Republic of the Philippines

**CITY ENGINEER’S OFFICE**

OFFICE OF THE BUILDING OFFICIAL

City of Roxas

Owner / Firm / Applicant:

Proposed Project:

Location:

**Building Requirements for Submission**

* 3 Copies duly accomplished Building, Electrical, Electronics, Mechanical and Sanitary Application Forms
* 5 Sets of Building Plans, Bill of Materials and Estimates, Specifications Sign and sealed by a licensed Civil Engineer/Architect
* 3 Certified photo copies of Tax Declaration (Lot)
* 3 Certified xerox copies of TCT(Transfer Certificate of title)
* 3 Photo copies of current Land Tax Receipt
* Consent of Lot Owner, Certificate of Tenancy/Lease Contract (If the applicant is not the owner of the Lot)
* Design Analysis signed and sealed by a Structural Engineer (for two (2) Storey or more)
* 2 Photo copies of Lot Plan duly signed/approved by a Geodetic Engineer (If the Title is not yet transferred)
* Construction Safety Health Program from DOLE
* Barangay Clearance for Building Permit
* ECC(Environmental Compliance Certificate) (Commercial)
* CNC(Certificate of Non-Coverage) (Commercial)
* SPA(Special Power of Attorney) (For the representative of the Applicant)
* Boring Test (For (3) Storey)
* Required Standard Sign ( L=0.90m.;H=0.60m.)