

MUNICIPALITY OF DARAGA, ALBAY

Office of the Building Official

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT (New or Renovation)

	DOCUMENTS TO BE SUBMITTED	FOR SUBMISSION	FOR DUPLICATION
LEGAL DOCUMENTS AND CLEARANCE	1 Certified Blue Copy of Transfer Certificate of Title	Original Copy	2 copies
	2 Tax Clearance		2 copies
	3 Tax Declaration of the Property		2 copies
	4 If Lot is not in the name of the applicant:	Original Copy	
	Deed of Absolute Sale		2 copies
	Award Notice and/or Lease Contract		2 copies
	Deed of Assignment or Donation		2 copies
	5 Duly Notarized Authorization of Representative	Original copy	1 copies
	6 For Corporation:		
	Authority to sign (Corporate Secretarys Affidavit/Certificate)	Original copy	1 copy
	7 Supplemental Documents (if applicable)		
	ECC and other Clearances from other government agencies	Original copy	2 copies
8 Approved Zoning Compliance Certificate	1 original	1 copy	
9 Approved Fire Safety Evaluation Clearance from Fire Department Office	1 original	1 copy	
10 Approved Certificate of Const. Safety Health Program from DOLE	1 original	1 copy	
11 Barangay Construction Permit	1 original	1 copy	
12 For renovation, addition or extension:			
Copies of previous Building Permit and /or previous Certificate of Occupancy, together with the previous Locational/Zoning Clearance and previous approved building plans (except for interior renovation)			
	APPLICATION FORMS MUST BE DULY ACCOMPLISHED, SIGNED & SEALED BY THE PROFESSIONALS AND SIGNED BY THE OWNER		
APPLICATION FORMS	1 BUILDING PERMIT Application Form (Notarized)	3 copies	
	2 SANITARY/PLUMBING Permit Application Form	2 copies	
	3 ELECTRICAL PERMIT Application Form	2 copies	
	4 MECHANICAL PERMIT Application Form (for commercial building)	2 copies	
	5 ELECTRONICS PERMIT Application form (for commercial building)	2 copies	
	6 SIGN PERMIT Application Form (for commercial building)	2 copies	
	7 ARCHITECTURAL PERMIT Application Form	2 copies	
	8 STRUCTURAL PERMIT Application Form	2 copies	
	9 Photocopies of valid PRC ID & Current PTRs with dry seal and 3-specimen signatures of the professionals	1 copy each	
	REQUIRED SIZE OF BUILDING PLANS:	5 sets	
	>A3 (297 mm x 4209 mm) or Standard Size for Residential Building	Blue Print	
	>Standard size (20" x 30" Or 40") for COMMERCIAL AND OTHER TYPES OF BUILDING	or A3 Size	
	>Plans must be drawn to scale of not less than 1:100m showing readable/clear/complete labels, dimensions and specifications		
BUILDING PLANS	1 GEODETIC DOCUMENTS (refere to Sectin 302.3 of the NBCP)	}	
	2 ARCHITECTURAL PLANS (with Site Development Plan showing parking lay out) for other details, refere to NBCP		
	3 STRUCTURAL PLANS and documents (including structural analysis & design, for details, refere to the latest edition of the National Structural Code & ec. 302.5 of NBCP		Five(5)
	4 SANITARY/PLUMBING Plans (refer to NBCP)		Sets
	5 ELECTRICAL PLANS (refer to NBCP)		
	6 MECHANICAL PLANS (for details, refer to NBCP)		
	7 FIRE PROTECTION Plans (including Plans for Fire Detection & alarm system (for details, refer to the Fire Code of the Philippines)		
	8 ELECTRONICS Plan (refer to NBCP)		
	SUPPORTING DOCUMENTS (signed & sealed by the professionals & with clear photocopies of their PRC IDs & PTRs		
	1 Cost Estimate/Bill of Materials		5 sets
2 Project Specifications	4 sets		
3 Electrical Analysis	2 sets		
4 Sanitary/Plumbing Analysis	2 sets		
5 Structural Analysis (for 2 storey/s & above)	2 sets		
6 Construction Logbook(Signed and Sealed by Civil Engineer /Architect)	1 recordbook		
7 Clear latest picture of site/area (taken at least a week before application)			
8 Soil Analysis (for commercial/residential building w/ 3 storey/s or more)	2 sets		
9 AIECO or NGCP Clearance	2 copies		