



OFFICE OF THE CITY BUILDING OFFICIAL
CAGAYAN DE ORO

Legislative Building, Capistrano-Burgos Sts.
Tel. No. (088) 857-2687 / (088) 881-2131
Mobile #: 0975-0382-125

APPLICATION FOR BUILDING PERMIT
(Residential)

A.) DOCUMENTS (1 Original)

1. Certified true copy of **TRANSFER CERTIFICATE TITLE** from **Register of Deeds**
2. Certified true copy of **TAX DECLARATION** (Lot Only) from **City Assessor's Office**
3. Current **TAX RECIEPT** of lot property or **TAX CLEARANCE** from City Finance Office
4. **OTHERS** (in case the applicant is not the registered lot owner whichever is applicable)
 - Deed of Absolute Sale (**Notarized**)
 - **Notarized** Authorization from the Lot owner and photocopy of ID with 3 specimen signature
 - **Notarized** Affidavit of Heirship (*including photocopy of ID w/ 03 specimen signature*)
 - Extra Judicial Settlement (**Notarized**)
 - Contract of Lease (**Notarized**)
 - Board Resolution with Secretary Certificate for authorized signatory (**Notarized** + ID with 3 specimens signature)
5. Certification from Developer (for application located within a subdivision)
6. **Special Power of Attorney** for authorized **processor** and ID with 3 specimen signature
7. Photocopy of ID of the **Applicant**

B.) APPLICATION FORM

1. **Unified Building** Permit Application (*Notarized*) 5 copies
2. **Architectural Permit**
3. **Civil / Structural Permit**
4. **Plumbing Permit**
5. **Electrical Permit**
6. **Electronics Permit**
7. **Mechanical Permit**
8. **Fence Permit** (Notarized)
9. Photocopy of **PRC ID** & updated **PTR** of practitioners with 3 specimens

<input type="checkbox"/> ARCHITECT	<input type="checkbox"/> SANITARY ENGINEER
<input type="checkbox"/> GEODETIC ENGINEER	<input type="checkbox"/> ELECTRICAL ENGINEER
<input type="checkbox"/> STRUCTURAL / CIVIL ENGINEER	<input type="checkbox"/> ELECTRONICS & COMM. ENGINEER
<input type="checkbox"/> MASTER PLUMBER	<input type="checkbox"/> MECHANICAL ENGINEER

C.) PLANS and TECHNICAL DOCUMENTS (SIGNED AND SEALED by a prof. practitioner with NAME & SIGNATURE OF APPLICANT)

1. **THREE (3) Sets of A3-size Drawing Plans** of the following (*Arrange Plans accordingly*)

a. Geodetic Plan (SDP, Lot, Location/Vicinity map)	f. Electrical Plans
b. Architectural Plans	g. Electronics & Comms Plans
c. Structural Plans	h. Mechanical Plans
d. Sanitary Plans	i. Fence Plans
e. Plumbing Plan	
2. **Materials and Construction Cost Estimates** w/ Electronics cost
3. **Materials and Construction Specifications**
4. **Electrical Design Analysis (A3 SIZE)**
5. **Structural Design Computation with Analysis** for 2-Storey and above (and more than 100 sq.m floor area)
6. **Plate Load Test** or **Soil Boring Test** for 3-Storey
7. **Soil Boring Test** for 4-Storey building and above. (Hole 15 meters depth min.)
8. **Plumbing Design Analysis**

D.) SECURE CLEARANCES/CERTIFICATES /PERMITS

- | <u>OFFICES</u> | <u>CLEARANCES</u> |
|---|--|
| 1. <input type="checkbox"/> Housing / Subdivision Association | Homeowner's Clearance (<i>for subdivision</i>) |
| 2. <input type="checkbox"/> Department of Labor (DOLE) | Construction & Safety Health Program |
| 3. <input type="checkbox"/> City Planning & Dev Office (CPDO) | Request for Locational Clearance form |

NOTE:

- PLEASE INDICATE EXACT/COMPLETE PROJECT LOCATION ON ALL PLANS, FORMS AND DOCUMENTS.
- FILL UP ALL FORMS COMPLETELY