



Name of Owner / Applicant : _____ Contact No. _____
Project Location : _____, Marikina City

TYPE OF CONSTRUCTION: Number of Unit/s _____

- One (1) Storey Two(2) Storey Three(3) Storey & Above Renovator Additional _____
 Residential Commercial Industrial Institution

1) APPLICATION FORMS (to be filled-up by the applicant & signed and sealed by registered professionals)

- Unified Application Form for Building Permit/Application for Building Permit (to be notarized)
- Electrical Permit
- Sanitary / Plumbing Permit
- Mechanical Permit
- Demolition Permit
- Sign Permit

2) APPLICANT/S or OWNER/S DOCUMENTS TO BE SUBMITTED

- Latest Certified True Copy of Transfer Certificate of Title (TCT)
(can be secured from the Registry of Deeds at J.P. Rizal St. Concepcion 1, Marikina City)
- Photocopy of *Notarized Deed of Absolute Sale ; *Extra Judicial Settlement of Estate
(If the TCT is not yet transferred to the new owner/s)
- Photocopy of Tax Declaration of Real Property/ies for LAND & BUILDING
(can be secured from the City Assessor's Office – 2nd Flr Finance Building City Hall Sta. Elena, Marikina City)
- Photocopy/ies of Tax Receipts or Tax Clearance of Real Property/ies for LAND & BUILDING
(can be secured from the City Treasury Office Ground Floor City Hall Building Sta. Elena, Marikina City)
- Construction Clearance from the Developer (if needed)
- PHILVOCS HAZARD ASSESSMENT OF PROPERTIES from PHILVOCS OFFICE at C.P. Garcia St. Diliman, Q.C. for the following locations: LGV, MONTE VISTA, IVC SUBD. CINCO HERMANOS, OLANDES, UBB, DELA COSTA, BARANGKA
- Notarized Contract of Lease
- Notarized Affidavit of Consent or Secretary's Certificate with Board Resolution **to construct and allowing to register the application under the applicant's name**
- Notarized authorization to file, process, & to receive the application by the representative with photocopy of Valid IDs

3) PLANS (7 sets Blue Print 20"x30" size) / AND OTHER DOCUMENTS – to be prepare, signed and sealed by duly licensed professionals:

- Lot Plan/s
- Architectural Plans
- Structural Plans
- Electrical Plans with Load Computation
- Sanitary Plans
- Mechanical & Fire Protection Plans
- Signage Plans
- 5-sets** - Construction Specifications
- 5- sets** - Bill of Materials
- 3 copies** - Structural Computation and Seismic Analysis with **SUMMARY OUTPUT DETAIL**
(Reference Code shall be NSCP 2015 7th Edition)
- 1 copy – **Soil Test Analysis** with picture conducting the Boring Test **(for 3 Storey & Above)**
- Notarized Structural Certification for Safety of AS BUILT Structure it was constructed on submitted plans
(for existing structure with retrofitting, additional Floors, and non-additional structural members to construct)
- Photocopies of PRC ID & PTR of professionals who signed and sealed the plans and the application forms

4) OTHER DOCUMENTS

- Approved **Locational Clearance** from the City Planning Office (2nd Floor Finance Building City Hall)
- Certificate of Approval for a Construction Safety & Health Program from DOLE

5) FOR CORPORATION

- Notarized Secretary's Certificate with Board Resolution allowing the representative to SIGN, SECURE a permit in behalf of the company or ALLOWING the representative to REGISTER the Building Application Permit under his/her name.
- 1 set photocopy of SEC Security Exchange Commission Articles of Incorporation or DTI

Submitted by:

Received by:

Checked by:

Signature over printed name

Dolor Gracia

Engr. Ricky Bangawan

NOTE: Other documents may be required to be submitted if necessary

PROVIDE EXPANDABLE ENVELOP WITH NAME OF APPLICANT AND LOCATION OF PROJECT (for forms and documents)



Republic of the Philippines

CITY OF MARIKINA
ENGINEERING DEPARTMENT
kennedy.sueno@marikina.gov.ph

