

Republic of the Philippines  
Municipality of Santa Rosa  
Province of Nueva Ecija

# UNIFIED APPLICATION FORM FOR BUILDING PERMIT

- ☐ SIMPLE ☐ COMPLEX  
☐ NEW ☐ RENEWAL ☐ AMENDATORY  
THIS APPLIES ALSO FOR: ☐ LOCATIONAL CLEARANCE ☐ FIRE SAFETY EVALUATION CLEARANCE

APPLICATION NO.

AREA NO.

BOX 1 (TO BE ACCOMPLISHED BY THE APPLICANT)

OWNER/APPLICANT LAST NAME FIRST NAME M.I. TIN

FOR CONSTRUCTION OWNED BY ENTERPRISE FORM OF OWNERSHIP  
ADDRESS: NO., STREET BARANGAY CITY/MUNICIPALITY ZIP CODE CONTACT NO.

LOCATION OF CONSTRUCTION: LOT NO. BLK NO. TCT NO. CURRENT TAX DEC. NO.  
STREET BARANGAY CITY/MUNICIPALITY

SCOPE OF WORKS

- ☐ NEW CONSTRUCTION ☐ RENOVATION ☐ RAISING  
☐ ERECTION ☐ CONVERSION ☐ ACCESSORY BUILDING/STRUCTURE  
☐ ADDITION ☐ REPAIR ☐ LEGALIZATION OF EXISTING BUILDING  
☐ ALTERATION ☐ MOVING ☐ OTHERS (SPECIFY)

USE OR CHARACTER OF OCCUPANCY

- ☐ **GROUP A: RESIDENTIAL (DWELLINGS)**  
☐ SINGLE ☐ DUPLEX ☐ RESIDENTIAL R-1, R-2  
☐ OTHERS  
☐ **GROUP B: RESIDENTIAL**  
☐ HOTEL ☐ MOTEL ☐ TOWNHOUSE  
☐ DORMITORY ☐ BOARDINGHOUSE  
☐ RESIDENTIAL R-3, R-4, R-5 ☐ LODGINGHOUSE  
☐ OTHERS  
☐ **GROUP C: EDUCATIONAL & RECREATIONAL**  
☐ SCHOOL BUILDING ☐ SCHOOL AUDITORIUM,  
☐ CIVIC CENTER ☐ GYMNASIUM  
☐ CLUBHOUSE ☐ CHURCH, MOSQUE,  
TEMPLE, CHAPEL  
☐ OTHERS  
☐ **GROUP D: INSTITUTIONAL**  
☐ HOSPITAL OR SIMILAR STRUCTURE  
☐ HOME FOR THE AGED  
☐ GOVERNMENT OFFICE  
☐ OTHERS  
☐ **GROUP E: COMMERCIAL**  
☐ BANK ☐ STORE ☐ SHOPPING  
☐ DRINKING / DINING CENTER/MALL  
ESTABLISHMENT  
☐ SHOP (i.e. DRESS SHOP, TAILORING,  
BARBERSHOP, etc.)  
☐ OTHERS  
☐ **GROUP F: LIGHT INDUSTRIAL**  
☐ FACTORY/PLANT (USING INCOMBUSTIBLE/  
NON-EXPLOSIVE MATERIALS  
☐ OTHERS  
☐ **GROUP G: MEDIUM INDUSTRIAL**  
☐ STORAGE/WAREHOUSE (FOR HAZARDOUS/  
HIGHLY FLAMMABLE MATERIALS  
☐ FACTORY (FOR HAZARDOUS/HIGHLY  
FLAMMABLE MATERIALS  
☐ OTHERS  
☐ **GROUP H: ASSEMBLY (OCCUPANT  
LOAD LESS THAN 1,000)**  
☐ THEATER, AUDITORIUM, CONVENTION  
HALL, GRANDSTAND/BLEACHER  
☐ OTHERS  
☐ **GROUP I: ASSEMBLY (OCCUPANT  
LOAD 1,000 OR MORE)**  
☐ THEATER, AUDITORIUM, CONVENTION  
HALL, GRANDSTAND/BLEACHER  
☐ OTHERS  
☐ **GROUP J: (I-1) AGRICULTURAL**  
☐ BARN, GRANARY, POULTRY HOUSE,  
PIGGERY, GRAIN MILL, GRAIN SILO  
☐ OTHERS  
☐ **GROUP J: (I-2) ACCESSORIES**  
☐ PRIVATE CARPORT/ GARAGE, TOWER,  
SWIMMING POOL, FENCE OVER 1.80m,  
STEEL, CONCRETE TANK  
☐ OTHERS

OCCUPANCY CLASSIFIED

NUMBER OF UNITS BUILDING  
NUMBER OF STOREY ELECTRICAL  
TOTAL FLOOR AREA SQ.M. MECHANICAL  
LOT AREA SQ.M. ELECTRONICS  
PLUMBING

PROPOSED DATE OF CONSTRUCTION

EXPECTED DATE OF COMPLETION

BOX 2

FULL TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)

Address  
ARCHITECT OR CIVIL ENGINEER  
(Signed and Sealed Over Printed Name)  
Date  
PRC No. Validity  
PTR No. Date Issued  
Issued at TIN

BOX 3

APPLICANT:

Address  
Gov't Issued ID No. Date Issued Place Issued  
Date  
(Signature Over Printed Name)  
Address  
Gov't Issued ID No. Date Issued Place Issued

BOX 5

REPUBLIC OF THE PHILIPPINES

CITY/MUNICIPALITY

J.S.S.

