



Tourism Infrastructure and Enterprise Zone Authority
Office of the Building Official

CHECKLIST FOR THE REQUIREMENTS IN APPLYING FOR BUILDING PERMITS UNDER THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)

(Only Application with complete and compliant requirements will be accepted)

	<p>1. A. In case the Applicant is the registered Owner of the lot:</p> <ul style="list-style-type: none"> • Certified true copy of the OCT/TCT, on file the Registry of Deeds, • Tax Declaration • Current Real Property Tax Receipt <p>B. In case the Applicant is not the registered Owner of the lot, in additional to the above; duly notarized copy of the Contract of Lease, or Deed of Absolute Sale.</p>
	<p>2. Duly accomplished and notarized application forms for the following:</p> <ul style="list-style-type: none"> • Building Permit • Ancillary Permits • Attached summary of designated Designers and Project Engineers <p>Note:</p> <ul style="list-style-type: none"> • Signed and sealed by duly licensed professionals and signed by the Owner • Mechanical and Electrical applications must be accompanied by machinery, Electrical and Electronics data sheet
	<p>3. Photo copy of TIEZA Certificate of Designation for TEZ operator and Certificate of Registration for RTEs and copy of special permit to locate in the TEZ</p>
	<p>4. Supporting documents: <i>Five (5) sets detailed architectural and engineering design of the following plans in 20"X30" size:</i></p> <ul style="list-style-type: none"> • Architectural • Civil/Structural • Sanitary/Plumbing • Electrical • Electronics • Mechanical <p><i>One (1) set of the following:</i></p> <ul style="list-style-type: none"> • A3 plans fastened in folder <p>Note:</p> <ul style="list-style-type: none"> • Two (2) soft copies of complete plans in CD (DWG and extracted file format only) • Signed and sealed by duly licensed professionals and signed by the Owner or his authorized representative • Plans must be fastened
	<p>5. Geodetic documents:</p>

	<ul style="list-style-type: none"> Updated detailed Topographic Plan of the site and immediate vicinity <p>Note:</p> <ul style="list-style-type: none"> Signed and sealed by duly licensed Geodetic Engineer and signed by the Owner or his authorized representative Plans must be fastened
	<p>6. Three (3) copies of the following:</p> <ul style="list-style-type: none"> Structural computations Design calculation/analysis of the following: <ul style="list-style-type: none"> Electrical Electronics Mechanical <p>Note:</p> <ul style="list-style-type: none"> Signed and sealed by Structural Engineer, Professional Electrical Engineer and Professional Mechanical Engineer, respectively. For designated RTEs, all pages must have TIEZA RTE complete registered name, complete project title, location signature and dry seal of Design Engineer, cover page signed by the Owner. Document must be fastened and properly labeled.
	<p>7. Three (3) copies of detailed Bill of Quantity (BOQ)/Detailed Cost Estimate of the following:</p> <ul style="list-style-type: none"> Architectural Civil/Structural Sanitary/Plumbing Electrical Electronics Mechanical <p>Note:</p> <ul style="list-style-type: none"> For designated RTEs, all pages must have TIEZA RTE complete registered name, complete project title, location signature and dry seal of Design Engineer, cover page signed by the Owner. Document must be fastened/bind and properly labeled
	<p>8. Three (3) copies of Technical Specification for the following:</p> <ul style="list-style-type: none"> Architectural Civil/Structural Sanitary/Plumbing Electrical Electronics Mechanical <p>Note:</p> <ul style="list-style-type: none"> For designated RTEs, all pages must have TIEZA RTE complete registered name, complete project title, location signature and dry seal of Design Engineer, cover page signed by the Owner. Document must be fastened/bind and properly labeled.
	<p>9. Two (2) sets of Construction Logbook to be signed by TIEZA Building Official.</p>
	<p>10. Copy of Soil Boring Test (3-storey and above)</p>
	<p>11. Layout Plan of Temporary Facilities</p>

