTR /PRC ID /Accredited Professional Organization ID (Affix 3 original specimen signature in BLUE INK and stamp Professional's Seal)
4. Photocopy of owner's valid ID (preferably government issued ID)
5. Authorization Letter to transact in behalf of the owner or SPA from owner/applicant
6. Five (5) sets Notarized Bill of Materials (BOM)/Cost Estimate,
7. Five (5) sets Notarized Specifications
8. Five (5) sets Electrical Design Analysis, Voltage Drop Calculation, Short Circuit Calculation (duly signed and sealed by a professional Electrical Engineer)
9. Locational Clearance from City Zoning Office
10. Fire Safety Evaluation Clearance (FSEC) from Alabang Fire Department
11. Construction Safety and Health Program (CSHP) approval from DOLE.
12. Construction Business Permit from BPLO or City Tax for non-contractor. If with Contractor - Notice of Construction and photocopy of PCAB License
13. Certified True Copy of Transfer Certificate of Title (TCT) from Registry of Deeds or photocopy of Deed of Absolute Sale
14. 1 logbook
15. 2 long folders (white)
16. 1 Long Expanding Plastic Envelope (will be returned upon release of permit together with applicant's copy of submitted documents)
17. Accomplish the STANDARD PLAN EVALUATION CHECKLIST (see below)

AS REQUIRED

18. Three (3) sets Structural Calculation (for building/structure 2-storey and above, warehouse and additional floors, etc.)
19. Three (3) sets Geo-technical Investigation Report by a DPWH Accredited Contractor (for structure that is 3-storey and above, or 2-storey structure with roof deck or basement)
20. PDF copy of Geo-technical Investigation Report, Structural Calculations in CD/DVD/USB (for Commercial, Industrial and Institutional Buildings, etc.)
21. PDF copy of Construction Plans/Blueprint in CD/DVD/ USB (for Commercial, Industrial, Institutional Buildings, etc.)
22. Photocopy of Old Building Permits and Approved Construction Plans (for Renovation/Extension/ Additional Floor)
23. Notarized Authorization from lot owner to construct (If applicant is not the lot owner)
24. Notarized Neighbor's Consent
25. EPNRO clearance (if trees are needed to be cut down, etc.)
26. LLDA Clearance or LLMO Clearance (for car wash, laundry shop, restaurant, high occupancy buildings, etc.)
27. Environmental Compliance Certificate (ECC) from DENR (for Gen-set, etc.)
28. Height Clearance Permit / Height Limitation from CAAP (ATO) (for building/structure 4-storey and above)
29. MMDA Clearance (if lot is adjacent to creek or river, etc.)
30. DPWH Clearance (for lot fronting highways, etc.)
31. HLURB Clearance (for condominium projects, etc.)
32. NGCP Clearance (for lot near transmission lines)

33. DOH-BHDT Clearance (for telecom antenna, etc.)
34. Energy Regulatory Board (ERB) (for gas stations)
35. Seismic Accelerograph (for buildings 50 meters and above, and commercial area with 10,000.00 sq. m. gross floor area or if there will be 1,000 occupants, etc.)

NOTE: The Structural Engineer and the Professional Electrical Engineer shall sign and seal the plans and the calculations for structural and electrical design, respectively.

BUILDING PERMIT (Interior Renovation): BASIC REQUIREMENTS

1. Permit Application Forms (duly accomplished ,signed by owner/applicant, signed and sealed by respective professionals). Forms are available at the Office of the Building
2. Eight (8) sets Construction Plans/Blueprints, scale 1:100, signed by owner/applicant, signed and sealed by respective professionals
3. Photocopy of updated PTR/PRC ID/Accredited Professional Organization ID
4. Photocopy of valid ID of owner (preferably government issued ID)
5. Notarized Authorization Letter to transact in behalf of owner or SPA from owner/applicant
6. 5 sets of Notarized Bill of Materials/Cost Estimate
7. 5 sets of Notarized Specifications
8. 5 sets of Electrical Design Analysis, Voltage Drop Calculation & Short Circuit Calculation (signed and sealed by a Professional Electrical Engineer)
9. Locational Clearance from City Zoning Office
10. Fire Safety Evaluation Clearance (FSEC) from the Fire Department
11. Construction Safety and Health Program (CSHP) approval from DOLE
12. Construction Business Permit from BPLO, Contractor's Business Permit or City Tax for non-Contractor. If with Contractor, provide Notice of Construction and PCAB License.
13. Secretary's Certificate (for Corporation). Attach clear photocopy of valid IDs of owner and authorized representative.
14. Contract of Lease or Award Notice (if property is not owned)
15. One logbook
16. 2 Long folders (white)

AS REQUIRED

17. PDF copy of Construction Plans/Blueprints in CD/DVD/USB (for Commercial, Industrial, Institutional, etc.)
18. Photocopy of old Building Permits and Approved Construction Plans
19. 3 sets Structural Calculation and PDF copy in CD/DVD/USB (for warehouse, etc.)
20. LLDA Clearance or LMO Clearance (for car wash, laundry, restaurant, etc.)
21. Environmental Compliance Certificate (ECC) from CENR (for Gen-set, etc.)

