



**OFFICE OF THE CITY BUILDING OFFICIAL
CITY OF IMUS
PROVINCE OF CAVITE**

LIST OF REQUIREMENTS FOR BUILDING PERMIT APPLICATION

OSCP(One-Stop Shop for Construction Permit)

*DOCUMENTS TO BE SUBMITTED FASTENED IN A FOLDER
(Mga dokumentong dapat ipasa na nakapaloob sa folder)*

**A. Unified APPLICATION FORMS FOR BUILDING PERMIT(w/accessory permit forms) (notarized)
Zoning Clearance Application Form (notarized)**

B. LEGAL DOCUMENTS 4 sets

- Certified true copy Of Title (w/ Deed of Sale, if not yet transferred)
- Contract of lease , if lessee
- Latest Tax Receipt
- Latest Tax Declaration

**Please submit at least two
(2) Certified True Copy of
OCT/TCT on file with the
Registry of Deeds**

C. CLEARANCES 4 sets

- Barangay Endorsement for NEW Construction
- Dpwh Clearance if located in National Highway (Aguinaldo Hwy, Daang Hari, Centennial Rd)
- Home Owners Assoc. Clearance for commercial establishment
- Construction Safety and Health Program (if necessary)
- Other Clearances (if necessary) _____

D. OTHERS 4 sets

- For Corporation - Secretary Cert. authorizing the signatory
- Notarized authorization Letter (for applicants representative)
- Affidavit of undertaking, consent , etc (if necessary)

E. BUILDING PLANS at minimum scale of 1:100m (signed and sealed)

4 sets minimum (binded)

- Lot Plan / Location Plan (signed and sealed by geodetic engr)
- Architectural Plans (perspective, site plan, floor plans, roof plan, sections, sched. of doors & windows, and details)
- Structural Plans (foundation, framing plan, details of column, beams, slabs, trusses & other detls)
- Plumbing / Sanitary Plans (plumbing layout, isometric, details, septic tank, catch basin, gen notes)
- Electrical Plans (power/lighting layout, load sched. & comp., one line diagram, legends, riser diagram, gen notes)
- Fire Protection Plans (sprinkler layout, fire detection & alarm system, wet/dry standpipe & other detls as reqd)
- Electronics Plans
- Mechanical Plans

F. SUPPORTING DOCUMENTS

- Structural Analysis & Design for all bldgs/structures except 1 storey and single detached bldgs and structures with a total floor area of 20 sq.m. or less (2 sets)
- Boring/Soil Test for 3 storey and above (2 sets)
- Electrical analysis (2 sets)
- Pcab Liscence (if main is above 200amps) (2 sets)
- Photocopies of PRC IDs & PTRs (3 sets)
- Specifications (4 sets)
- Bill of Materials / Cost Estimate (4 sets)

Important Reminders

- PROVIDE PICTURES OF THE PROJECT DURING THE ON GOING CONSTRUCTION AND AFTER THE COMPLETION OF THE CONSTRUCTION
- City Ordinance - **Cert. of Occupancy** shall be issued only after the owner **planted a tree** in his lawn or garden
- PLANS & DESIGN MUST COMPLY WITH ALL OF THE PLANNING AND DESIGN REQUIREMENTS UNDER THE IRR OF THE **NATIONAL BUILDING CODE** INCLUDING THE **FIRE CODE THE PHILIPPINES AND THE ACCESSIBILITY LAW (BP 344)**
- Required minimum unpaved area
 - a. residential 10 % of lot area
 - b. commercial 5 % of lot area
 - c. industrial 10 % of lot area
 - d. institutional 20 % of lot area

Note :

- A. Incomplete documents will not be accepted.
- B. Submit all documents in a long expandable plastic envelope