



Requirements for Building Permits / Fencing Permits Locational Clearance Applications:



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3 copies - Locational Clearance Applicant Forms (Duly Notarized)

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1 set - Construction Plans (signed by Reg. Civil Engr./ Reg. Archt. Structure Engineer, Electrical Engineer, Master Plumber w/ Owner's conformity) with Xerox copies of the PRC ID and Current PTR of:

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- Civil Engineer / Architect - For Civil / Archt. Plans
- Structural Engineer - For the Structural Computation / Analysis
- Environmental Planner for the Site Development Plan (if needed)
- Master Plumber - Sanitary / Rainwater Catchment / 3 Chambers Septic Tank
- Professional Electrical Engineer - For Electrical Plans
- Mechanical Engineer - For Mechanical Plans
- Geodetic Engineer - For Lot and Vicinity Map

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4 copies Perspective Plan with Title Block

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- 1 set - Bill of Materials / Project Cost Estimate (signed by Reg. Civil Engr. / Reg. Archt. w/ Owner's conformity)
- 1 set - Building Specifications (signed by Reg. Civil Engr. / Reg. Archt. w/ Owner's Conformity)
- 1 set - Structural Computation / Analysis (if applicable)
- 1 copy - Certificate of Title (certified from Reg. of Deeds)
- 1 copy - Tax Declaration (Certified True Copy from Assessor's Office)
- 1 copy - RPT Clearance / Current RPT receipt
- 1 copy - Barangay Permit Clearance (for Building / Fencing)
- 1 copy - Lot Sketch Plan (w/ Vicinity Map and duly signed by a Geodetic Engr.)
- 1 copy - ECC / CNC (if applicable) with EMP

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If Applicant is not the Registered Owner:

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- ! Special Power of Attorney
- ! Consent and Authority from the landowner
- ! Duly Notarized Deed of Absolute Sale or Contract of Lease / Sell
- ! If corporation Secretary's Certificate and Board Resolution

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If development is covered under the EIS system:

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- ! ECC or CNC as applicable
- ! Copy of the Environmental Plan
- ! Site Development Plan, duly signed by Environmental Planner (For projects requiring ECC) or CE or Archt.

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Note - Other documents may be required **depending on case** / situation.

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- ❖ Submit your documents to official staff only
- ❖ **INCOMPLETE DOCUMENTS SHALL NOT BE ACCEPTED**
- ❖ **FIXERS** not allowed! **THANK YOU.**

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