Republic of the Philippines
City of Tagaytay
OFFICE OF THE CITY ENGINEER
Tel no. (046) 483-9374 Local – 205
Email: cityengineer.tagaytaycity@gmail.com

BAGONG PILIPINAS

Name: _____
Project Name: _____
Proj. Location: _____

CHECKLIST FOR SECURING BUILDING PERMIT

(6 COPIES EACH)

ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED

☐ Locational Clearance Form (Notarized) **(Acquired from City Planning & Development Office)**
- Verify Location Restrictions **(based on City Ordinance)**

PROOF of OWNERSHIP

☐ TCT **(certified thru copy from Register of Deeds)**
☐ Attach Deed of Sale if not named after the current owner
☐ Tax Declaration **(Latest Year) (Acquired from Assessors Office)**
☐ Tax Receipt **(Latest Year) (Acquired from Assessors Office)**
☐ Tax Map **(Acquired from Assessors Office)**

☐ Contract of Lease **(If not Owned by Applicant)**
☐ Certificate of Tenancy **(If the Leased Unit is within a mall)**

☐ Authorization Letter/SPA with Photocopied ID of Owner and Authorized Person (Notarized)
☐ Pahintulot ng Barangay **(for Building Permit)**
- Payment **(Proceed to City Treasurers Office)**
- Certificate **(Present Receipt to the Barangay)**

☐ Lot Plan **(Signed & Sealed by Registered Geodetic Engineer)**
☐ Plans/details A3 Paper Size **(Plans also need to be signed by the owner)**
☐ Prescribed Application Forms, as may be necessary (properly accomplished)

- Building Permit form (Notarized) (signed & sealed by Registered Civil Engineer/Architect)
- Architectural Permit form (signed & sealed by Registered Architect)
- Structural Permit form (signed & sealed by Registered Civil Engineer)
- Electrical Permit form (signed & sealed by Prof. Electrical Engineer/Master Electrician)
- Sanitary Permit form (signed & sealed by Sanitary Engineer/Master Plumber)
- Mechanical Permit form (signed & sealed by Professional Mechanical Engineer)
- Electronics Permit form (signed & sealed by Professional Electronics Engineer)

- Xerox copy of PTR # & PRC License of all Engineers/Architect who will signed & sealed the permit in-charge of construction

☐ Bill of Materials/Cost Estimate (signed & sealed by Registered Civil Engineer/Architect and Owner)
☐ Specifications (signed & sealed by Registered Civil Engineer/Architect and Owner)
☐ Log Book (signed & sealed by Registered Civil Engineer/Architect)
☐ Approved Plans by Developer/HOA **(for constructions within Subdivision Area)**
☐ Structural Analysis for 2 or more storey Bldg and or more than 7.5meters in height/Ridge Areas
☐ **Soil Test** for 3 or more storey Bldg/Ridge areas
(Accredited by City Engineering Office & witness by representative of the B.O. during the conduct of testing)
☐ Comply w/ BP 344 or Accessibility law **(for Commercial Buildings)**
☐ Department of Health (DOH) clearance for construction of cellular site tower
☐ Construction Safety and Health Program (from DOLE)
(for 2 or more storey Bldg for Residential and All New Commercial Bldg)
☐ Fire Safety Evaluation Clearance (from BFP) **(Get Endorsement Letter from Engineering Office)**
☐ USB 1pc only **(for Soft Copy of Plans and All Requirements)**
☐ Expanded Envelope Long **(2pcs)**

Submit to: **Office of the Building Official/City Engineering Office, Tagaytay City, Cavite**