



Republic of the Philippines  
City of Valencia  
Province of Bukidnon  
OFFICE OF THE BUILDING OFFICIAL

THIS IS FOR DILG-DPWH-DICT-DTI JMC 2018-01

**DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION**  
(Single Dwelling Residential / Commercial / Industrial / Others)

**A. Documents (1 Original & 2 Photocopies)**

- Certified true copy of **TRANSFER CERTIFICATE TITLE** from Register of Deeds
- Certified true copy of **TAX DECLARATION** (Lot Only) from City Assessor's Office
- Current **TAX RECEIPT** of lot property of **TAX CLEARANCE** from City Treasurer's Office
- OTHERS (In case the applicant is not the registered lot owner whichever is applicable)
  - Deed of Absolute Sale
  - Contract of Lease
  - Extra Judicial Settlement
  - Affidavit of Heirship
  - Authorization from Lot Owner (notarized)
  - Certification from the Developer
  - Board Resolution with Secretary Certificate for authorized signatory
  - Approved Building Permit and Certificate of Occupancy of existing building

**B. Application Forms (4 Copies)**

- 1 Set Building Permit (Notarized)
- 1 Set Architectural Permit
- 1 Set Civil/Structural Permit
- 1 Set Sanitary and Plumbing Permit
- 1 Set Electrical Permit
- 1 Set Electronics Permit
- 1 Set Mechanical Permit
- 1 Set Sign Permit (If applicable)
- 1 Set Fencing Permit (If applicable)
- 1 Set Demolition Permit (If applicable)
- Photocopy of PRC ID and updated PTR of practitioners with 3 specimens signed and seal (3 copies)
  - ARCHITECT
  - PROF. ELECTRICAL ENGINEER
  - PROF. MECHANICAL ENGINEER
  - GEODETIC ENGINEER
  - CIVIL ENGINEER
  - PROF. ELECTRONICS ENGINEER
  - SANITARY ENGINEER/MASTER PLUMBER
  - INTERIOR DESIGNER

**C. Plans and Technical Documents**

Prepared and **SIGNED AND SEALED** by a professional practitioner with the **CONFORMITY OF OWNER**)

- 4 Sets of A3-size Drawing Plans of the following
  - Geodetic Survey Plan
  - Architectural Plan
  - Structural Plan
  - Sanitary and Plumbing Plan
  - Electrical Plans
  - Electronics Plans
  - Mechanical Plans
  - Fire Protection Plan
  - Signage Plans with Details
  - Fencing Plan and details
  - Demolition Plan and details
- Materials and Construction Cost Estimates (Notarized) – 3 Copies
- Materials and Construction Specifications – 3 Copies
- Electrical Design Analysis and Voltage Drop Calculation – 3 Copies
- Structural Analysis and Design with Seismic Analysis for all buildings except for 1 Storey building and single detached structure with a floor area of 20 sq. m. or less, signed and sealed by Civil Engineer – 2 Copies
- Plate Load Test or Soil Boring Test for 3 Storey Building and above – 2 Copies

**D. Secure Clearances/Certificates/Permits**  
**CLEARANCES**

- Zoning and Locational Clearance
- Barangay Construction Clearance (with seal)
- Fire Safety Evaluation Clearance
- Safety Health Program
- Environmental Compliance Certificate
- DOH Clearance
- DPWH Clearance if along highway
- Height Clearance

**OFFICES**

City Planning and Development Office (CPDO)  
Barangay Office/Hall  
Bureau of Fire Protection (BFP)  
Department of Labor (DOLE)  
Dept. of Environmental and Nat'l Resources (DENR)  
Department of Health (DOH)  
Department of Public Works and Highways (DPWH)  
Air Transportation Office (ATO)/CAAP