



**OFFICE OF THE BUILDING OFFICIAL**  
**ONE-STOP-SHOP FOR CONSTRUCTION PERMITTING (OSCP)**

**CONSOLIDATED CHECKLIST FOR ISSUANCE OF BUILDING PERMIT**

**I. ZONING.**

For the Issuance of Locational Clearance

- BARANGAY CLEARANCE** from the Barangay where the project will be located. (5 copies)
- SPECIAL POWER OF ATTORNEY (SPA)**, in cases where an authorized representative processes the permit (3 copies)
- Duly notarized **Locational Clearance Application Form** (2 copies)
- Required documents** in case the **APPLICANT IS THE REGISTERED OWNER** of the lot:
  1. Certified true copy of the Transfer Certificate of Title or TCT (from the office of the Register of Deeds) (5 copies)
  2. Tax Declaration (5 copies)
  3. Tax Clearance (5 copies)
- In case the applicant is **NOT THE REGISTERED OWNER** of the lot:
  - Requirements 1., 2., and 3.
  - Any** of the following documents:
    - a. Duly notarized copy of the Contract of lease, (5 copies) or
    - b. Duly notarized copy of the Deed of Absolute Sale, (5 copies) or
    - c. Duly notarized copy of the Contract of Sale, (5 copies) or
    - d. Affidavit of Consent from the registered owner, (5 copies) or
    - e. Affidavit of Consent from all the registered heirs (5 copies)
- LOCATION PLAN** (from the Assessor's Office) (3 copies)
- ENVIRONMENTAL CLEARANCE CERTIFICATE (ECC)**; for projects required under DENR regulations. (5 copies)
- CLEARANCE FROM THE AIR TRANSPORTATION OFFICE (ATO)**. For projects required under Rule XVII, (*Construction of Buildings/Structures within Approach/Departure Zones of Runways of Airports*) and Rule XVIII, (*Maximum Height of Buildings/Structures*) (PD 1096). (5 copies)

**II. OFFICE OF BUILDING OFFICIAL (OBO)**

- AFFIDAVIT OF SETBACK**, indicating the minimum specific setback distance from the center line of the road. (5 copies)
- Completely filled up **Building Permit forms Applications, signed and sealed** by a duly licensed architect or Civil Engineer
- Completely filled up **Sanitary and Plumbing forms Permit Applications, signed and sealed** by a duly licensed Sanitary Engineer or Master Plumber
- Completely filled up **Electrical Permit forms Applications, signed and sealed** by a duly licensed professional Electrical Engineer
- Completely filled up **Mechanical Permit forms Applications (when required), signed and sealed** by a duly licensed Professional Mechanical Engineer
- Completely filled up **Architectural Permit forms Application, signed and sealed** by a duly licensed Architect
- Completely filled up **Electronics Permit forms Applications, signed and sealed by a duly licensed Professional Electronics Communication Engineer**
- Five (5) sets of Plans, Bill of Materials and Specifications, signed and sealed** by a duly licensed professional of his/her specific field.
- STRUCTURAL ANALYSIS / COMPUTATIONS (3 copies)**
  1. For building/structures 2 storeys and above, signed and sealed by a duly licensed structural engineer or civil engineer
  2. For buildings/structures 3 storeys and above, **BORING TEST** is required
- Approved Construction Safety and Health Program (CHSP)** issued by the Department of Labor and Employment (DOLE)
- PHOTO COPY of UNEXPIRED Professional Regulatory Commission Identification Card (PRC ID) and the CURRENT PROFESSIONAL TAX RECEIPT** of duly licensed professionals of the specific fields. (2 copies)

**III. BUREAU OF FIRE PROTECTION (BFP)**

For the Issuance of Fire Safety Evaluation Clearance (FSEC)

- Fire and Life Safety Master Plan duly signed by a duly licensed Architect (3 sets)

**Note:** All building permits application forms and required documents must be placed in a long, expandable envelop along with 2 extra, long and expandable envelops with 2 long white folders with fasteners.

**CONSOLIDATED CHECKLIST FOR THE APPLICATION OF CERTIFICATE OF OCCUPANCY**

**I. OFFICE OF THE BUILDING OFFICIAL**

- Filled up **Certificate of Completion Form**
- Filled up **Certificate of final Electrical Inspection and Completion Form**
- Filled up and duly notarized **Certificate of Occupancy Application Form**
- Filled up **Sanitary Completion Form**
- Logbook of Construction**
- Building Inspection Sheet** duly accomplished by the contractor (if the construction is undertaken by the contractor himself) and signed and sealed by the architect or civil engineer in-charge of the construction work
- Photocopy of **pouring clearance/permit**
- As-built Plans and Specifications** jointly signed and sealed by the designing architect or civil engineer in-charge of the construction and signed by the contractor (if the construction is undertaken by the contractor himself) and confirmed by the owner
- Special Power of Attorney**, in case a representative is authorized to process the application for issuance of certificate of occupancy
- Photographs of the Project** (showing the least the front, interior portions and sides or back of the constructed building)
- Photocopy of unexpired PRC ID and the current Professional Tax Receipt** of the duly licensed professionals in-charge of construction and installation
- Photocopy of Building, Architectural, Electrical, Sanitary/ Plumbing Permits (Back to Back), with the signature and seal of the professionals in-charge of the construction and installation

**II. BUREAU OF FIRE PROTECTION**

- Fire Safety Inspection Certificate (FSIC)

**Note:** A **Joint Inspection** shall be conducted by the **OBO, CHO** and **BFP** personnel prior to the issuance of the Certificate of Occupancy with the owner/applicant duly notified with the schedule.