

City of Mandaluyong
Engineering and Building Official Department

CHECKLIST OF REQUIREMENTS FOR
BUILDING PERMIT APPLICATION

- 1 set Duly accomplished application forms
(completely and properly filled-up)
Building Permit Box 1, Box 3A, Box 6, Box 7, Box 8, Box 9
Sanitary/Plumbing Permit Box 1, Box 6, Box 7, Box 8
Electrical Permit Box 1, Box 2, Box 3, Box 4, Box 5, Box 1a
Mechanical Permit Box 1, Box 6, Box 7, Box 8
- 6 sets Design Plans (Architectural, Structural, Electrical,
Sanitary/Plumbing, Mechanical & Electronics)
(signed by Owner/ Applicant, signed and sealed by duly
licensed Engineers/ Architect; scale not less than 1:100mts)
- 2 sets Survey Lot Plan
signed and sealed by duly licensed Geodetic Engineer
- 4 sets Specification
signed and sealed by duly licensed Engineers/Architect
- 2 sets Structural Design & Computation
(signed and sealed by Structural/Civil Engineer)
- 4 sets Bill of Materials & Cost Estimate
(signed and sealed by Engineers/Architect)
- 1 pc. Photo copy of PRC ID, PTR, & UAP-IAPOA (for
architects only) of design professionals with
3-specimen signature and dried sealed
- 1 pc. Seismic Analysis (for 3-Storey & higher)
- 1 pc. Boring and Load Test (for 3-Storey & higher)
- 1 pc. Structural Certification & Analysis (signed & sealed
by Civil/Structural Engineer, for renovation that will affect
the stability of the building)
- 1 pc. Transfer Certificate Title T.C.T. (Certified True
Copy, on file with the Registry of Deeds within the last 4
months) or Condominium Certificate of Title (C.C.T.)
- 1 copy Contract of Lease (in case the applicant is not the
registered owner of the lot), or Deed of Absolute Sale
- 1 pc. Tax Declaration
- 1 pc. Current Real Property Tax Receipt
- 1 pc. Barangay Clearance
- 1 pc. Home Owners Assn. Clearance (if applicable)
- 1 copy Locational Clearance (City Planning Office)
- 1 pc. Secretary's Certificate/Authority to Sign/Special
Power-of-Attorney Authorization Letter (whichever is
applicable)
- 1 pc. DENR – Environmental Compliance Certificate
- 1 pc. DOLE – Construction Safety & Health Program
- 1 pc. HLURB – Development Permit
- 1 pc. CAAP – Height Clearance
- Site Development Permit (issued by Sangguniang
Pantlungsod for Subdivision/Townhouses development)
- Provision of Batas Pambansa 344 (Accessibility Law)
- Earthquake Recording Instrumentation
- Rain Water Collector
- Traffic Impact (for high rise building & large scale
construction)
- Contractor's Tax (if under contract) or Affidavit of Non-
Hiring of Contractor (if by administration)
- Comprehensive Public Liability Insurance &
Group Personal Accident Insurance (accredited by
the City of Mandaluyong)
- DOH Clearance (for outdoor antenna)
- Others that may be required

Checked by: Danny Lopez
Receiving Officer

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