BEFORE ME, at the City/Municipality of \_\_\_\_\_, on \_\_\_\_\_ personally appeared

The following:

APPLICANT Gov't Issued ID No. Date Issued Place Issued  
LICENSED ARCHITECT OR CIVIL ENGINEER  
(Full-Time Inspector and Supervisor of Construction Works) Gov't Issued ID No. Date Issued Place Issued

whose signatures appear herein above. Known to me to be the same persons who executed standard prescribed form and acknowledged to me that the same is their free and voluntary act and needed.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_  
NOTARY PUBLIC (Until December \_\_\_\_\_)



## BOX 6 ( TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION )

ASSESSED FEES	ASSESSED BY	AMOUNT DUE	DATE PAID	O.R. NUMBER	NSO
<input type="checkbox"/> FILING FEE					
<input type="checkbox"/> PROCESSING FEE					
<input type="checkbox"/> LOCATIONAL/ZONING OF LAND USE					
<input type="checkbox"/> LINE AND GRADE (Geodetic)					
<input type="checkbox"/> FENCING					
<input type="checkbox"/> ARCHITECTURAL					
<input type="checkbox"/> CIVIL/STRUCTURAL					
<input type="checkbox"/> ELECTRICAL					
<input type="checkbox"/> MECHANICAL					
<input type="checkbox"/> SANITARY					
<input type="checkbox"/> PLUMBING					
<input type="checkbox"/> ELECTRONICS					
<input type="checkbox"/> INTERIOR					
<input type="checkbox"/> ONE HALF(1/2)OF FIRE SERVICE FUND(FSF)					
TOTAL					

## BOX 7 ( TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL )

## BUILDING PERMIT

BUILDING PERMIT NO.

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DATE ISSUED

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M M D D Y Y

Permit is issued to \_\_\_\_\_ for the proposed \_\_\_\_\_

(Owner/Applicant)

OFFICIAL RECEIPT NO.

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DATE PAID

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M M D D Y Y

Under \_\_\_\_\_ of group \_\_\_\_\_, located at Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ OCT/TCT No. \_\_\_\_\_

(Use or Character of Occupancy)

(Type of Project)

(Type of Project)

\_\_\_\_\_ Street, Barangay \_\_\_\_\_, City/Municipality of \_\_\_\_\_ Subject to

the following:

- That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for the building/structure is liable for damages if within fifteen (15) years from completion of the building/structure. The same should collapse due to defect in the plans of specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of interior materials.
- This permit shall be accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by the corresponding design professionals who shall be responsible for the comprehensive and correctness of the plans in compliance to the Code and its IRR and to all applicable referral codes and professional's regulatory laws.
- That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc. shall be in conformity with the provisions of the National Building Code, and its IRR.
  - That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
  - That before commencing the excavation the person making or causing the excavation to be made shall notify in writing the owner of adjoining property not less than ten (10) days before such excavation is to be made and show how the adjoining property should be protected.
  - That no person shall use or occupy a street, alley or public sidewalk for the performance of work covered by a building permit.
  - That no person shall perform any work on any building or structure adjacent to a public way in general use for pedestrian travel, unless the pedestrian are protected.
  - That the supervising Architect/Civil Engineer shall keep at the jobsite at all times a logbook or daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.
  - That upon completion of the construction, the said licensed supervising Architect/Civil Engineer shall submit to the Building Official duly signed and sealed logbook, asbuilt plans and other documents and shall also prepare and submit a Certificate of Completion of the project stating that the construction of the building/structure conform to the provision of the Code, Its IRR as well as the plans and specifications.
  - All such changes, modifications and alterations shall likewise be submitted to the Building Official and the subsequent amendatory permit there for issued before any work on said changes, modifications and alterations shall be started. The asbuilt plans and specifications of all amendments thereto as actually built or they may be an entirely new set of plans and specifications accurately describing and/or reflecting therein the building as actually built.
- That no building/structure shall be used until the Building Official has issued a Certificate of Occupancy there for as provided in the Code. However, a partial Certificate of Occupancy maybe issued for the use/Occupancy of a portion or portions of a building/structure prior to the completion of the entire building/structure.
- That this permit shall not serve as an exemption from security written clearances from various government authorities exercising regulatory function affecting buildings/structures.
- When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor pursuant to the provisions of the Contractor's License Law (RA 4566).
- The Owner/Permittee shall submit a duly accomplished prescribed "Notice of Construction" to the Office of the Building Official prior to any Construction activity.
- The Owner/Permittee shall put a Building Permit sign which complies with the prescribed dimensions and informations, which shall remain posted on the construction site for the duration of the construction.

PERMIT ISSUED BY:

ENGR. IRENEO C. SARMIENTO JR.

(Municipal Engineer)

Date \_\_\_\_\_

NOTE: THIS PERMIT MAY CANCELLED OR REVOKED PURSUANT TO SECTIONS 306 AND 306 OF THE "NATIONAL BUILDING CODE"