



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF ILOCOS NORTE  
MUNICIPALITY OF MARCOS  
OFFICE OF THE BUILDING OFFICIAL



## **Building permit requirements**

Filled-up Unified Application form (**4 copies**)

Original Certificate of Title (OCT) / Transfer of Title or Deed of Absolute Sale/ Locational Plan from LRA (if lessee, Contract of Lease) – **Show Original**

- Special Power of Attorney (if application is to be processed by a representative) - 2 copies
- Family Tree (if applicant is not the lot owner where the building is/will be constructed) - 1 copy Permit for Construction/Civil Works - 4 copies

Barangay Clearance - **1 original**

Community Tax Certificate (Cedula) - **1 original**

Certified True Copy of Latest Tax Declaration (Land) from Assessor's Office - **1 original**

Certified True Copy of Lot Section Map/Vicinity Map from Assessor's Office - **1 original**

Certified True Copy of Latest Tax Receipt or Certificate of Non-Tax Delinquency from Treasurer's Office - **show original**

Affidavit of Consent from Lot Owners - **4 copies**

DPWH Clearance - 1 original

Five (5) sets of Survey Plans, design plans and other documents to be FULLY ACCOMPLISHED by APPLICANT or the ENGINEER as follows:

**Architectural Documents**

**Civil/Structural Documents**

**Electrical Documents**

Mechanical Documents

Sanitary Documents

**Plumbing Documents**

Electronics Documents

Geodetic Documents

Fire Protection Plan (if applicable)

**Bill of Materials (Signed & Sealed) - 5 copies**

Construction Specifications (Signed & Sealed) - 5 copies Structural Design Analysis (for 2-storey above) - 2 copies Electrical Design Analysis (for 2-storey above) - 2 copies (23 kVA and above)

Soil Analysis (for 3-storey above) - 2 copies

**Photocopy of PRC License & PTR Receipts of Professionals - 1 copy**

**Latest Picture of Site/Area taken on 4 sides - 1 copy**

**Zoning Clearance - show original**

**BFP Clearance - show original**

**NOTE: THE HIGHLIGHTED PARTS ARE MOSTLY APPLICABLE FOR ONE-STOREY RESIDENTIAL/COMMERCIAL BUILDING ONLY. IF THERE ARE 2 OR MORE STOREYS, MORE REQUIREMENTS ARE NEEDED.**

*"Pasantaken ni Marcoseño, iti Napudpuerno a Serbisyo"*



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## **PRO-POOR REQUIREMENTS**

### **Electrical Permit**

#### **Certificate of Final Electrical Inspection**

#### **Electrical Documents (Electrical Plan. signed and sealed)**

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