



# ARCHITECTURAL PERMIT

APPLICATION NO.

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AP NO.

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BUILDING PERMIT NO.

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**BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE OWNER/APPLICANT)**

OWNER/APPLICANT		LAST NAME	FIRST NAME	M.I.	TIN	
FOR CONSTRUCTION OWNED		FORM OF OWNERSHIP		USE OF CHARACTER OF OCCUPANCY		
ADDRESS:	NO.,	STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIP CODE	TELEPHONE NO.
LOCATION OF CONSTRUCTION:		LOT NO. _____	BLK NO. _____	TCT NO. _____	TAX DEC. NO. _____	
STREET _____		BARANGAY _____		CITY/MUNICIPALITY OF _____		
<b>SCOPE OF WORK</b>						
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION _____		<input type="checkbox"/> RAISING _____			
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION _____		<input type="checkbox"/> DEMOLITION _____			
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR _____		<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE _____			
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING _____		<input type="checkbox"/> OTHERS (Specify) _____			

**BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)**

**1. ARCHITECTURAL FACILITIES AND OTHER FEATURES PURSUANT TO BATAS PAMBANSA BILANG 344, REQUIRING CERTAIN BUILDINGS, INSTITUTIONS, ESTABLISHMENTS AND PUBLIC UTILITIES TO INSTALL FACILITIES AND OTHER DEVICES.**

<input type="checkbox"/> STAIRS	<input type="checkbox"/> WASH ROOMS AND TOILETS	<input type="checkbox"/> SWITCHES, CONTROLS, BUZZERS	<input type="checkbox"/> DRINKING FOUNTAINS
<input type="checkbox"/> WALKWAYS	<input type="checkbox"/> LIFTS/ELEVATORS	<input type="checkbox"/> HANDRAILS	<input type="checkbox"/> PUBLIC TELEPHONES
<input type="checkbox"/> CORRIDORS	<input type="checkbox"/> RAMPS	<input type="checkbox"/> THRESHOLDS	<input type="checkbox"/> SEATING ACCOMMODATIONS
<input type="checkbox"/> DOORS, ENTRANCE & THRESHOLDS	<input type="checkbox"/> PARKING AREAS	<input type="checkbox"/> FLOOR FINISHES	<input type="checkbox"/> OTHERS (Specify) _____

**2. PERCENTAGE OF SITE OCCUPANCY**

PERCENTAGE OF BUILDING FOOTPRINT _____ %	<input type="checkbox"/> NUMBER AND WIDTH OF EXIT DOORS	<input type="checkbox"/> OTHERS (Specify) _____
PERCENTAGE OF IMPERVIOUS SURFACE AREA _____ %	<input type="checkbox"/> WIDTH WITH CORRIDORS	<input type="checkbox"/> FIRE FIGHTING AND SAFETY FACILITIES
PERCENTAGE OF UNPAVED SURFACE AREA _____ %	<input type="checkbox"/> DISTANCE TO FIRE EXITS	<input type="checkbox"/> SMOKE DETECTORS
OTHERS (Specify) _____ %	<input type="checkbox"/> ACCESS TO PUBLIC MARKET	<input type="checkbox"/> EMERGENCY LIGHTS

**3. CONFORMANCE TO FIRE CODE OF THE PHILIPPINES (P.D. 1185)**

**BOX 3**

**DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS**

_____ Date _____		
<b>ARCHITECT</b>		
(Signed and Sealed Over Printed Name)		
Address _____		
PRC No. _____	Validity _____	
IAPOA No. _____	O.R. No. _____	Date Issued _____
PTR No. _____	Place Issued _____	Date Issued _____
TIN _____		

**BOX 4**

**SUPERVISOR / IN-CHARGE OF ARCHITECTURAL WORKS**

_____ Date _____		
<b>ARCHITECT</b>		
(Signed and Sealed Over Printed Name)		
Address _____		
PRC No. _____	Validity _____	
IAPOA No. _____	O.R. No. _____	Date Issued _____
PTR No. _____	Place Issued _____	Date Issued _____
TIN _____		

**BOX 5**

**BUILDING OWNER**

_____		
(Signature Over Printed Name)		
Date _____		
Address _____		
C.T.C. No. _____	Date Issued _____	Place Issued _____

**BOX 6**

**LOT OWNER**

_____		
(Signature Over Printed Name)		
Date _____		
Address _____		
C.T.C. No. _____	Date Issued _____	Place Issued _____

TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION

**BOX 7**

RECEIVED BY: _____	DATE: _____
<b>FIVE (5) SETS OF ARCHITECTURAL DOCUMENTS</b>	
<input type="checkbox"/> 1 VICINITY MAP/LOCATION PLAN WITHIN A TWO-KILOMETERS RADIUS	<input type="checkbox"/> 8 DETAILS OF RAMPS, PARKING FOR THE DISABLED, STAIRS, FIRE
<input type="checkbox"/> 2 SITE DEVELOPMENT PLAN	<input type="checkbox"/> 9 SCHEDULE OF DOORS AND WINDOWS
<input type="checkbox"/> 3 PERSPECTIVE	<input type="checkbox"/> 10 SCHEDULE OF FINISHES FOR FLOORS, CEILING AND WALLS
<input type="checkbox"/> 4 FLOOR PLANS	<input type="checkbox"/> 11 ARCHITECTURAL INTERIORS
<input type="checkbox"/> 5 ELEVATIONS, AT LEAST (4)	<input type="checkbox"/> 12 SPECIFICATIONS
<input type="checkbox"/> 6 SECTIONS. AT LEAST (2)	<input type="checkbox"/> 13 COST ESTIMATE
<input type="checkbox"/> 7 CEILING PLANS SHOWING LIGHTING FIXTURES AND DIFFUSERS	<input type="checkbox"/> 14 OTHERS (Specify) _____ _____

**BOX 8**

PROGRESS FLOW					
	IN		OUT		PROCESSED BY:
	DATE	TIME	DATE	TIME	
ARCHITECTURAL DRAWINGS					
SPECIFICATIONS					
OTHERS (Specify)					

**BOX 9**

**ACTION TAKEN:**

**PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:**

1. That under Article 1723 of the Civil Code of the Philippines, the architect (and engineer) who drew up the plans and specifications for the building/structure is responsible for damages if within fifteen (15) years from the completion of the building/structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction or the use of inferior materials.
2. That the proposed architectural works shall be in accordance with the architectural plans filed with this Office and in conformity with the latest Architectural Code of the Philippines, the National Code and its IRR.
3. That prior to any construction activity , a duly accomplished prescribed "**Notice of Construction**" shall be submitted to the Office of the Building Official
4. That upon completion of the construction, the licensed full-time inspector and supervisor/in-charge of construction works shall submit the entry to the logbook duly signed and sealed to the building official including as-built plans and other documents, and shall also accomplish the Certificate of Completion stating that the architectural works conform to the provision of the Architectural Code, the National Building Code and its IRR.
5. That this permit is null and void unless accomplished the building permit.

**PERMIT ISSUED BY:**

**ENGR. MARIELLE MENOR**  
 \_\_\_\_\_  
 ACTING BUILDING OFFICIAL  
 (Signature Over Printed Name)  
 Date: \_\_\_\_\_