

Republic of the Philippines  
**OFFICE OF THE CITY ARCHITECT**  
 Butuan City

## APPLICATION FOR BUILDING PERMIT

NEW                       RENEWAL                       AMENDATORY

APPLICATION NO.

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AREA NO.

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**BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)**

OWNER / APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN	DO NOT FILL UP (NSO USE ONLY)
FOR CONSTRUCTION OWNED BY ENTERPRISE		FORM OF OWNERSHIP			
ADDRESS NO.	STREET	BARANGAY	CITY/MUNICIPALITY	ZIP CODE	TELEPHONE NO.
LOCATION OF CONSTRUCTION		LOT #	BLK. #	TCT. #	TAX DEC. #
STREET		BARANGAY		CITY/MUNICIPALITY OF	
<b>SCOPE OF WORK</b>					
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION		<input type="checkbox"/> RAISING	
<input type="checkbox"/> ERECTION		<input type="checkbox"/> CONVERSION		<input type="checkbox"/> ACCESSORY STRUCTURE	
<input type="checkbox"/> ADDITION		<input type="checkbox"/> REPAIR		<input type="checkbox"/> OTHERS (specify) _____	
<input type="checkbox"/> ALTERATION		<input type="checkbox"/> MOVING			
<b>USE OR CHARACTER OF OCCUPANCY</b>					
<input type="checkbox"/> GROUP A: RESIDENTIAL DWELLINGS		<input type="checkbox"/> GROUP F: INDUSTRIAL			
<input type="checkbox"/> GROUP B: RESIDENTIAL HOTEL APARTMENT		<input type="checkbox"/> GROUP G: INDUSTRIAL STORAGE & HAZARDOUS			
<input type="checkbox"/> GROUP C: EDUCATIONAL RECREATIONAL		<input type="checkbox"/> GROUP H: RECREATIONAL, ASSEMBLY LOAD LESS THAN 1000			
<input type="checkbox"/> GROUP D: INSTITUTIONAL		<input type="checkbox"/> GROUP I: RECREATIONAL ASSEMBLY OCCUPANT			
<input type="checkbox"/> GROUP E: BUSINESS MERCANTILE		<input type="checkbox"/> GROUP J: AGRICULTURAL, ACCESSORY			
OCCUPANCY CLASSIFIED			TOTAL ESTIMATES COST		
NUMBER OF UNITS			PROPOSED DATE OF CONST.		
TOTAL FLOOR AREA _____ sq.m.			ESTIMATED DATE OF COMPLETION		

**BOX 2**

<b>FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)</b>	
_____ ARCHITECT OR CIVIL ENGINEER (Signed and sealed over printed name) Date _____	Address _____ PRC NO. _____ Validity _____ PTR NO. _____ Date Issued _____ Issued at _____ TIN _____

**BOX 3**

APPLICANT

\_\_\_\_\_ Date \_\_\_\_\_

(Signature over printed name)

**BOX 4**

WITH MY CONSENT: LOT OWNER

\_\_\_\_\_ Date \_\_\_\_\_

(Signature over printed name)

Address			Address		
CTC No.	Date Issued	Place Issued	CTC No.	Date Issued	Place Issued

**BOX 5**

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ )

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

_____	_____	_____	_____
APPLICANT	CTC No.	Date Issued	Place Issued
_____	_____	_____	_____
LICENSED ARCHITECT OR CIVIL ENGINEER	CTC No.	Date Issued	Place Issued

whose signature appear herein above, known to me to be the same persons who executed this Standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

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 OR LAND					
<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 OR FIRE SERVICE FUND					
<b>TOTAL</b>					

BOX 7 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

## BUILDING PERMIT

BUILDING PERMIT NO. \_\_\_\_\_

OFFICIAL RECEIPT NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

DATE PAID \_\_\_\_\_

M M D D Y Y

M M D D Y Y

Permit is issued to \_\_\_\_\_ for the proposed \_\_\_\_\_  
 (Owner / Applicant) (Type of project)  
 under \_\_\_\_\_ of Group \_\_\_\_\_ located at Lot \_\_\_\_\_ Blk. # \_\_\_\_\_ OCT/TCT # \_\_\_\_\_  
 (Use or type Character of Occupancy)  
 \_\_\_\_\_ Street, Barangay \_\_\_\_\_, City/Municipality of \_\_\_\_\_ subj  
 to the following:

1. That under article 1,823 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure, if same should collapse due to defect in the plans or specifications or defects in the ground, the engineer or an architect who supervises the construct shall be solidarity with the contractor should be the edifice collapse due to defect of the construction or the use of interior materials.
2. This permit shall be accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by corresponding design professionals who shall be responsible for the comprehensive and the correctness of the plans in compliance to the Code and IRR and to all applicable referral codes and professional regulatory laws.
3. That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc. shall be in conformity with the provision of the National Building Code and its IRR.
  - a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geode Engineer.
  - b. That before commencing the excavation the person making or causing the excavation to be made shall notify in writing the honor of adjoining property not less than (10) days before such excavation to be made and show how the adjoining property should be protected.
  - c. That no reasons shall use or occupy a street, alley or public sidewalk for the performance of work covered by a building permit.
  - d. That no reason shall perform any work or any building or structure adjacent to a public way in general use for pedestrian travel, unless pedestrian are protected.
  - e. That the supervising Architect/Civil Engineer shall keep at the Jobsite at all times a logbook of daily construction including tests conducted, weather condition and other pertinent data are to be recorded, 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, as-built plans and the other documents and shall also prepare and submit a Certificate of Completion of the project stating that construction of the building/ structure conform to the provision of the Code, its IRR as well as the plans and specifications.
  - f. All such changes, modifications and alterations shall likewise be submitted to the Building Official and the subsequent amendatory permit therefor issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications maybe just an order and comprehensive compilation of all documents which include the original submitted plans and specifications of all amendments thereto actually built or they maybe entirely new set of the plans and specifications accurately describing and/or reflecting therein the building as actually built.
4. That no building/structure shall be used until the Building Official has issued a Certificate of Occupancy therefore as provided in the Code. However partial Certificate of Occupancy maybe be issued for the use/Occupancy of a portion or portions of a building/structure prior to the completion of entire building/structure.
5. That this permit shall not serve as an exemption securing, written clearance from various government authorities exercising regulatory function affect building/structures.
6. When the construction is undertaken by contract, the work shall be done by a duly licensed and registered contractor pursuant to the provisions of Contractor's License Law (RA 4566) shall do the work.
7. The Owner/Permittee shall submit a duly accomplished prescribed "Notice of Construction" to the Office of the Building Official prior to any construction activity.
8. The Owner/Permittee shall put a Building Permit sign, which complies with the prescribed dimensions, and information, which shall remain posted on construction site for the duration of the construction.

PERMIT ISSUED BY:

\_\_\_\_\_  
**BUILDING OFFICIAL**  
 (Signature over Printed Name)

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