

Republic of the Philippines
San Jose City – 3121
Province of Nueva Ecija
OFFICE OF THE BUILDING OFFICIAL

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION
(Single Dwelling Residential / Commercial / Industrial / Others)

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- Five (5) copies of filled up Unified Application Form for Building Permit and FSEC
- Filled-up Application Form for Locational Clearance
- Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)
- Five (5) sets of Survey Plans, design plans and other documents as follows:
- A) Architectural Documents
 - B) Civil / Structural Documents
 - C) Electrical Documents
 - D) Mechanical Documents
 - E) Sanitary Documents
 - F) Plumbing Documents
 - G) Electronics Documents
 - H) Geodetic Documents
 - I) Fire Protection Plan (if applicable)
 - Automatic Fire Suppression System
 - Wet Stand Pipe
 - Dry Stand Pipe
 - Kitchen Hood Suppression
 - Fire Detection & Alarm System
- Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals
- Notarized estimated value of the building / structure to be erected as declared by the owner
- Construction Safety and Health Program
- Affidavit of Undertaking
- Soil Test (if applicable)

REMARKS:

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes)
- Name of Receiving Officer : _____
- Date & Time Received : _____
- Signature of Applicant : _____

NOTES:

- All application forms are available in the OBO
- All the fully accomplished forms and requirements must be fastened in LONG FOLDER except for the Drawing Plans and reports. **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- **Bring this Checklist with detachable Claim Stub when submitting your application. Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE"**

CLAIM STUB

Application No. : _____

Time & Date Applied/Submitted : _____

Return Date : _____

Receiving Officer : _____
(Signature Over Printed Name)

Name of Applicant/Owner : _____

Location of Project : _____

Project Title : _____

*For updates and inquiries, please call CEO/OBO at (044) 958-5181 (landline) within four (4) working days

NOTE: Bring this claim stub upon claiming the Order of Payment / Building Permit, FSEC & other documents.