



City of Mandaluyong
ENGINEERING & BUILDING OFFICIAL DEPARTMENT

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION



- Three (3) copies of completely filled up & **Notarized Unified Application Form for Building Permit** signed by **owner/applicant** and signed & sealed over the printed names of the duly licensed **Civil Engineer or Architect**
- Two (2) copies of completely filled up **Ancillary/Accessory Permit/s** signed by **owner/applicant** and signed & sealed over the printed names of the duly licensed and **registered professionals**
- Two (2) photocopies of **unexpired (PRC I.D.) and current (PTR)** of all involved professionals (**affix 3 original specimen signature and stamp professional's seal**)

Applicant is the registered owner of the lot:

- Registry of Deeds - **Certified True Copy** of Original Certificate of Title (**OCT**) / Transfer Certificate of Title (**TCT**) at least **two (2) months ago**
- Tax Declaration** and Current Real Property **Tax Receipt**

Applicant is not the registered owner of the lot, in addition to the above:

- Duly notarized copy of the **Contract of Lease, Award Notice/Certification, or Deed of Absolute Sale**
- Five (5) sets of design plans**, survey plans, specifications and other documents prepared, signed and sealed over the printed names of the duly licensed and **registered professionals & signed by owner/applicant**
 - Architectural Documents
 - Civil / Structural Documents
 - Plumbing Documents
 - Electrical Documents
 - Geodetic Documents
 - Sanitary Documents
 - Electronics Documents
 - Mechanical Documents
 - Fire Protection Documents
 - Signage Documents
- Photocopy of owner's/applicant's valid ID (**affix 3 original specimen signature**) (**preferably government issued ID**)
- Secretary's Certificate for the **Authorized Signatory** (for corporation)
- Special Power of Attorney / Authorization Letter for the **Authorized Representative**
- Four (4) copies of **Notarized Bill of Material (BOM) / Cost Estimate** signed by **owner/applicant** and signed & sealed by a duly licensed **Civil Engineer or Architect**
- Construction Safety and Health Program (**CSHP**) approval from **DOLE Office**
- Contractor's Tax from **City Business Permits & Licensing Department**
- Comprehensive Public Liability Insurance
- Group Personal Accident Insurance
- One (1) brown envelope for documents filing & One (1) logbook for construction activities

Additional Requirements (whenever necessary):

- Barangay Clearance for Construction/Renovation
- Home Owners Association Clearance (if applicable)
- Locational Clearance (City Planning and Development Department - **Zoning Division**) (if applicable)
- Copy of Local Zoning Board of Adjustment and Appeals (**LZBAA**) (if applicable)
- Copy of Building Permit & Certificate of Occupancy of Existing Structure (front & back) (if applicable)
- Green Building Pre-Compliance Certificate (City Planning and Development Office - **Green Building Division**)
- Environmental Compliance Certificate (ECC) from **DENR**
- Height Clearance from **CAAP**
- Seismic Accelerograph & Provision of Batas Pambansa 344 (Accessibility Law)
- Development Permit from Department of Human Settlements and Urban Development (**DHSUD**)
- Site Development Permit from **Sangguniang Panlungsod** (for Subdivision/Townhouses development)
- MMDA Clearance / DPWH Clearance / MCBC Clearance**

Application No. : _____
 Received by : _____ Date & Time : _____
 Name of Applicant/Owner : _____ Contact No. : _____
 Location of Project : _____
 Project Title : _____