



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!



REPUBLIC OF THE PHILIPPINES
 MINISTRY OF PUBLIC WORKS
 OFFICE OF THE BUILDING OFFICIAL

APPLICATION NO.

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DISTRICT/CITY/MUNICIPALITY

AREA CODE _____

PERMIT NO.

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DATE OF APPLICATION

MECHANICAL PERMIT

DATE ISSUED

BOX 1 (TO BE ACCOMPLISHED BY PROFESSIONAL MECHANICAL ENGINEER IN PRINT)

NAME OF OWNER/APPLICANT		LAST NAME, FIRST NAME, M.I.	TIN NO.
ADDRESS		NO. STREET, BARANGAY, CITY MUNICIPALITY	TELEPHONE NO.
LOCATION OF INSTALLATION		NO. STREET, BARANGAY, CITY MUNICIPALITY	
SCOPE OF WORK <input type="checkbox"/> NEW INSTALLATION		<input type="checkbox"/> ADDITION OF _____ <input type="checkbox"/> REMOVAL OF _____ <input type="checkbox"/> OTHERS (SPECIFY) _____	BUILDING PERMIT NO. _____ CERTIFICATE OF OCCUPANCY NO. _____
USE OR TYPE OF OCCUPANCY <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> INSTITUTIONAL <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> LANDSCAPING <input type="checkbox"/> OTHERS (SPECIFY) _____			
INSTALLATION AND OPERATION OF <input type="checkbox"/> BOILER <input type="checkbox"/> PRESSURE VESSELS <input type="checkbox"/> INTERNAL COMBUSTION ENGINE <input type="checkbox"/> REFRIGERATION & ICE - MAKING <input type="checkbox"/> WINDOW TYPE AIR - CONDITIONING <input type="checkbox"/> PACKAGE AIR - CONDITIONING UNIT <input type="checkbox"/> CENTRAL AIR CONDITIONING <input type="checkbox"/> MECHANICAL VENTILATION <input type="checkbox"/> ESCALATOR <input type="checkbox"/> MOVING SIDEWALK <input type="checkbox"/> FREIGHT ELEVATOR <input type="checkbox"/> PASSENGER ELEVATOR <input type="checkbox"/> DUMBWAITER <input type="checkbox"/> PUMPS <input type="checkbox"/> COMPRESSOR AIR, VACUUM INSTITUTIONAL and/or INDUSTRIAL GAS <input type="checkbox"/> PNEUMATIC TUBES CONVEYORS and/or MONORAILS <input type="checkbox"/> OTHERS (SPECIFY) _____			
PROPOSED DATE OF INSTALLATION _____		EXPECTED DATE OF COMPLETION _____	
TOTAL INSTALLATION COST : _____		PREPARED BY _____	

BOX 2 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN :

PERMIT IS HEREBY GRANTED TO INSTALL THE COMMERCIAL EQUIPMENT ENUMERATED HEREIN SUBJECT TO THE FOLLOWING CONDITIONS.

1. THAT THE PROPOSED INSTALLATION SHALL BE IN ACCORDANCE WITH APPROVED PLANS FILED WITH THIS OFFICE AND IN CONFORMITY WITH THE "NATIONAL BUILDING CODE".
2. THAT A DULY LICENSED PROFESSIONAL MECHANICAL ENGINEER BE ENGAGED TO UNDERTAKE THE INSTALLATION CONSTRUCTION.
3. THAT A CERTIFICATE OF COMPLETION DULY SIGNED PROFESSIONAL MECHANICAL ENGINEER IN CHARGE OF INSTALLATION SHALL BE SUBMITTED NOT LATER THAN SEVEN (7) DAYS AFTER COMPLETION OF THE INSTALLATION.
4. THAT A CERTIFICATE OF FINAL INSPECTION AND A CERTIFICATE OF OCCUPANCY BE SECURED PRIOR TO THE ACTUAL OCCUPANCY OF THE BUILDING.
5. THAT AN ANNUAL CERTIFICATE OF INSPECTION SHALL BE SECURED FOR THE CONTINUOUS OPERATION OF THE MECHANICAL EQUIPMENT INSTALLED.

ENGR. RODEL P. GATAPIA
 MUNICIPAL ENGINEER

DATE

NOTE:
 THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTIONS 305 & 306 OF THE "NATIONAL BUILDING CODE"