

**CHECKLIST/REQUIREMENTS FOR LOCATIONAL CLEARANCE
AND BUILDING PERMIT APPLICATIONS**

Applicant Name: _____

Project Name : _____

Project Location: _____

Together with the duly accomplished and notarized unified application forms, the following shall be submitted to the CBO:

1. Barangay Clearance for the proposed project.
2. In case the applicant is the registered lot owner (3-copies each)
 - a. Certified True Copy of OCT/TCT by the City Register of Deeds
 - b. Tax Declaration certified by the City Assessor's Office
 - c. Current Real Property Tax Certification from the City Treasurer's Office
3. In case the applicant is not the registered owner (3-copies each)
 - a. Notarized written consent from lot owner/Lease Contract/Deed of Absolute Sale
 - b. Photocopy of 2a, 2b and 2c
4. In the absence of any existing Certificate of Title in the name of the applicant (3-copies each)
 - a. Certification from the CENRO-DENR regarding the present status of land to the effect that the applicant is the owner/claimant of the property
 - b. Photocopy of 2b and 2c
5. Building documents signed and sealed by designed professionals (4-sets)
 - a. Architectural Plans (Architect) _____
 - b. Civil/structural Plans (Civil Engineer)
 - c. Plumbing/Sanitary Plans (Sanitary Engineer/Plumber)
 - d. Electrical Plans (Professional Electrical Engineer)
 - e. Mechanical Plans (Professional Mechanical Engineers)
 - f. Electronics Plans (Electronics Communications Engineer)
 - g. Geodetic Documents
 - h. Building Project Specifications
 - i. Structural Design and Analysis (above 20m² floor area)
 - j. Boring Test (3-floors up)
 - k. Fire Protection Plan (if applicable)
6. Updated Relocation Survey Plan prepared by Geodetic Engineer for Fencing Permit and Firewall Construction
7. Estimated value of the building or structure to be erected as declared by the owner or applicant and duly notarized (4-copies) DOLE CLEARANCE (if not AS BUILT)
8. Photocopies of valid licenses of all involved professionals (professional tax receipt & PRC identification card)
9. For applications filed by authorized representative: Sworn Special Power of Attorney for the representative to file/follow up application, and to claim decision on the application
10. Logbook
11. Other additional documents as may be needed:

Checked and Verified: _____

Date and Time : _____