



REPUBLIC OF THE PHILIPPINES
METROPOLITAN MANILA
CITY GOVERNMENT OF MALABON
CITY ENGINEERING DEPARTMENT



CHECKLIST OF REQUIREMENTS FOR THE APPLICATION OF BUILDING PERMIT

- Four (4) copies of duly accomplished and notarized Application Form for Building Permit
- Two (2) copies of duly accomplished applicable Permit Forms
- One (1) copy of duly accomplished application form for Locational Clearance
- One (1) copy of duly accomplished application form for Fire Safety Evaluation Clearance
- 1 original and 2 photocopies of Proof of Ownership
 - In case the applicant is the registered owner of the lot: certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds
 - In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner, Affidavit of Consent from registered owner/ co-owners
 - Special Power of Attorney (for individuals) or Board Resolution/Secretary's Certificate (for corporations/HoAs) for the authorized representative/signatory in behalf of the owner/applicant
- Three (3) Photocopies of Tax Declaration, Current Real Property Tax Receipt, and Tax Clearance
- Original copy of Barangay Clearance for Building Permit
- Six (6) sets of Design Plans/Drawings, signed and sealed over the printed name of the respective duly licensed and registered design professionals, and approved by the owner/applicant:
 - Architectural Documents (Architect)
 - Civil/Structural Documents (Civil/Structural Engineer)
 - Electrical Documents (Professional Electrical Engineer)
 - Sanitary Documents (Sanitary Engineer)
 - Mechanical Documents (Professional Mechanical Engineer)
 - Plumbing Documents (Master Plumber)
 - Electronics/FDAS Documents (Professional Electronics Engineer)
 - Geodetic Documents (Geodetic Engineer)
- Two (2) sets of Survey/ Lot Plan, signed and sealed over the printed name of the duly licensed Geodetic Engineer
- Two (2) sets of Structural Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Civil/ Structural Engineer
- Soil Boring and Load Test signed and sealed by Geotechnical Engineer for buildings/ structures with a minimum height of nine (9) meters
- Two (2) sets of Electrical Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Professional Electrical Engineer
- One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three original specimen signatures) and sealed by the respective professionals
- Five (5) sets of Bill of Materials/Cost Estimate of the building or structure to be erected, signed and sealed over the printed name by a duly licensed and registered Architect or Civil Engineer, and approved by the owner/applicant
- Five (5) sets of Specifications of the building or structure to be erected, signed and sealed over the printed name by a duly licensed and registered architect or engineer
- One (1) Construction Logbook, signed and sealed over the printed name of the duly licensed and registered Civil Engineer or Architect-In-Charge of construction, and signed by the owner/applicant
- Construction Safety and Health Program (CSHP) (Department of Labor and Employment)
- Notarized Certificate of Structural Stability in case that the building is already constructed or existing signed by a Civil Engineer
- Two (2) Photocopies of government-issued ID of applicant/owner/ co-owners with three (3) original specimen signature
- Authorization Letter to transact on behalf of the applicant/ owner or SPA from owner/applicant and photocopy of valid ID of authorized representative with three original specimen signature

NOTES:

- The contents of all design plans/drawings, specifications and other documents prepared by the respective design professionals must be based on the requirements as prescribed by the provisions of the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096) and the latest Zoning Ordinance of the City
- Only COMPLETE and COMPLIANT applications will be accepted

REQUIRED SIZE OF BUILDING PLANS:

- Standard Size (20" x 30" or 30" x 40")
- Plans must be drawn to scale of not less than 1:100 m showing readable/clear/complete labels, dimensions and specification