



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

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION
(Construction of Poultry, Piggery, etc)

- ☐ 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
- ☐ Project Specification of Poultry & Piggery.
- ☐ Four (4) sets of Design Plans, and other documents with signed & sealed as follows;
- ☐ A. Architectural Documents
- ☐ B. Civil / Structural Documents
- ☐ Structural Analysis
- ☐ Soil Boring Test for 3-Storey & up
- ☐ C. Electrical Documents
- ☐ D. Sanitary / Plumbing Documents
- ☐ E. Mechanical Documents
- ☐ F. Electronics Documents
- ☐ G. Geodetic Documents
- ☐ Survey / Lot Plan
- ☐ H. Fire Protection Plan (if applicable)
- ☐ Automatic Fire Suppression System
- ☐ Wet Stand Pipe
- ☐ Dry Stand Pipe
- ☐ Kitchen Hood Suppression
- ☐ Fire Detection & Alarm System
- ☐ 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, on the suitability of the location pursuant to Chapter IX of PD 856's IRR on Nuisance & Offensive Trade & Occupations

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