



**EVALUATION CHECKLIST
For BUILDING PERMIT**

Application Permit Number; _____

The applicant must be the registered owner of the lot. In case that the applicant is **not** the owner of the lot, please submit the following, whichever is applicable:

- *Lot owner's **Consent to Construct** and lot owner's Transfer Certificate of Title (TCT) or Original Certificate of Title (OCT) and Lot plan*
- ***Contract to Sell or Deed of Sale** and lot owner's Authority to construct, TCT or OCT and Lot plan.*
- ***Deed of Absolute Sale**, TCT or OCT and Lot plan of previous owner.*
- ***Deed of Donation / Usufract**, TCT or OCT and Lot plan of previous owner.*
- ***Deed of Adjudication**, TCT or OCT and Lot plan of previous owner.*
- **For Lessee**
 - *Lot rental – **Contract of Lease**, lot owners TCT or OCT and Lot plan.*
 - *Within the building / rentable space- **Contract of Lease** and photocopy of Owner's Certificate of Occupancy of the Main Building.*
- *For Corporations- lot owners' TCT or OCT, Lot plan and **Secretary's Certificate** for the "authority to sign" of the representative in behalf of the corporation*

IN case the applicant is **not available** to sign the plans, forms and other related documents and to submit the applications, please submit any of the following together with ID's of the applicant and of the authorized representative:

- Notarized Authorization Letter
- Special Power of Attorney / Attorney- In-Fact

Drawing Plans maybe in A3 (11.7" x 17.5"), 20" X30", OR 40"X60" PAPER SIZE as long as plan layout and details are SCALED, CLEAR, and LEGIBLE/ READABLE.

A. LINE AND GRADE

Indicate the following on Site Development Plan:

- Technical description of Lot/s and Boundary lots (points, bearings and distance) based on the Lot Plan.
- Roads, creeks, alleys, access roads, whichever is applicable.
- Dimensions of structure/s and its corresponding setbacks.
- Firewalls, if any.
- Distance from the centerline of road to the property line or at the outermost face of the structure (in case the structure is adjacent to the national road, city road and barangay roads).
- Indicate in site development plan the river or creek easement (in case the structure is adjacent to a river or creek), submit Certificate of No-objection or Certification from CENRO.
- Reflect in site development plan all existing structures when there is any.
- Vicinity Map must be Scale 1:10,000. Provide location / building key map, and indicate access streets/ road in plan.
- Others, refer to correction sheet.

Signature of Evaluator: _____

B. ARCHITECTURAL

Indicate the following on Architectural plans:

- Conformity of Site development plan to floor plan
- Floor Plan/s or layout/s, 4 elevations, at least 2 sections.
 - Other necessary / related details may also be provided.
 - Drawing scale must not less than scale 1:100, showing dimensions and gridlines .
 - Identify uses / label all room spaces
 - Provide material specifications in elevations / or provide Schedule of Finishes
 - Indicate Firewall or Party wall , must be 150mm thick concrete wall; must extend **not** less than 0.40m from top of roof and extends **beyond** 0.60m beyond eaves and exterior wall
- Percentage of Open Spaces, Light and Ventilation in plan
- In stair details, reflect dimension of tread(allowable minimum= 0.30m) , riser (allowable maximum= 0.20m) & headroom clearance (2.0m clear)
- Site Development Plan must be scaled & reflect of necessary structures e.g. fencing, loading and unloading area, parking / garage (indicate number / show slots)

- Glass precautionary measures / details/ specs/ thickness.
- Schedule of doors and windows with specifications and reflect marks in plan / layout.
- Fence (if there is any)
 - Lay out plan
 - Sections and Elevations
- Building Specifications

B.1. For Commercial / Industrial / Intuitional Buildings

- Provide Area Tabulation / may indicate in plan
 - Total Floor Area per building / floor / unit, volume of building, building footprint
 - Indicate Occupant Load per floor or per unit
 - Provide Parking Computations
- Provide Details / Dimensions and Specifications of the following:
 - Stairs
 - Site Development
 - Glass (precautionary details / specs)
 - Doors and Windows
 - Space plans / Lay-out
 - Firewall
 - Signage / s
 - ❖ Layout
 - ❖ Sections and Elevations
 - Hallway / Driveway Ramp
 - Parking Lay out
 - Loading & Unloading
 - Percentage of Floor and Lot Area Ratio (FLAR) / Allowable Maximum Building Footprints (AMBF) / Open space/s, OL, GFA, TGFA

B.2.BP344

- Ramp - 1:12 slope, 1.20m width, with handrails on both sides
- Comfort Room- 1.70 m x 1.80m, with grab bar, swing out / sliding door at least 0.80m clear width
- Signage
- Parking- 3.50m x 5.0m

B.3 Clearances (when necessary)

- ICCHCC Iloilo City Cultural Heritage Conservation Council

B.4. Forms

- Building permit forms must be signed and sealed by licensed Architect or Civil Engineer with latest PRC and PTR id

