



**DOCUMENTARY REQUIREMENTS OF BUILDING PERMIT (OLD STRUCTURE)**

- 1 Certified True Copy – Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Deed of Absolute Sale and Lot Location Plan from LRA, or in lieu of Certified true copy Oct / TCT, submit a lot locational plan generated thru PVS ( parcel verification service) of the LRA.

***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 / sketch plan with vicinity map scale 1:10,000***
- ***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 / Usufruct, 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 – **Notarized 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 please submit Special Power of Attorney / Attorney- In- Fact with valid ID's of the applicant***

- 4 original copies - Notarized Unified Application Forms for Building Permit together with duly accomplished permit forms (such as Building, Plumbing, Electrical, Mechanical, Electronics forms), all copies must be wet signed by the applicant, wet signed and dry sealed by its respective professionals
- 4 sets- Survey Plans, design plans and documents, all copies are wet signed & dry sealed by all involved 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)
- 1 photocopy – Valid Licenses PRC ID & PTR of all involved professionals AND valid ID of applicant/owner of the LOT
- 2 original copies – NOTARIZED Estimated Value of the building / structure to be erected AND Technical Building Specifications are wet signed and dry sealed by its respective professionals
- 1 original copy - NOTARIZED AFFIDAVIT that would justify of the buildings date of construction, signed by the owner and 2 senior citizens as witness (to affirm its existence)
- 1 original copy - CERTIFICATION issued, wet signed and dry sealed by Licensed Structural / Civil Engineer to attest the structural stability of the building
- 1 original copy– DOLE Construction Safety and Health program
- 1 original copy– Barangay Clearance
- 1 original copy – Affidavit of Undertaking (if needed)
- 1 original copy – Structural Design Analysis or and Soil Test (if applicable)
- 1 original copy– NOTARIZED Authorization Letter (if needed)

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

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

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

