



**TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION**

**BOX 7**

RECEIVED BY: _____	DATE: _____
<b>FIVE (5) SETS OF MECHANICAL DOCUMENTS</b>	
<input type="checkbox"/> MECHANICAL PLANS AND SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (Specify) _____

**BOX 8**

<b>PROGRESS FLOW</b>					
	IN		OUT		PROCESSED BY:
	DATE	TIME	DATE	TIME	
MECHANICAL					
OTHERS (Specify)					

**ACTION TAKEN:**

**PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:**

1. That the proposed mechanical works shall be in accordance with the mechanical plans filed with this Office and in conformity with the latest Philippine Mechanical Code, the National Building Code and its IRR.
2. That prior to any mechanical installation, a duly accomplished prescribed **“NOTICE OF CONSTRUCTION”** shall be submitted to the Office of the Building Official.
3. That upon completion of the mechanical works, the licensed supervisor/in-charge shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents and shall also accomplish the certificate of completion stating that the mechanical works conform to the provision of the Philippine Mechanical Code, the National Building Code and its IRR.
4. That this permit is **null and void** unless accompanied by the building permit.
5. That a Certificate of Operation shall be issued for the continuous use of mechanical installations.

**Recommending Approval:**

Engr. Rico G. Lorono, PME  
 Chief Mechanical Section  
 Date: \_\_\_\_\_

**PERMIT ISSUED BY:**

ENGR. JOEL V. MOMONGAN  
**ACTING CITY BUILDING OFFICIAL**  
 (SIGNATURE OVER PRINTED NAME)

DATE: \_\_\_\_\_