



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
(Single Dwelling Residential / Commercial / Industrial / Others)

- ☐ 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 (2copies)
- ☐ 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 involves 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
- ☐ Affidavit of Undertaking (if applicable) ☐ ECC / CNC ☐ LLDA ☐ Others _____

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: _____

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: _____
Name of Applicant/Owner: _____	(Signature over Printed Name)
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