Republic of the Philippines
Province of Zambales
Municipality of Castillejos

OFFICE OF THE BUILDING OFFICIAL

BUILDING PERMIT REQUIREMENTS

(CHECKLIST)

NOTE: No application will be received by this office if any of the following is not attached to the application, or complied with.

I. **PROOF OF OWNERSHIP** (*6 Copies each*)

- ☐ a. Xerox copy of Transfer Certificate of Title (TCT), and/or Deed of Absolute Sale or Deed of Donation, or Contract of Lease
- ☐ b. Tax Declaration
- ☐ c. DPWH Clearance if construction/Properties is along National Road
- ☐ d. Health Safety Program- duly approved by Safety Engineer
- ☐ e. Barangay Clearance on the legality of the construction to be undertaken
- ☐ f. Current Tax Receipt (2017)
- ☐ g. Zoning & Locational Clearance
- ☐ h. Fire Safety Evaluation Certificate

II **PLANS** (9 *copies each*)

A**. ARCHITECTURAL** (duly signed and sealed by a ***Licensed Architect*** or ***Civil Engineer***) Photocopy of License & PTR

☐ 1. a) Perspective
b) Location Plan
c) Site Development Plan

☐ 2. a) Floor Plan/s
b) Roof Plans

☐ 3. a) Elevations
b) Sections

☐ 4. a) Foundation Plan
b) Roof Framing Plan

☐ 5. Structural Details

☐ 6. Bill of Materials

☐ 7. Specifications

B**. STRUCTURAL** (Duly signed and sealed by a Licensed ***Civil Engineer/Structural Engineer***) Photocopy of License & PTR

☐ 1. Design Analysis (Boring/Soil Test if necessary & for 3 storey & above)

C**. SANITARY PLUMBING** (Duly signed and sealed by a Licensed ***Sanitary Engr*** **or** ***Master Plumber***) Photocopy of License & PTR

☐ 1. Sanitary / Plumbing lay-out
☐ 2. Sewage/ Water Line Diagram
☐ 3. Septic tank/ Catch basin/ Drainage Lay-out/ Connections

D. **ELECTRICAL** (duly signed and sealed by a Licensed ***Electrical Engineer***) Photocopy of License & PTR

☐ 1. Electrical plan /lay-out, Load Analysis/Computations, Riser Diagram, Legends & Specifications

Engr. ENRIQUE C. CLARIN
Building Official