B.5 Others (Refer to Correction sheet)

Signature of Evaluator:_____

C. STRUCTURAL

Indicate the following on structural plans

- Foundation Plan
- Floor framing plan per floor level
- Roof framing plan
- Column, Footing and Beam details / schedule
- General Construction Notes

C.1. Structural Design Analysis for:

- One Storey with Roof Deck
- Swimming pool / retaining wall
- Gasoline Station
- Warehouse
- Two Storey Building or higher

C.2. Structural Frame Analysis (includes Dead Load, Live Load & Seismic)

- For Three- storey building/ structure & above

C.3. Soil Investigation Report:

- For Building Two (2) Storey Roof Deck or Higher

C.4. Plans & Design Analysis:

- Structural plans and structural design analysis (Two (2) storey & above) must be signed & sealed by Civil Engineer.

C.5.ERI (Earthquake Recording Instrument) /Seismic Instrumentation Requirement(if applicable only)

For Government Building

- A. Hospitals, Schools buildings above 50 meters high – at least 3 accelerograph at
 - ❖ Ground Floor / lowest Basement
 - ❖ Middle Floor
 - ❖ Floor level below roof
- B. Hospitals with 50 bed capacity or more and schools with twenty 20 classrooms or more but not less than 3 storeys
 - ❖ 1 accelerograph installed at Ground floor / lowest basement
- C. Provincial / City / Municipal Halls and buildings
 - ❖ 1 accelerograph installed at Ground Floor/ Lowest basement

For Private Buildings

- A. Building above 50 meters in height at least 3 accelerograph at
 - a. Ground floor / lowest Basement
 - b. Middle Floor
 - c. Floor level below roof
- B. Hospitals with 50 bed capacity or more and schools with twenty 20

classrooms or more but not less than 3 storeys

- ❖ 1 accelerometer installed at Ground floor / lowest basement

C. Commercial Buildings with occupancy of at least 1,000 persons or gross floor area of 10,000 square meter.

- ❖ 1 accelerometer installed at ground floor / lowest basement

D. Industrial buildings with occupancy of at least 1,000 persons or gross floor area of 10,000 square meter

- ❖ 1 accelerometer installed at ground floor / lowest basement

D.6. Forms:

- In-charge of construction on Building Permit form (box 7) must be signed & sealed by Civil Engineer for structural works only (3-storey & above), with latest PTR and PRC id.

D.7 Others (Refer to Correction sheet)

Signature of Evaluator: _____

E. PLUMBING / SANITARY

E.1. For Residential Buildings:

- Indicate the following on Plumbing Plans;
 - Plumbing Specifications and Symbols
 - Undertaking on the plan must be signed by the owner.
 - Design capacity of septic tank
 - Plans & Details of septic tank should conform to the design capacity recommended dimensions.
 - Lay out & Isometric views of storm drain
 - Location, plan & details of catch basin
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- Water Demand Load
- Plumbing / sanitary plans and forms must be signed and sealed by Master Plumber, including but not limited to the plumbing/ sanitary lay-out plan, with latest PTR and PRC id.

E.2. For Commercial / Industrial / Institutional (Private & Government) Buildings, Malls, Hotels, Restaurants, etc.

- Provide lay out plan and details of Cistern Tank (if applicable).

- Provide plan and details of Sewage Treatment Plant (STP) if applicable.
- Provide plan and details of Grease Trap/s (for restaurants)
- Provide lay out, plans & details of rain Water Harvesting tank.

E.3 Others (refer to Evaluation Sheet)

Signature of Evaluator: _____

F. ELECTRICAL

- Indicate the following on electrical plan:
 - Electrical plan layout of Power & Lighting
 - Design Analysis (including voltage drop & short circuit analysis)
 - Schedule of Loads
 - Single Line Diagram
 - Symbol and Legend
 - Complete Electrical Specifications
- Vertical / Horizontal Clearance from **MORE** primary Lines
- Electrical Plans must be signed and sealed by PEE (Professional Electrical Engineer).
- Others (Refer to Correction Sheet)

Signature of Evaluator: _____

G. MECHANICAL:

- Indicate the following on Mechanical plan:
 - Provide detailed mechanical equipment with specified capacity of unit in horsepower (hp), legend and location on site development plan.
 - Tabulated schedule of mechanical Equipment indicating the number of units, capacity and type of equipment.
 - Mechanical installation details, configuration and label the different parts of equipment / machineries
- Cost estimates
- Technical Specifications
- Provide Design analysis for:
 - ACU – Cooling Load Analysis
 - Generator Set Foundation Design
 - Other Heavy Weight Equipment
- For Fire Protection, pls. indicate the following:
 - Size of pipes on the lay-out plan.
 - Piping legends/ all type of accessories.
 - Schematic Riser diagram of piping installation.
 - Schedule of capacity of fire and jockey pumps.

