



Republic of the Philippines
Department of Public Works and Highways
City of Cagayan de Oro
Province of Misamis Oriental

OFFICE OF THE BUILDING OFFICIAL

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT
(Single Dwelling Residence / Commercial / Industrial / Others)

- Four (4) copies of filled up Unified Application Form for Building Permit
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) , or Deed of Absolute Sale or Lot Locational Plan from LRA(if lessee, Contract of Lease)
Four (4) sets of Survey Plans, design plans and other documents as follows:
A) Architectural Documents
B) Civil / Structural Documents
C) Electrical Documents
D) Mechanical Documents
E) Sanitary Documents
F) Plumbing Documents
G) Electronics Documents
H) Geodetic Documents
I) Fire Protection Plan (If applicable)
Automatic Fire Suppression System
Wet Stand Pipe
Dry Stand Pipe
Kitchen Hood Suppression
Fire Detection & Alarm System
Three (3) photocopies of Valid License (PRC I.D) of all involved professionals
Notarized estimated value of the building / structure to be erected as declared by the owner
Construction Safety and Health Program
Affidavit of Undertaking

REMARKS:

- Complete Documents
Incomplete Documents (Please comply documents with unchecked boxes.)

Name of Receiving Officer :
Date & Time Returned :
Signature of Applicant :

Notes:

- All application forms are available in the OSCP and /or on the website.
All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports.
ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.
Bring this Checklist with detachable Claim Stub when submitting your application.
Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE"

CLAIM STUB

Application No. :
Time and Date Applied / Submitted :
Return Date :
Receiving Officer :
(Signature of Printed Name)

Name of Applicant/ Owner :
Location of Project :
Project Title :



\*For updates and inquiries, please call us at (088)881-2131 / 09750382125 within four (4) working days.

NOTE: Bring this claim upon the Order of Payment / Building Permit, FSEC & other documents.