



Republic of the Philippines  
City of Iloilo



**OFFICE OF THE BUILDING OFFICIAL**

Contact Numbers: (033)333-1111 LOC 411

**3<sup>rd</sup> Floor City Hall Building**

0961-424-7107 / 0966-987-1104 / email:[iloilocity@gmail.com](mailto:iloilocity@gmail.com)

**DOCUMENTARY REQUIREMENTS OF BUILDING PERMIT( AMENDATORY)**

- 1 copy – Approved Building Permit Plans and Documents
- 4 Originalcopies - NotarizedUnifiedApplicationFormsforBuildingPermit together with duly accomplished permit forms (such as Building, Plumbing, Electrical, Mechanical, Electronics forms), all copies must be wet signed by applicant, wet signedand dry sealed by its respective professionals
- 4sets- SurveyPlans,designplans and documents, all copies wet signed& dry sealed by its respective professionals
  - Architectural Documents
  - Civil/ Structural Documents
  - Electrical Documents
  - Mechanical Documents
  - Sanitary / Plumbing Documents
  - Electronics Documents
  - Geodetic Documents ( **LOT PLAN / SKETCH PLAN WITH VICINITY MAP SCALE 1:10,000** )
  - Fire Protection Plan (if needed) (Automatic Fire Suppression System, Wet Stand Pipe, Dry Stand Pipe, Kitchen Hood Suppression, Fire Detection & Alarm System)
- 2 original copies – NOTARIZED Estimated Value of the building / structure to be erected AND Technical Building Specifications signed and sealed by its respective professionals
- 1 original copy – DOLE Construction Safety and Health program (If applicable)
- 1 original copy – Affidavit of Undertaking( if needed)
- 1 original copy – Structural Design Analysis or and SoilTest(if applicable)
- 1originalcopy–NOTARIZED AuthorizationLetter(if needed)

NOTE: To download permit forms and requirements, visit [iloilocity.gov.ph](http://iloilocity.gov.ph) and search, **DOWNLOADABLE APPLICATION FORMS AND REQUIRMENTS.**

ONLINE application is ENCOURAGED, please send to [oboiloilocity.applications@gmail.com](mailto:oboiloilocity.applications@gmail.com)

**AcknowledgedApplication / Request by:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**OBO Receiving Officer**  
 (signature over printed name)