



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.