

Republic of the Philippines
Province of Cebu
CITY OF TALISAY

REQUIREMENTS FOR BUILDING/FENCING PERMIT
(PD 1096)

NOTE: PLEASE FASTEN ALL THE REQUIREMENTS.

ARRANGEMENT:

- 1.) Bldg. Permit Fee/ O.R. (OBO)
- 2.) Order Payments
- 3.) 2 copies - Sketch Plan Duty Signed & Sealed by (GEODETTIC ENGR.)
- 4.) 1 copy - Original Certificate True Copy of Land Title from (RD Office _ M. Velez) Additional 1 xerox Copy.
- 5.) 1 copy – Original Certified True Copy of Tax Declaration (Assessor’s Office) Additional 1 Xerox copy.
- 6.) 2 copies – Current Tax Receipt/Current Tax Clearance

NOTE: IF IN CASE THE APPLICANT IS NOT THE REGISTERED OWNER OF THE LOT.

- 6a.) *2 copies - Deed of Absolute Sale (Notarized)
- 6b.) * 2 copies – Special Power of Attorney (Notarized)
- 6c.) *2 Copies – Consent from the Lot Owner (Notarized)
- 6d.) *2copies – Contract of Lease (Notarized)
- 6e.) *2 copies – Affidavit of Undertaking (Notarized)
- 6f.) * OTHERS (SPECIFY) _____
- 7.) 2 copies – Marriage License (as needed)
- 8.) 2 copies – Death Certificate (as needed)
- 9.) 2 copies – Extrajudicial Partition/Settlement (as needed)

IF THE LAND TITLE OWNED BY TE COMPANY CORPORATION:

- * Attach the Articles of Incorporation from SEC.
& Secretary’s Certificate or Board Resolution
Authorizing the representative to sign the plan & Doc.

CLEARANCES:

- 10.) 2 copies – Barangay Clearance for Building/Fence Permit
- 11.) 2 copies – Orig. Fire Clearance from (FIRE STATION)
- 12.) 2 sets – Original copy Zoning Clearance from (CPDC Office)
- 13.) 2 copies – Highway Clearance (as needed)
- 14.) 2 copies – DENR Clearance (as needed)
- 15.) OTHERS (SPECIFY) _____

FORMS:

- 16.) 4 copies – Enforcement Division (Signed & Sealed by Engrs.)
- 17.) 4copies – Bldg. Application/Fencing Application
- 18.) 4 copies – Electrical Form
- 19.) 4 copies – Sanitary/Plumbing Form
- 20.) 4 copies – Mechanical Form – as needed
- 21.) 4 copies – Electronics Form – as needed
- 22.) 1 copy – Xerox of PRC &PTR (Architect/ Civil Engr., Master Plumbing, Electrical, Mechanical Engr. & Electronics Engr.)
- 23.) Bill of Materials (Signed & Sealed by Architect/Civil Engr.)
- 24.) Building Specification (Signed & Sealed by Architect/ Civil Engr.)
- 25.) Structural Analysis/Computation for (2-storey bldg. & above) (Signed & Sealed by Civil/ Structural Engr.)
- 26.) Soil Test/ Boring Test (3-storey & above)
- 27.) 5 sets Const. Plan arrange in order as follows:
 - 5 shts. Perspective Plan w/ Tittle Block
 - 5 shts. Floor Plan/ Architectural Plan
 - 5 shts. Structural Plan
 - 5 shts Plumbing Sanitary
 - 5 shts Electrical Lay-out Plan
 - 5 shts Mechanical Lay-out plan (if needed)
 - 5 shts Electronics Lay-out Plan (if needed)
- 28.) BP 344 Compliance (if Applicable)

NOTE: Construction Plan & Bldg. Permit Forms shall be Signed and Sealed by the following:

- * Architect/Civil Engr., Master Plumber, Elect’l Engr., Mechanical Engr. & Electronic Engr.

- 29.)BILLBOARD SAMPLE (PLYWOOD – 16” X 22”)

Bldg. Permit No.	_____
Date Issued :	_____
Bldg. Owner :	_____
Location :	_____