



**Republic of the Philippines
Municipality of Alaminos
Province of Laguna**

**OFFICE OF THE BUILDING OFFICIAL
ONE-STOP SHOP FOR CONSTRUCTION PERMIT (OSCP)**

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION

(Construction of Funeral Establishments)

- Four (4) copies of filled-up Unified Application Form for Building Permit and FSEC.
- Original Certificate of Title (OCT) / Transfer Certificate Title (TCT), Tax declaration or Deed of Absolute Sale, or Lease of Contract, or Notarized Affidavit of Consent; Secretary's Certificate Authorizing the Signatory for CORPORATIONS
- Land Use Conversion from Department of Agrarian Reform (DAR)
 - Central Office - if the proposed project site requires conversion of agricultural land five (5) hectares and above
 - Regional Office - if the proposed project site requires conversion of agricultural land five (5) hectares and below
- Permit to Construct - Department of Health (DOH)**
- Four (4) sets of Design Plans, and other documents with signed & sealed as follows;

<ul style="list-style-type: none"> <input type="checkbox"/> A. Architectural Documents <input type="checkbox"/> B. Civil / Structural Documents <ul style="list-style-type: none"> <input type="checkbox"/> Structural Analysis <input type="checkbox"/> Soil Boring Test for 3-Storey & up <input type="checkbox"/> C. Electrical Documents <input type="checkbox"/> D. Sanitary / Plumbing Documents <input type="checkbox"/> E. Mechanical Documents <input type="checkbox"/> F. Electronics Documents 	<ul style="list-style-type: none"> <input type="checkbox"/> G. Geodetic Documents <ul style="list-style-type: none"> <input type="checkbox"/> Survey / Lot Plan <input type="checkbox"/> H. Fire Protection Plan (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Automatic Fire Suppression System <input type="checkbox"/> Wet Stand Pipe <input type="checkbox"/> Dry Stand Pipe <input type="checkbox"/> Kitchen Hood Suppression <input type="checkbox"/> Fire Detection & Alarm System
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- Valid Licenses (PRC I.D.) and PTR of all involves professionals (3copies).
- Notarized estimated value of the building/structure to be erected as declared by the owner / Bill of Materials with signed & sealed (3copies).
- Materials Specification for Construction with signed & sealed (3copies).
- Construction Safety and Health Program (approved by DOLE)
- DPWH Clearance (if applicable) Maharlika Highway San Pablo-Alaminos By Pass Road Alaminos-Lipa Road
- Affidavit of Undertaking (if applicable)
 - DENR - ECC / CNC LLDA Clearance
 - RHU - Site Clearance

REMARKS:

<input type="checkbox"/> COMPLETE DOCUMENTS <input type="checkbox"/> INCOMPLETE DOCUMENTS (Please comply uncheck boxes) Date & Time Returned: _____ Name & Signature of Applicant: _____ Contact No. of Applicant: _____
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APPLICATION NO.:

NOTES:

All application forms are available in the OSCP.
 All fully accomplished forms and requirements must be fastened in a **LONG FOLDER** except for the Drawing Plans & reports.
ONLY A COMPLETE & 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.: _____	Return Date: _____
Time & Date Applied: _____	Receiving Officer: _____ <small>(Signature over Printed Name)</small>
Name of Applicant/Owner: _____	
Project Title: _____	Project Location: _____

**For updates and inquiries, please call OBO at Tel. # (049) 524-0300 or e-mail us at alaminosmunicipalengineering@gmail.com*

NOTE: Bring this CLAIM STUB upon claiming the Order of Payment