

Republic of the Philippines
OFFICE OF THE CITY ARCHITECT
Butuan City

CHECKLIST OF BUILDING PERMIT REQUIREMENTS

ITEM	PARTICULARS	REQ. # OF SETS/ COPIES		REMARKS
1	PLANS: ACCOMPLISHED IN NBC STANDARD FORM			
	ARCHITECTURAL PLANS	5 - 7	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	
	STRUCTURAL PLANS	5 - 7	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	
	SANITARY / PLUMBING PLANS	5 - 7	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	
	ELECTRICAL PLANS	5 - 7	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	
	MECHANICAL PLANS	5 - 7	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	
2	DOCUMENTS:			
	CERTIFIED TRUE COPY OF TITLE (Register of Deeds) / AWARD ; if NO TITLE, submit RTC CLEARANCE	5		
	REVISED TAX DECLARATION	3		
	CURRENT TAX RECEIPT	3		
	DEED OF SALE/LEASE CONTRACT/AUTHORIZATION	3	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	
	STRUCTURAL COMPUTATION	3		
	BILL OF MATERIALS & COST ESTIMATE	5		
	SPECIFICATIONS	2		
	SKETCH PLAN	2		
	ZONING CLEARANCE			
	FIRE SAFETY CLEARANCE			
3	BUILDING PERMIT FORMS:			
	BUILDING PERMIT FORMS	3		
	SANITARY PERMIT FORMS	2		
	ELECTRICAL PERMIT FORMS	3		
	MECHANICAL PERMIT FORMS	2		
4	OTHERS:			
	BARANGAY CLEARANCE	2		
	LOG BOOK	1		
	SIGNBOARD PER NBC	1		
	EMB	1	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	
	OWNER-SUPERVISING PROFESSIONAL AGREEMENT	2	<input type="checkbox"/> REQ. <input type="checkbox"/> NOT REQ..	

PROJECT: _____

Received by: _____

Checked by: _____

OWNER: _____

ADDRESS: _____

RECORD CLERK _____

TEL. NO.: _____

DATE _____

DATE _____