

**OFFICE OF THE CITY ENGINEER
CITY OF BALANGA**

Phone No: (047) 237-0712/ Mobile No: +639051818820/09605683428
Email Add: engineering.cob@gmail.com

REQUIREMENTS FOR BUILDING PERMIT

1. A. For Lot Owner:
 - TCT/OCT (Titulo)
 - Real Property Tax Declaration(TAX DEC)
 - Tax Receipt for the current year (Amilyar)

B. In Case the applicant is not the registered owner (aside from submission of Letter A requirements), secure **any of the following**:

 - Duly Notarized Contract of Lease or Written Consent of the owner/administration
 - Contact to sell or Deed of Sale (Duly Notarized)
 - Certificate of Award (in case of GOVERNMENT LOTS)
 - Extra Judicial Settlement (Duly Notarized)
 - Special Power of Attorney (Duly Notarized)
2. Notarized Application Forms duly SIGNED & SEALED by a
 - a. Licensed Civil Engineer/ Architect
 - b. Sanitary Engineer for Sanitary Forms / Master Plumber for Plumbing Forms
 - c. Electrical Engineer /Master Electrician for Electrical Forms
 - d. Mechanical Engineer for Mechanical Form
 - e. Electronics Engineer for Electronics Form
 - f. Locational Clearance Form

(Note: License Professional who signed and sealed the plans must be the same professional who will sign and sealed the forms and must have the latest PTR) (Submit Xerox copy of License & PTR)
3. BUILDING PLANS duly SIGNED & SEALED by a
 - a. Licensed Civil Engineer/Architect
 - b. Sanitary Engineer / Master Plumber
 - c. Electrical Engineer
 - d. Mechanical Engineer
 - e. Electronics Engineer

✓Plans must have owner's signature, clear site development with dimension and readable vicinity map
4. BILL OF MATERIALS & SPECIFICATIONS (signed and sealed)
5. BARANGAY CONSTRUCTION CLEARANCE (refer to tax declaration for correct location)
6. CONTRUCTION SAFETY & HEALTH PLAN - **CSHP** (for 1 storey commercial & above, 2 storey residential and above) Please proceed to DOLE Office (2nd floor Avon bldg.)
7. RROW Clearance from DPWH in case of National Road and others to be determined upon site visit
8. Structural Analysis & Computations (for 3 storeys & above) **Conforme:**

NOTE: FIVE (5) SETS PER REQUIREMENT.
FIVE (5) LONG EXPANDABLE BROWN ENVELOPES
INCLUDE THIS LIST OF REQUIREMENTS UPON FILING OF APPLICATION

Signature over printed name
TRACKING NO: _____

✓ONLY COMPLETE REQUIREMENTS WILL BE ACCEPTED IN ACCORDANCE TO ARTA GUIDELINES

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