

Republic of the Philippines
Province of Bulacan
Municipality of Balagtas

OFFICE OF THE MUNICIPAL ENGINEER/ BUILDING OFFICIAL

Name of Applicant: _____ Filing Date: _____
Location & Type of Occupancy _____

CHECKLIST OF BUILDING PERMIT REQUIREMENTS

The following documents and information support of the building permit application are hereby submitted

- _____ 1. 3 Copies of TCT (Land Title), Tax Declaration and Real Property Tax(Amilyar)
- _____ 2. 3 Copies of Notarized Deed of Sale.
- _____ 3. 3 Copies of Notarized Contract of Lease or Contract of Sale.
- _____ 4. 5 Sets of BluePrint Plan, Signed & Sealed by Design Professionals:
 - a. Location and Lot Plan / Geodetic Engineer
 - b. Site Development and Architectural Plans/ Architect or Civil Engineer
 - c. Structural Plans/ Civil or Structural Engineer
 - d. Electrical Plans/ Electrical or Professional Electrical Engineer
 - e. Plumbing and Sanitary Plans / Master Plumber or Sanitary Engineer
 - f. Mechanical Plans / Mechanical or Professional Mechanical Engineer
 - g. Electronics Plans / Electronics & Communications Engineer.
- _____ 5. 5 Sets of Construction Technical Specifications and Construction Cost/ Bill of Materials
- _____ 6. 5 Sets of Structural Design and Analysis for Two (2) Storeys and Above, prepared by Civil of Structural Engineer
- _____ 7. 3 Sets of Locational and Zoning Clearance from MPDC
- _____ 8. 3 Copies of Road Right of Way Clearance from DPWH Malolos, if Applicable
- _____ 9. 3 Copies of Barangay Clearance for building permit Cedula
- _____ 10. 3 Clear Photocopies of PRC I.D. and PTR of design professionals.
- _____ 11. Other National and Related Agencies Clearances, if applicable.
 - a. BFP-FIRE SAFETY INSPECTION/ FIRE SAFETY EVALUATION REPORT
 - b. 2pcs. EXPANDABLE FOLDER
 - c. _____

NAME OF APPLICANT
Signature Over printed Name

DO NOT FILL(for MEO use only)

Remarks _____

Checklisted by: _____
(Signature over printed name)

Date