



Republic of the Philippines  
City / Municipality of SILANG  
Province of CAVITE  
**OFFICE OF THE BUILDING OFFICIAL**

**DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION**  
(Single Dwelling Residential / Commercial / Industrial / Others)

- Four (4) copies of filled up Unified Application Form for Building Permit and FSEC
- Filled-up Application Form for Locational Clearance
- Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)
- Four (4) sets of Survey Plans, design plans and other documents as follows:
  - A) Architectural Documents
  - B) Civil / Structural Documents
  - C) Electrical Documents
  - D) Mechanical Documents
  - E) Sanitary Documents
  - F) Plumbing Documents
  - G) Electronics Documents
  - H) Geodetic Documents
  - I) Fire Protection Plan (if applicable)
    - Automatic Fire Suppression System
    - Wet Stand Pipe
    - Dry Stand Pipe
    - Kitchen Hood Suppression
    - Fire Detection & Alarm System
- Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals
- Notarized estimated value of the building / structure to be erected as declared by the owner
- Construction Safety and Health Program
- Affidavit of Undertaking
- Soil Test (if applicable)

REMARKS:

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes.)
  - Name of Receiving Officer : \_\_\_\_\_
  - Date & Time Returned : \_\_\_\_\_
  - Signature of Applicant : \_\_\_\_\_

NOTES:

- All application forms are available in the OSCP and/or on the website.
- All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports. **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- **Bring this Checklist with detachable Claim Stub when submitting your application. Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE"**

**CLAIM STUB**

Application No. : \_\_\_\_\_  
Time & Date Applied/Submitted : \_\_\_\_\_  
Return Date : \_\_\_\_\_  
Receiving Officer : \_\_\_\_\_  
(Signature over Printed Name)  
Name of Applicant/Owner : \_\_\_\_\_  
Location of Project : \_\_\_\_\_  
Project Title : \_\_\_\_\_



\*For updates and inquiries, please call OBO/C/MEO at nos. xxx xxxx (landline/s) / xxx xxxxxxx (cellphone) xxx xxxx within four (4) working days.

**NOTE:** Bring this claim stub upon claiming the Order of Payment/Building Permit, FSEC & other documents.