



NAME OF OWNER/APPLICANT : _____ CONTACT NO./EMAIL ADD : _____
PROJECT LOCATION : _____ DATE/ TIME APPLIED : _____
PROJECT TITLE : _____ FOLLOW-UP DATE : _____
NEW : _____ RE-APPLIED : _____

FOR RESIDENTIAL AND COMMERCIAL

PLANS

1. Seven (7) Sets of Construction Plan prepared, signed and sealed by duly licensed:
- a. Architect in case of architectural plans
 - b. Civil / Structural Engineer in case of structural plans
 - c. Sanitary Engineer or Master Plumber in case of sanitary installation plans.
 - d. Professional Electrical Engineer in case of electrical plans
 - e. Professional Mechanical Engineer, in case of mechanical plans
 - f. Seven (7) Sets of Location Plan with vicinity map (signed and sealed by Geodetic Engineer)

TECHNICAL DOCUMENTS

2. (To be prepared, signed and sealed by the Licensed Professional)
- a. Five (5) copies of Construction Specification
 - b. Five (5) copies of Bill of Materials (Signed And Sealed by Architect / Civil Engineer)
 - c. Three (3) copies of Structural Computation with Seismic Analysis w/ sign & seal of Civil/Structural Engr. [Reference Code shall be the latest NSCP 2015 7th Edition]
 - d. Soil Test Analysis w/ Picture conducting a Boring Test & Photocopy of PRC ID & PTR of Civil Engineer (FOR THREE (3) STOREYS AND ABOVE)
 - e. Construction Logbook for the Proposed Project

APPLICATION FORMS

3. Duly accomplished Application Forms with signed and sealed by duly licensed professionals engineers/ architect:
- a. Notarized Unified Form for Building Permit & Fire Safety Evaluation Clearance Form
 - b. Electrical Permit Application Form
 - c. Mechanical Permit Application Form
 - d. Sanitary Permit Application Form
 - e. Notarized Demolition Permit
 - f. Sign/Signage Permit
 - g. Photocopy/ies of PTR/ PRC ID of the Engineers/ Architect who signed and sealed the plans and forms.
 - h. Mayor's Permit or Business Permit (in Marikina City) of the contractor / the Engineer or Architect In – charge of the Construction (maybe secured from the Business Permit and Licensing Office of Marikina City)
4. APPLICANT/S OR OWNER/S DOCUMENTS TO BE SUBMITTED
- a. Certified True Copy of Transfer Certificate of Title (TCT) - (Registry of Deeds J.P. Rizal St., Concepcion 1, Marikina City)
 - b. Photocopy/ies of Tax Declaration of Real Property/ies (Land & Building) - (Assessor's Office – Ground Floor, Marikina City Hall)
 - c. Photocopy/ies of Tax Receipt of Real Property/ies for the current year (Amillar)
 - d. Application form for Locational Clearance– (City Planning Office 2nd Floor Marikina City Hall)
 - e. Construction Clearance from the Developer (if needed)
 - f. Notarized Contract of Lease / Affidavit of Consent / Deed of Absolute Sale/ Extra-Judicial Settlement (if the applicant is not the registered property owner).
 - g. Certificate of Approval for a Construction Safety & Health Program from DOLE.
 - h. Notarized Authorization letter from owner / applicant allowing their representative to submit the application for processing & evaluation or to receive the approved permit on their behalf and submit photocopy of ID of owner for verification
5. FOR CORPORATIONS:
- a. Submit Notarized Secretary's Certificate with Board Resolution allowing the representative to sign/secure a permit in behalf of the company or register the same under his/her name
 - b. Security Exchange Commission Articles of Incorporation or DTI (1 set - photo copy) LESSOR & LESSEE if applicable

Submitted by: _____ Received by: _____ Checked by: _____
SIGNATURE OVER PRINTED NAME DOLORES GRACIA ENGR. RICKY BANGAWAN

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