



Republic of the Philippines  
 City of Cagayan de Oro  
**OFFICE OF THE BUILDING OFFICIAL**



**ARCHITECTURAL PERMIT**  
**AP NO.**

**APPLICATION NO.**

**BUILDING PERMIT NO.**




**BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)**

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP	USE OR CHARACTER OF OCCUPANCY	
ADDRESS NO. STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIPCODE	TELEPHONE NO.
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK. NO. _____ TCT NO. _____ TAX DEC NO. _____ STREET _____ BARANGAY _____ CITY/MUNICIPALITY OF _____				
SCOPE OF WORK				
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> RAISING		
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE		
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHERS (Specify)		
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING	<input type="checkbox"/>		

**BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)**

1. ARCHITECTURAL FACILITIES AND OTHER FEATURES PURSUANT TO BATAS PAMBANSA BILANG 344, REQUIRING CERTAIN BUILDINGS, INSTITUTIONS, ESTABLISHMENTS AND PUBLIC UTILITIES TO INSTALL FACILITIES AND OTHER DEVICES.			
<input type="checkbox"/> STAIRS	<input type="checkbox"/> WASH ROOMS AND TOILETS	<input type="checkbox"/> SWITCHES, CONTROLS, BUZZERS	<input type="checkbox"/> DRINKING FOUNTAINS
<input type="checkbox"/> WALKWAYS	<input type="checkbox"/> LIFTS/ELEVATORS	<input type="checkbox"/> HANDRAILS	<input type="checkbox"/> PUBLIC TELEPHONES
<input type="checkbox"/> CORRIDORS	<input type="checkbox"/> RAMPS	<input type="checkbox"/> THRESHOLDS	<input type="checkbox"/> SEATING ACCOMODATIONS
<input type="checkbox"/> DOORS, ENTRANCES & THRESHOLDS	<input type="checkbox"/> PARKING AREAS	<input type="checkbox"/> FLOOR FINISHES	<input type="checkbox"/> OTHERS
2. PERCENTAGE OF SITE OCCUPANCY  PERCENTAGE OF BUILDING FOOTPRINT _____% PERCENTAGE OF IMPERVIOUS SURFACE AREA _____% PERCENTAGE OF UNPAVED SURFACE AREA _____% OTHERS (Specify) _____		3. CONFORMANCE TO FIRE CODE OF THE PHILIPPINES (P.D 1185)  <input type="checkbox"/> NUMBER & WIDTH OF EXIT DOORS <input type="checkbox"/> FIRE WALLS <input type="checkbox"/> OTHERS(Specify) <input type="checkbox"/> WIDTH OF CORRIDORS <input type="checkbox"/> FIRE FIGHTING AND SAFETY FACILITIES <input type="checkbox"/> DISTANCE TO FIRE EXITS <input type="checkbox"/> SMOKE DETECTORS <input type="checkbox"/> ACCESS TO PUBLIC STREETS <input type="checkbox"/> EMERGENCY LIGHTS	

**BOX 3**

<b>DESIGN PROFESSIONAL PLANS AND SPECIFICATION</b>	
_____ Date _____ <b>ARCHITECT</b> (Signed and Sealed Over Printed Name)	
Address	
PRC No.	Validity
IAPOA NO.	OR NO.
PTR No.	Date Issued
Issued at	TIN

**BOX 4**

<b>SUPERVISOR-IN-CHARGE OF ARCHITECTURAL WORKS</b>	
_____ Date _____ <b>ARCHITECT</b> (Signed and Sealed Over Printed Name)	
Address	
PRC No.	Validity
IAPOA NO.	OR NO.
PTR No.	Date Issued
Issued at	TIN

**BOX 5**

<b>APPLICANT</b>		
_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Placed Issued

**BOX 6**

<b>WITH MY CONSENT; LOT OWNER</b>		
_____ (Signature Over Printed Name) Date _____		
Address		
C.T.C. No.	Date Issued	Placed Issued

**TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISIONSP**

RECEIVED BY:	DATE:
<b>FIVE (5) SETS ARCHITECTURAL DOCUMENTS</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. VICINITY MAP/LOCATION PLAN WITHIN A TWO KILOMETER RADIUS</li> <li><input type="checkbox"/> 2. SITE DEVELOPMENT PLAN</li> <li><input type="checkbox"/> 3. PERSPECTIVE</li> <li><input type="checkbox"/> 4. FLOOR PLANS</li> <li><input type="checkbox"/> 5. ELEVATIONS, AT LEAST FOUR (4)</li> <li><input type="checkbox"/> 6. SECTIONS, AT LEAST (2)</li> <li><input type="checkbox"/> 7. CEILING PLANS SHOWING LIGHTING FIXTURES AND DIFUSERS</li> <li><input type="checkbox"/> 8. DETAILS OF RAMPS, PARKING FOR THE DISABLED, STAIRS, FIRE ESCAPES, CABINETS AND PARTITIONS</li> <li><input type="checkbox"/> 9. SCHEDULE OF DOORS AND WINDOWS</li> <li><input type="checkbox"/> 10. SCHEDULE OF FINISHES FOR FLOORS. CEILING AND WALLS</li> <li><input type="checkbox"/> 11. ARCHITECTURAL INTERIOR</li> <li><input type="checkbox"/> 12. SPECIFICATIONS</li> <li><input type="checkbox"/> 13. COST ESTIMATE</li> <li><input type="checkbox"/> 14. OTHERS (Specify)</li> </ul>	

**BOX 8**

<b>PROGRESS FLOW</b>					
	IN		OUT		<b>PROCESSED BY:</b>
	DATE	TIME	DATE	TIME	
<b>ARCHITECTURAL DRAWINGS</b>					
<b>SPECIFICATIONS</b>					
<b>OTHER (SPECIFY)</b>					

**BOX 9**

**ACTION TAKEN:**

  

**PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:**

1. That under Article 1723 of the Civil Code of the Philippines, the architect (and engineer) who drew up the plans and specifications for the building/structure is responsible for damages of within fifteen (15) years from the completion of the building/structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should be edifice collapse due to defect in the construction or the use of interior materials.
2. That the proposed architectural works shall be accordance with the architectural plans filed with this Office and in conformity with the latest Architectural Code of the Philippines, the National Building Code and its IRR.
3. That prior to any construction activity, a duly accomplished prescribed **“Notice of Construction”** shall be submitted to the Office of the Building Official.
4. That upon completion of the construction, the licensed full-time inspector and supervisor/in-charge of construction works shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents, and shall also accomplished the Certificate of Completion stating that the architectural works conform to the provision of the Architectural Code, the National Building Code and its IRR.
5. That this permit is null and void unless accompanied by the accompanied by the building permit.

  
  
  

PERMIT ISSUED BY:

  
  
  

**ENGR. MA. ROSANNA D. RODRIGUEZ**  
**ACTING CITY BUILDING OFFICIAL**  
 (SIGNATURE OVER PRINTED NAME)

DATE: \_\_\_\_\_