



Office of the Municipal Engineer

REQUIREMENTS IN SECURING BUILDING PERMIT

1. Locational Clearance :
Office of the Municipal Mayor / Office of the Municipal Planning and Development Coordinator and Barangay Captain
2. Fire code Certificate :
Bureau of Fire protection, Llanera, Fire Station
3. Five (5) sets of Building Plans signed and sealed by a Registered Architect / Civil Engineer / Agricultural Engineer containing the following :
 - a. Perspective
 - b. Site development Plan
 - c. Floor Plan
 - d. Vicinity Map
 - e. Elevations and 2 sections
 - f. Foundation Plan
 - g. Details of Truss and Rafters
 - h. Roof Framing Plan
 - i. Detail of Footing
 - j. Detail of Beams
 - k. Detail of Septic Vault
 - l. Electrical layout and single line diagram with legend for installation not exceeding 20 outlets or 4 kw.
 - m. Installation exceeding 20 outlets shall be accompanied with electric plan certified by Professional Electrical Engineer.
 - n. Plumbing Lay-out and Isometric Drawing, signed and sealed by registered Sanitary Engineer / Master Plumbing
4. Five (5) copies of Bill of Materials signed and sealed by Architect / Civil Engineer
5. Five (5) copies of Specifications signed and sealed by Architect / Civil Engineer
6. Five (5) copies of Location Plan Certified by a Registered Geodetic Engineer
7. Five (5) copies of Title (O.T.C.T.)
8. Five (5) copies of Tax Declaration
9. Five (5) copies of Tax Receipt
10. In case the applicant is not the lot owner;
 - a. Letter of Consent of the Lot Owner
 - b. Four (4) copies of Deed of Absolute Sale of the Lot
11. Logbook
12. Signed Board
13. Folder

REQUIREMENTS IN SECURING CERTIFICATE OF OCCUPANCY

1. As Built Plans, POW and Spec's duly signed and sealed by respective professional discipline.
2. Picture
3. Daily Construction Works Logbook
4. Certificate of completion
5. Others:
Specify : _____