	<ul style="list-style-type: none"> • Site location • Floor plan • Electrical layout • Load schedule • Single line diagram • List of all Electrical/Mechanical equipment with capacity ratings. <p>Note:</p> <ul style="list-style-type: none"> • All plans and layouts must be signed and sealed by duly licensed professionals and signed by the Owner.
	12. Copy of Environmental Compliance Certificate (ECC), if applicable
	<p>13. Clear copy of the following:</p> <ul style="list-style-type: none"> • Valid PRC license • Latest PTR of Designers and Project Engineers for different works as specified in the attached form • Contractor's PCAB License • Letter naming the assigned Project Safety Officer for the project signed by the Contractor/Project Manager with Safety Officer's Training Certificate / Credentials.
	<p>14. Letter of application for the Building Permit from the Locator/ Owner or contractor with authorization letter from the locator/Owner) addressed to the Chief Operating Officer</p> <p>(Please address all communication to the Chief Operating Office following this format)</p> <p>MR. POCHOLO J. D. PARAGAS Chief Operating Officer Tourism Infrastructure and Enterprise Zone Authority 142 Amorsolo St. Legaspi Village, Makati City</p> <p style="text-align: center;">Attention: ENGR. BERNARDO C. ALARILLA Acting TIEZA Building Official</p>

REMINDERS:

1. Please include this checklist when submitting the above stated document
2. A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (building), install (Electro-Mechanical equipment), alter or cause any change in the use of occupancy of any building or parts thereto or appurtenances thereto without any permit (Section 25.1 of Rule III of the National Building Code/PD 1096

Date

The Building Official
Tourism Infrastructure and Enterprise Zone Authority
142 Amoroso St. Legaspi Village
Makati City

Sir:

For the Project _____ for _____(Company)_____
Located at: _____ the following are the designated Designers and Project Engineers:

DESIGNERS

PROJECT ENGINEER

I. Civil Works

Printed
Name _____
PRC No. _____
Issued at _____
On _____ On
TIN _____
PTR No. _____
Issued at _____
On _____ On

Printed
Name _____
PRC No. _____
Issued at _____
_____ On
TIN _____
PTR No. _____
Issued at _____
_____ On

Specimen Signature and Dry Seal

Specimen Signature and Dry Seal

II. Sanitary Works

Printed
Name _____
PRC No. _____
Issued at _____
On _____ On
TIN _____
PTR No. _____
Issued at _____
On _____ On

Printed
Name _____
PRC No. _____
Issued at _____
_____ On
TIN _____
PTR No. _____
Issued at _____
_____ On

Specimen Signature and Dry Seal

Specimen Signature and Dry Seal

III. Electrical Works

Printed
Name _____
PRC No. _____
Issued at _____
On _____ On
TIN _____
PTR No. _____
Issued at _____
On _____ On

Printed
Name _____
PRC No. _____
Issued at _____
_____ On
TIN _____
PTR No. _____
Issued at _____
_____ On

Specimen Signature and Dry Seal

Specimen Signature and Dry Seal

IV. Electronics Works

Printed
Name _____
PRC No. _____
Issued at _____
On _____ On _____
TIN _____
PTR No. _____
Issued at _____
On _____ On _____

Printed
Name _____
PRC No. _____
Issued at _____
_____ On _____
TIN _____
PTR No. _____
Issued at _____
_____ On _____

Specimen Signature and Dry Seal

Specimen Signature and Dry Seal

V. Interior Works

Printed
Name _____
PRC No. _____
Issued at _____
On _____ On _____
TIN _____
PTR No. _____
Issued at _____
On _____ On _____

Printed
Name _____
PRC No. _____
Issued at _____
_____ On _____
TIN _____
PTR No. _____
Issued at _____
_____ On _____

Specimen Signature and Dry Seal

Specimen Signature and Dry Seal

VI. Mechanical Works

Printed
Name _____
PRC No. _____
Issued at _____
On _____ On _____
TIN _____
PTR No. _____
Issued at _____
On _____ On _____

Printed
Name _____
PRC No. _____
Issued at _____
_____ On _____
TIN _____
PTR No. _____
Issued at _____
_____ On _____

Specimen Signature and Dry Seal

Specimen Signature and Dry Seal

We are issuing this Certification as a requirement in the issuance of Building Permit

(Signature Over Printed Name of Owner)
TIEZA RTE

(Signature Over Printed Name, Position)
CONTRACTOR