



Tourism Infrastructure and Enterprise Zone Authority
Office of the Building Official



APPLICATION FOR BUILDING PERMIT

NEW RENEWAL AMENDATORY

APPLICATION NO.

Grid for application number

AREA NO

Grid for area number

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)

Main application form with sections: OWNER/APPLICANT, FORM OF OWNERSHIP, ADDRESS, LOCATION OF CONSTRUCTION, SCOPE OF WORK, USE OR CHARACTER OF OCCUPANCY, OCCUPANCY CLASSIFIED.

DO NOT FILL-UP (NSO USE ONLY)

Grid for NSO use only

BOX 2

Form for FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)

BOX 3

Form for APPLICANT signature and address

BOX 4

Form for LOT OWNER signature and address

BOX 5

Notary section including REPUBLIC OF THE PHILIPPINES, signature lines for APPLICANT and LICENSED ARCHITECT OR CIVIL ENGINEER, and NOTARY PUBLIC signature line.

**BOX 6 (TO BE ACCOMPLISHED BY THE PERMITS AND LICENSES DIVISION)**

ASSESSED FEES	ASSESSED BY	AMOUNT DUE	DATE PAID	O.R. NUMBER	NSO
<input type="checkbox"/> FILING FEE					
<input type="checkbox"/> PROCESSING FEE					
<input type="checkbox"/> LOCATIONAL/ZONING OF LAND USE					
<input type="checkbox"/> LINE AND GRADE (Geodetic)					
<input type="checkbox"/> FENCING					
<input type="checkbox"/> ARCHITECTURAL					
<input type="checkbox"/> CIVIL/STRUCTURAL					
<input type="checkbox"/> ELECTRICAL					
<input type="checkbox"/> MECHANICAL					
<input type="checkbox"/> SANITARY					
<input type="checkbox"/> PLUMBING					
<input type="checkbox"/> ELECTRONICS					
<input type="checkbox"/> INTERIOR					
<input type="checkbox"/> ONE HALF (½) OF FIRE SERVICE FUND (FSF)					
<b>TOTAL</b>					

**BOX 7 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)**

**BUILDING PERMIT**

BUILDING PERMIT NO.

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DATE ISSUED

M	M	D	D	Y	Y

OFFICIAL RECEIPT NO.

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DATE PAID

M	M	D	D	Y	Y

Permit is issued to \_\_\_\_\_ for the proposed \_\_\_\_\_  
(Owner/Applicant)  
 under \_\_\_\_\_, of Group \_\_\_\_\_, located at Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ OCT/TCT No. \_\_\_\_\_,  
(Use or Character of Occupancy)  
 \_\_\_\_\_ Street, Barangay \_\_\_\_\_, City/Municipality of \_\_\_\_\_ subject to

the following:

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure is liable for damages if within fifteen (15) years from the completion of the building/structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
2. This permit shall be accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by the corresponding design professionals who shall be responsible for the comprehensive and correctness of the plans in compliance to the Code and its IRR and to all applicable referral codes and professional regulatory laws.
3. That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc. shall be in conformity with the provisions of the National Building Code, and its IRR.
  - a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
  - b. That before commencing the excavation the person making or causing the excavation to be made shall notify in writing the owner of adjoining property not less than ten (10) days before such excavation is to be made and show how the adjoining property should be protected.
  - c. That no person shall use or occupy a street, alley or public sidewalk for the performance of work covered by a building permit.
  - d. That no person shall perform any work on any building or structure adjacent to a public way in general use for pedestrian travel, unless the pedestrians are protected.
  - e. That the supervising Architect/Civil Engineer shall keep at the jobsite at all times a logbook of daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.
  - f. That upon completion of the construction, the said licensed supervising Architect/Civil Engineer shall submit to the Building Official duly signed and sealed logbook, as-built plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, its IRR as well as the plans and specifications.
  - g. All such changes, modifications and alterations shall likewise be submitted to the Building Official and the subsequent amendatory permit therefor issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications maybe just an orderly and comprehensive compilation of all documents which include the originally submitted plans and specifications of all amendments thereto as actually built or they may be an entirely new set of plans and specifications accurately describing and/or reflecting therein the building as actually built.

**PERMIT ISSUED BY:**

\_\_\_\_\_  
**BUILDING OFFICIAL**  
 (Signature Over Printed Name)  
 Date \_\_\_\_\_