

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

APPLICANT NO.

NAME OF APPLICANT

LOCATION OF CONSTRUCTION

NEW CONSTRUCTION

EXTENSION

OTHERS

REQUIRED DOCUMENTS TO BE SUBMITTED IN 6

SETS (an conditional of 1 set for loan purposes)

- BARANGAY ENDORSEMENT
- TAX DECLARATION
- CURRENT REAL PROPERTY TAX RECEIPT
- TAX CLEARANCE
- LOT PLAN SIGNED AND SEALED BY A LICENSED GEODETIC ENGINEER
- BILL OF MATERIALS AND COST ESTIMATES, PROJECT COST, (ARCHITECTURAL, CIVIL, ELECTRICAL, MECHANICAL AND PLUMBING) SIGNED AND SEALED BY AN ARCHITECT OR CIVIL ENGINEER
- PROJECT SPECIFICATIONS SIGNED AND SEALED BY AN ARCHITECT OR CIVIL ENGINEER
- XEROX COPY OF PRC ID AND PTR NO. OF THE BELOW MENTIONED PROFESSIONALS
- CONSTRUCTION LOGBOOK W/ SIGNATURE OF ENGR.
- TITLE/PROOF OF OWNERSHIP

ARCHITECTURAL PLANS AND DRAWINGS SIGNED AND SEALED BY AN ARCHITECT OR CIVIL ENGINEER (6 SETS)

- PERSPECTIVE
- SITE DEVELOPMENT PLAN SHOWING POSITION OF BUILDING
- LOCATION PLAN/VICINITY MAP SHOWING PROMINENT LANDMARKS AND MAJOR THROUGHFARES FOR EASY REFERENCE 2km RADIUS FOR COMMERCIAL/ INSTITUTIONAL/INDUSTRIAL & HALF km RADIUS FOR RESIDENTIAL
- FLOOR PLANS (LAIN SCALE OF 1:100M) SHOWING GRID LINES & IDENTIFICATION OF ROOMS
- FRONT, REAR, LEFT, RIGHT SIDE ELEVATIONS
- LONGITUDINAL AND TRANVERSE SECTIONS
- DOORS AND WINDOWS SCHEDULE
- FOUNDATION PLAN
- ROOF FRAMING PLAN
- DETAILS OF STRUCTURAL MEMBERS
- DETAILS OF STAIRS
- STRUCTURAL DESIGN AND ANALYSIS FOR BUILDING STRUCTURES 2 STOREY OR HIGHER
- SEISMIC ANALYSIS FOR BUILDING STRUCTURE 7.5 METERS AND ABOVE IN HEIGHT
- BORING AND PLATE LOAD TEST FOR BUILDING STRUCTURES 3 STOREY OR HIGHER

SANITARY/PLUMBING SIGNED AND SEALED BY A SANITARY ENGINEER OR MASTER PLUMBER

- SANITARY PLAN, PLUMBING LAYOUT PLAN
- ISOMETRIC DRAWINGS OF ROUGHING-IN OF SANITARY DRAINAGE, VENTILATION LINES, DISTRIBUTION SUPPLY LINES
- DETAILED DRAWINGS OF SEPTIC TANK,
- CATCH BASIN, SPECIFICATIONS, LEGEND AND GENERAL NOTE

ELECTRICAL PLAN SIGNED AND SEALED BY A PROFESSIONAL ELECTRICAL ENGINEER

- ELECTRICAL LAYOUT PLAN (POWER AND LIGHTING OUTLET)
- SINGLE LINE DIAGRAM
- SCHEDULE OF LOADS AND LOAD COMPUTATION, VOLTAGE DROP CALCULATION
- DESIGN ANALYSIS, GENERAL NOTES, LEGEND AND SYMBOLS

MECHANICAL PLANS AND SEALED BY A PROFESSIONAL MECHANICAL ENGINEER

NOTE:

- PROPER SETBACK SHOULD BE OBSERVED (SEE PD 1096 (NATIONAL BUILDING CODE))
- APPLICANTS WITH PENDING APPLICATIONS, DUE TO LACK OF DOCUMENTS/REQUIREMENTS WILL BE GIVEN (15) FIFTEEN DAYS TO COMPLY OTHERWISE, IT WILL MEAN AUTOMATIC CANCELLATION OF HIS/HER APPLICATION
- IN CASE THE APPLICANT IS NOT THE REGISTERED LOT OWNER, SUBMIT NOTARIZED CONTRACT OF LEASE DEED OF SALE OR CONTRACT TO SELL
- WHENEVER NECESSARY, CERTIFICATION CLEARANCE AND APPROVAL SHALL BE OBTAINED FROM SUBDIVISION DEVELOPERS, HOMEOWNERS ASSOCIATION, BARANGAY CLEARANCE/ ENDORSEMENT, ETC.
- IF THE CONSTRUCTION SIRE IS ALONG EMILIO AGUINALDO HIGHWAY, DAANG HARI AND CENTENNIAL ROAD A CLEARANCE FROM DPWH REGIONAL OFFICE NO. IV-A SHOULD BE SECURED.

NOTE: 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)

ORDINANCE NO.1

(RESOLUTION NO. 5 SERIES OF 1991)

AN ORDINANCE MANDATING THAT CERTIFICATE OF OCCUPANCY TO THE OWNER OF NEW RESIDENTIAL HOUSE SHALL BE ISSUED ONLY AFTER HE PLANTED AT LEAST (1) TREE IN THE LAWN OR GARDEN OF THE SAID RESIDENCE.