



BUILDING PERMIT and/or ANCILLARY PERMITS REQUIREMENTS

(Under the 2005 Revised IRR of the National Building Code of the Philippines (P.D. 1096))

- _____ 1. Duly accomplished **PERMIT APPLICATION FORMS** for BUILDING PERMIT and/or ancillary permits (i.e. ARCHITECTURAL, CIVIL/STRUCTURAL, SANITARY, PLUMBING, FENCING, ELECTRICAL, ELECTRONICS and MECHANICAL PERMIT) – these must be accompanied by:
 - Four (4) clear copies of valid **PRC LICENSE and PTR** of signing professionals;
 - Copy of PEZA Enterprise's **CERTIFICATE OF REGISTRATION and Registration Agreement or Approved Board Resolution; Supplemental Agreement or Letter of Authority (LOA)** in case of expansion or site transfer/relocation, *as needed*;
 - Copy of **Contract of Lease** between lessor and lessee or PEZA-issued **LOA to sub-lease**, *as needed*;
- _____ 2. Four (4) sets of **PROPOSED PLANS (3 sets A1 size + 1 set A3 Size)** for CIVIL/STRUCTURAL, ARCHITECTURAL, SANITARY, PLUMBING, FENCING, ELECTRICAL, ELECTRONICS and MECHANICAL works – must be supported by:
 - OCCUPANT LOAD DENSITY CERTIFICATION** signed by Building Admin. Manager – this is only required for BPO / IT Offices and the like;
 - Duly accomplished **DATA SHEETS of MECHANICAL, ELECTRICAL and ELECTRONICS equipment** as per design plans (Mechanical Data Sheets, Electrical Data Sheets and Electronics Data Sheets can be downloaded at www.peza.gov.ph);
- _____ 3. Four (4) copies of **DETAILED COST ESTIMATE (Bill of Quantity or Bill of Materials)** for labor, materials and equipment pertaining to the respective works being applied for; fastened together and properly labeled. The cover page must be signed by owner/applicant;
- _____ 4. Four (4) copies of **TECHNICAL SPECIFICATIONS** pertaining to the respective works being applied for; fastened together and properly labeled. The cover page must be signed by owner/applicant;
- _____ 5. Two (2) copies each of the following design calculations and/or analysis, as needed:
 - STRUCTURAL DESIGN CALCULATION and/or SEISMIC ANALYSIS** of projects involving structural members (for civil/structural works);
 - SHORT CIRCUIT ANALYSIS and VOLTAGE DROP CALCULATIONS** (for electrical works);
 - DESIGN CALCULATION of foundations of internal combustion engines (I.C.E.), turbines, boilers, pressure vessels and the like; HYDRAULIC CALCULATION of automatic fire sprinkler system** (for mechanical works);
- _____ 6. Copy of Contractor's **valid PCAB LICENSE**
 - Or **PROOF OF FILING** of application from PCAB - for contractors applying for UPGRADE or RENEWAL of their licenses from the Philippine Contractors Accreditation Board (PCAB) of the Construction Industry Authority of the Philippines (CIAP);
- _____ 7. Copy of **DOLE-Approved CONSTRUCTION SAFETY AND HEALTH PROGRAM** for the project or **PROOF OF FILING**, signed by the Constructor's Project Manager and SAFETY OFFICER/S - supported by Training Certificates/Credentials.
 - Present two (2) pcs. **Construction LOGBOOK** (shall be used to record daily activities at jobsite), to be returned once signed by Building Official;
- _____ 8. Copy of **ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) or CERTIFICATE OF NON-COVERAGE (CNC); and LLDA CLEARANCE for companies covered by the Laguna Lake Development Authority or PROOF OF FILING** of application from the DENR and LLDA;
- _____ 9. **SOFT COPY** (PDF format) of all applicable plans and documents, stored in CD or Flash Disk (**2 Pcs.**), - labeled properly with name of PEZA-registered enterprise and project title;
- _____ 10. **LETTER OF APPLICATION** for building permit and/or ancillary permit from the locator/owner or from contractor. (If thru a contractor, provide a letter from locator/owner authorizing the contractor to represent him/her in transactions to secure the permits).
 - Addressed to the DIRECTOR GENERAL** (for PEZA-registered enterprises located in NCR, Central Luzon, Bicol areas being handled by OBO in Head Office); OR,
 - Addressed to the PEZA ZONE ADMINISTRATOR** (for locators under the jurisdiction of OBOs in CEZ, MEZ, BCEZ, Laguna and Batangas);
 - Attention to: The Building Official**

IMPORTANT REMINDERS:

1. **All plans / drawings and technical documents in item numbers 1 to 5 above shall be signed and sealed by respective professionals; and signed by the permittee/owner or authorized representative of PEZA-registered enterprise.**
2. For purposes of monitoring the LOA on tax and duty-free importation, submit a List of Construction Materials and Equipment that would be IMPORTED, IF ANY - signed by locator and contractor (use the form: LOA Summary and Balance Sheet of Imported Construction Mat'ls. & Eqpt.).
3. Three (3) sets of plans and supporting documents plus one (1) soft copy will be forwarded to BFP personnel co-located in every OBO for the processing of Fire Safety Evaluation Clearance (FSEC). Under the PEZA-BFP MOA, a BFP-issued FSEC is pre-requisite to building permit issuance.
4. Incomplete requirements will not be received by this office and would delay the processing of permit application.

Date of Filing:

Received by:

Designation: _____