



Republic of the Philippines
Municipality of Alaminos
Province of Laguna

THIS IS FOR DILG-DPWH-DICT-DTI JMC 2018-01

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

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION

(Construction of Passive Telecommunications Tower Infrastructures -PTTI)

- 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
- Height Clearance Permit (HCP) from Civil Aviation Authority of the Philippine (CAAP) for 50meters & higher and within CAAP Critical Areas
- for 49 meters & below, Affidavit of Undertaking certified by a Geodetic Engineer (Standard Format) attesting that the proposed structure will be built outside the CAAP critical Area, received & evaluated by CAAP which shall be posted in their websites
- Homeowners Association (HOA) Consent / Certificate.
- Four (4) sets of Design Plans, and other documents with signed & sealed as follows;
- | | |
|---|--|
| <input type="checkbox"/> A. Architectural Documents | <input type="checkbox"/> G. Geodetic Documents |
| <input type="checkbox"/> B. Civil / Structural Documents | <input type="checkbox"/> Survey / Lot Plan |
| <input type="checkbox"/> Structural Analysis | <input type="checkbox"/> H. Fire Protection Plan (if applicable) |
| <input type="checkbox"/> Soil Boring Test for 3-Storey & up | <input type="checkbox"/> Automatic Fire Suppression System |
| <input type="checkbox"/> C. Electrical Documents | <input type="checkbox"/> Wet Stand Pipe |
| <input type="checkbox"/> D. Sanitary / Plumbing Documents | <input type="checkbox"/> Dry Stand Pipe |
| <input type="checkbox"/> E. Mechanical Documents | <input type="checkbox"/> Kitchen Hood Suppression |
| <input type="checkbox"/> F. Electronics Documents | <input type="checkbox"/> Fire Detection & Alarm System |
- Valid Licenses (PRC I.D.) and PTR of all involved professionals.
- Notarized estimated value of the building/structure to be erected as declared by the owner / Bill of Materials with *signed & sealed (3copies)*.
- Materials Specification with *signed & sealed (3copies)*.
- Construction Safety and Health Program - approved by DOLE *(2copies)*.
- DPWH Clearance *(2copies)*.
if the proposed projects is along Maharlika Highway, San Pablo-Alaminos By-pass Road & Alaminos-Lipa (CALABARZON) Road

REMARKS:

COMPLETE DOCUMENTS

INCOMPLETE DOCUMENTS (Please comply uncheck boxes)

Date & Time Returned: _____

Name & Signature of Applicant: _____

Contact No. of Applicant: _____

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: _____
(Signature over Printed Name)

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