

Engineering & Building Official Department

TECHNICAL REQUIREMENTS IN SECURING BUILDING PERMIT

ARCHITECTURAL DOCUMENTS

1. Architectural Plans / Drawings at least 1:100 scale
 - i. Vicinity Map/Location Plan (2 km radius for commercial, industrial & institutional complex; 500 m for residential buildings)
 - ii. Site Development Plan, showing the proposed project (with gridlines) and indicating the following: technical descriptions; orientations; setback/easement requirements; adjacent roads and lots; existing structures, if any; parking layout
 - iii. Perspective, drawn at convenient scale and taken from vantage point (eye level or bird's eye view)
 - iv. Floor Plan/s, drawn with min. scale of 1:100 showing: gridlines, room/space labels (with corresponding floor finishes), complete dimensions, door and window labels
 - v. Elevations, at least four (4), same scale as floor plan/s, showing: gridlines, natural ground to finish grade elevation, floor to floor heights, door and window labels, exterior finish callouts, adjoining structure/s, if any (shown in single hatch lines)
 - vi. Sections, at least two (2), same scale as floor plan/s, showing gridlines, natural ground to finish grade line, floor to floor heights, floor to ceiling heights, outline of cut and visible structural parts, door and window labels, room/space labels (cut by section lines)
 - vii. Reflected Ceiling Plan/s, same scale as floor plan/s showing: design, location, finishes and specifications of materials, lighting fixtures, diffusers, decorations, air conditioning exhausts/grilles, sprinkler nozzles, if any
 - viii. Roof Plan / Roof Deck Plan, same scale as floor plans, showing: gutter/s (either exposed or inside gutter), roof drains/downspouts, roof slope/s (either for metal roofing sheets or roof deck), specifications of roofing materials (either metal roofing sheets or r.c. slab)
 - ix. Door and Window Schedules, drawn at min. scale of 1:50, showing their types, locations, designations/ marks, dimensions, materials/specifications, and number of sets
 - x. Stairs, Exits and Occupant Loads
2. Architectural Interiors / Interior Design
3. **Four (4) copies of Technical Specifications signed & sealed by a duly licensed Civil Engineer or Architect**
4. Plans & specific locations of all accessibility facilities
5. Detailed design of such accessibility facilities outside and around building/structure

GEODETIC DOCUMENTS (For Line & Grade)

Two (2) copies of Lot Survey Plans signed and sealed by a duly licensed Geodetic Engineer

Lot Survey Plans, including but not limited to:

1. Vicinity Map / Location Plan
2. Lot Plan
3. Relocation Survey Plan and Report
4. Line and Grade

CIVIL/STRUCTURAL DOCUMENTS

1. Site Development Plan
2. Structural Plans at least 1:100 scale
 - i. Foundation Plans & Details
 - ii. Floor/Roof Framing Plans and Details
 - iii. Details and Schedules of structural and civil works elements
3. **Two (2) copies of Structural Analysis/Calculation for building/structures 2-storey and above, signed and sealed by a duly licensed Structural or Civil Engineer**
4. **Two (2) copies of Structural Certification for renovation that will affect the stability of the building/structure signed and sealed by a duly licensed Structural or Civil Engineer**
5. **Two (2) copies of Boring Test for buildings/structures 3-storey and above**
6. Seismic Analysis
7. General Notes & Other related documents

ELECTRICAL DOCUMENTS

1. Location and Site Plan (This is not a vicinity map)
 - i. Bordering Areas showing public or well-known streets, landmarks and/or structure and owner's land drawn to appropriate metric scale unless the extended into the areas concerned
 - ii. Location of Service Drop, Service Equipment and nearest Pole of utility company (MERALCO) furnishing electrical; location of the meter as well as sizes of service entrance wires, conduits and service equipment.
2. Legend or Symbols
3. General Notes and/or Specifications
4. Electrical Layout
5. Schedule of Loads
6. Fire Alarm Circuits
7. **Two (2) copies of Electrical Design Analysis, Voltage Drop Calculation, Short Circuit Calculation signed & sealed by a duly licensed professional Electrical Engineer**
8. Single-Line Diagram

SANITARY DOCUMENTS

For deep well, water purification plants, water collection and distribution systems, reservoirs, drainage and water systems, sewage treatment plants, malaria control structures, and sewage disposal system

1. Location Plan and Site Plan
2. Detailed Plan and Layout
3. Design Analysis and Technical Specifications
4. Cost Estimates

PLUMBING DOCUMENTS

For all plumbing installations additions and/or alterations involving hot and cold-water supply, fixtures, sewage drainage and vent system, storm drainage and sewerage system within or adjacent to the building:

1. Location Plan and Site Plan of Minimum scale 1:2000
2. Plumbing Plans, Layouts and Details, of min. scale 1:50