



Republic of the Philippines
Province of Rizal
MUNICIPALITY OF TAYTAY
MUNICIPAL ENGINEERING OFFICE

OFFICE OF THE MUNICIPAL ENGINEER
FRONTLINE SERVICES

BUILDING PERMIT SECTION
REQUIREMENTS

Name:

Type of Construction:

Address:

1.	PLANS (4 SETS)	
	ARCHITECTURAL	Signed and sealed by Licensed Architect
	STRUCTURAL	Signed and sealed by Licensed Civil Engineer
	ELECTRICAL	Signed and sealed by Licensed Professional Electrical Engineer
	PLUMBING	Signed and sealed by Licensed Sanitary Engineer/Master Plumber
	MECHANICAL	Signed and sealed by Licensed Professional Mechanical Engineer
2.	LOT PLAN (4 SETS)	Signed and sealed by Licensed Geodetic Engineer

3. FASTENED DOCUMENTS IN A LONG FOLDER		
A.	FORMS issued by the Engineering Office	
	BUILDING	Signed and sealed by Licensed Civil Engineer or Architect
	ELECTRICAL	Signed and sealed by Licensed Professional Electrical Engineer
	PLUMBING	Signed and sealed by Licensed Sanitary Engineer/Master Plumber
	MECHANICAL	Signed and sealed by Licensed Professional Mechanical Engineer
(PHOTOCOPY OF PROFESSIONAL ID AND PTR OF ALL SIGNATORY ENGINEERS)		
ATTACHED 3 COPIES OF THE FOLLOWING:		
B.	BILL OF MATERIALS	Signed and sealed by Licensed Civil Engineer or Architect
	SPECIFICATIONS OF WORKS	Signed and sealed by Licensed Civil Engineer or Architect
C.	STRUCTURAL ANALYSIS - FOR TWO (2) STOREY BLDG (NOTE: ATTIC, ROOFDECK, BASEMENT, MEZZANINE - CONSIDERED A FLOOR)	
	STRUCTURAL ANALYSIS W/ SEISMIC ANALYSIS- FOR THREE (3) STOREY BLDG.	
	Signed and sealed by Licensed Civil Engineer or Architect	
D.	ELECTRICAL DESIGN ANALYSIS	Signed and sealed by Licensed Professional Electrical Engineer
E.	PROOF OF OWNERSHIP	
	i. TITLE	
	ii. TAX DECLARATION	
	iii. TAX RECEIPT	
	iv. IN CASE THE APPLICANT IS NOT THE OWNER OF THE LOT THE FOLLOWING IS NEEDED	
	a. Affidavit of Consent	
	b. Deed of Sale, Contract to Sell, Contract of Lease	
	v. IN CASE THE OWNER HAS NO TITLE AFFIDAVIT OF OWNERSHIP IS NEEDED	
F.	SUBMIT THE FOLLOWING IF APPLICABLE...	
	- HOMEOWNER'S CLEARANCE	
	- SOIL BORING TEST - FOR THREE (3) STOREY AND ABOVE BLDG	
	- DPWH CLEARANCE (FOR NATIONAL OR MAJOR ROADS LOCATION)	
	- DOLE CLEARANCE (FOR FOUR (4) STOREY BLDG AND ABOVE) (CELLSITE ETC.)	
	- CONSTRUCTION PERMIT FROM SUBDIVISION	
	- DENR CLEARANCE (FOR FOUR (4) STOREY BLDG AND ABOVE) (CELLSITE ETC.)	
	- CAAP CLEARANCE	
	- SECRETARY CERTIFICATE	

Tel no. 8284-4787

Serbisyong may ngiti!

Don Hilario Cruz Ave., Club Manila East Compd. Brgy. San Juan, Taytay, Rizal

