



Republic of the Philippines
City of Iloilo

OFFICE OF THE BUILDING OFFICIAL
3rd Floor City Hall Building

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DOCUMENTARY REQUIREMENTS FOR MECHANICAL COMPLETION (for TOWER CRANE / CONSTRUCTION ELEVATOR/ GONDOLA)

- 4 copies/ sets - Duly accomplished **MECHANICAL COMPLETION PERMIT FORMS**, all copies must be wet signed by the owner, wet signed and dry sealed by the licensed Prof. Mechanical Engineer.
- 1 original copy - valid licenses PRC ID and PTR of Electrical Practitioners AND Valid ID of the applicant and or lot Owner
- 1 photocopy - Approved Mechanical Permit Plan & Documents
- 1 copy each side – Photograph of Installed machine
- 1 photo copy – Tesda NC II Certificate for Operator
- 1 original copy- Affidavit of Undertaking for Installation Liabilities
- 1 original copy–NOTARIZED Authorization Letter (if needed)

NOTE: To download permit forms and requirements, visit iloilocity.gov.ph and search, **DOWNLOADABLE APPLICATION FORMS AND REQUIRMENTS**.
ONLINE application is **ENCOURAGED**, please send to oboiloilocity.applications@gmail.com

Acknowledged Application / Request by: _____ Date _____ Time: _____
OBO Receiving Officer (signature over printed name)