



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY BUILDING OFFICIAL  
LUCENA CITY

## REQUIREMENTS FOR BUILDING PERMIT

- I. Any person desiring to obtain a building permit shall file an application therefore in writing and on the prescribed form.
  1. Together with the accomplished application form the following shall be submitted to the Office of the Building Official :
    - A. In case the applicant is the registered owner of the lot :
      1. Certified true copy of TCT
      2. Tax Declaration
      3. Current Real Property Tax receipt
    - B. In case the applicant is not the registered owner of the lot :
      1. Duly notarized copy of the Contract of Lease
      2. Duly notarized copy of the Deed of Absolute Sale
      3. Duly notarized copy of the Contract of Sale
  2. Five (5) sets of plans and specifications prepared, signed and sealed
    - A. by a duly licensed Architect, in case of architectural plans
    - B. by a duly licensed Civil or Structural Engineer, in case of structural plans
    - C. by a duly licensed Sanitary Engineer or Master Plumber, in case of plumbing or sanitary installation plans
    - D. by a duly licensed professional Electrical Engineer, in case of electrical plans
    - E. by a duly licensed professional Mechanical Engineer, in case of mechanical plans
    - F. bill of materials / Construction Safety and Health Program & specifications duly signed & sealed by Architect / Civil Engineer

**NOTE:** Plans and Specifications shall not be required for

1. Traditional indigenous family dwellings which are intended for the use and occupancy of the family of the owner only and constructed of native materials such as bamboo, nipa, logs or limber, the total cost of which does not exceed fifteen thousand pesos (P15,000.00).
2. Single detached dwellings up to 20 sq.m. in floor area

For any of the above, a simple sketch with dimensions, accompanied by a site location and vicinity map, will suffice.

1. Lot plan duly signed & sealed by Geodetic Engineer on B.L. Form
2.
  - a. BARANGAY CLEARANCE
  - b. ZONING CLEARANCE
  - c. FIRE CLEARANCE
  - d. STANDARD CONSTRUCTION SIGN BOARD
3. Boring Test / Load Test on 3-storey building and above
4. Structural Computation / Seismic Analysis / Firewall Analysis
5. Septic Tank Analysis
6. Copy of PRC/PTR of Architect/Engineer
7. OTHERS: \_\_\_\_\_