STANDARD PLAN EVALUATION CHECKLIST

As per Section 302 of PD 1096 Revised IRR

ARCHITECTURAL PLANS

1. **Standard Form (A0, A1, A2, A3) for Plans (with Borders & Title Block)**
For front page: show Table of Contents, Perspective, Locational Plan, Site Development Plan, Space for Signatures of Approval by OBO.
2. **Lot Plan** - showing Orientation, Bearing, Distance, Adjacent Roads, Access Roads and Properties, Indicate Lot Area
3. **Site Development Plan** - indicating the following:
 - Drawn to Scale
 - Technical Description and Orientation
 - Setback / Easement Requirements
 - Indicate Adjacent Roads and Lots
 - Parking Layout
4. **Perspective** : Eye Level or Bird's Eye View
5. **Vicinity Map / Locational Plan** - within 2 km. radius for Commercial, Industrial and Institutional Complex
6. **Restrictions** : Abutments and Firewalls
7. Indicate **Column Gridlines & Dimensions** - site dev't, all floor plans elevations and sections, blow-up details
8. **Floor Plans** - minimum scale of 1:100, indicate doors & window labels, room labels and complete dimensions.
9. **Minimum 4 Elevations & 2 Sections** - showing natural ground to finish grade elevation, floor to floor heights.
10. **Stairs / Access** - blow-up plans & sections
11. **Toilet and Bath Details** - blow-up plans and sections showing specs. of finishes and fixtures
12. **Kitchen Details** - blow-up plans and sections showing specifications of finishes and fixtures
13. **Doors and Windows Schedule** - blow-up details showing the type, location, material / finishes, and quantity.
14. **Roof Plan / Roof Deck Plan** - indicate in the Project Title if Roof Deck is passable or non passable.
15. **Architectural Accessibility Features (BP344)**
Ramp, Elevator, Toilet, Parking, PWD Signage, etc.
16. **Other Architectural Plan Requirements** : (as needed)

MECHANICAL PLANS

1. **General Notes / Guidelines and Specifications**
2. **Mechanical Plans & Details**
 - HVAC, A/C Layout, AFSS, etc.
 - Equipment (Gondola, Tower Crane, Elevator, Escalator, Genset, Pumps, Boiler, Mechanical Ventilation, ICE, etc.)
 - Location of Equipment / Machine(s)
 - Specification and Schedule of Equipment / Machine(s)
 - Typical Connection / Support Details
 - Blow-up Details / Single Line Diagram
 - Legends, Symbols & Abbreviations
3. **Vicinity Map**
4. **Other Mechanical Plan Requirements** : (as needed)

PLUMBING / SANITARY PLANS

1. **General Notes / Guidelines and Specifications**
2. **Plumbing / Sanitary Plans & Details**
 - Potable Water Supply Layout / Hot and Cold Line
 - Sewer / Soil Pipe Line Layout
 - Storm Drainage Layout
 - Isometric Drawing
 - Septic Tank / Vault Details - must be slab flooring
 - Area Drain / Catch Basin Details
 - Toilet Fixtures mounting and connection Details
 - Kitchen Fixtures mounting and connection Details
 - Hangers and Support Details
 - Oil and Water Separator Layout and Details
 - Rain Water Collector Layout and Details
 - Legends, Symbols & Abbreviations
3. **Vicinity Map**
4. **Other Plumbing / Sanitary Plan Requirements** : (as needed)

STRUCTURAL PLANS

1. **General Notes and Specifications**
 2. **Structural Plans** - *should match* Structural Analysis & Design Calc.
 - Foundation Plan(s)
 - Floor Framing Plan(s)
 - Roof / Roof Deck Framing Plan(s)
 - Roof Truss Plan(s)
 3. **Standard Details / Typical Details** - (CHB Walls, Wall Footings, etc.)
 4. **Structural Details** :
 - Schedule of Slabs / Slab Details
 - Schedule of Beams / Beam Details
 - Schedule of Columns / Column Details
 - Schedule of Footings / Footing Details
 - Schedule of Trusses / Truss Details
 - Connection Details (Bolted / Welded)
 5. **Structural Analysis and Design Calculation (on Bond Paper)**
 - Design Criteria (Load Assumptions, Materials Specs, etc.)
 - Structural Model Printout (STAAD, ETABS, Midas, etc.)
 - Structural Design Proper - *show design forces from structural model* (purlins, trusses, beams, slabs, columns, footings, walls, etc.)
- NOTE:**
- * **Seismic Analysis and Design** is mandatory for buildings 2-storey & above OR 6 meters or greater in height.
 - * **Wind Load Analysis** is mandatory for warehouses, covered courts, towers, billboards, and buildings 4-storey & above.
6. **Other Structural Plan Requirements** : (as needed)

ELECTRICAL PLANS

1. **General Notes / Guidelines and Specifications**
2. **Electrical Plans**
 - Power Layout
 - Lighting Layout (indicate switches)
 - Auxilliary Layout (for Residential application)
 - Legends, Symbols & Abbreviations
3. **Electrical Details**:
 - Schedule of Loads and Computation
 - Single Line Diagram of the whole installation
 - Riser Diagram for multi-storey building
 - Panel Board Details / Circuit Breaker Diagram
 - Electrical Design Analysis
 - Short Circuit Calculations
 - Voltage Drop Calculations
4. **Vicinity Map**
5. **Other Electrical Plan Requirements** : (as needed)

ELECTRONICS PLANS

1. **General Notes / Guidelines and Specifications**
2. **Electronics Plans & Details**
 - Telecommunication Facilities Distribution System (Structured Cabling) (Telephone, Intercom, Data, Equipment Room, etc.)
 - Security and Alarm System (CCTV, Access Control, Theft Sensor, etc.)
 - Fire Detection and Alarm System (FDAS)
 - Public Address Systems (PA) / Background Music (BGM)
 - Electronics Displays (Digital Billboard, Kitchen Video Display System, etc.)
 - Cable Television System
 - Distributed Antenna System
 - Medical Equipment, Queuing, Ticketing, ATM, etc.
 - Specification and Schedule of Equipment
 - Typical Connection / Support Details / Blow-up Details
 - Single Line Diagram / Riser Diagram
 - Legends, Symbols & Abbreviations
3. **Vicinity Map**
4. **Other Electronic Plan Requirements** : (as needed)

