



Republic of the Philippines  
City of Calamba  
Province of Laguna  
OFFICE OF THE BUILDING OFFICIAL

DOCUMENTARY REQUIREMENTS FOR BUILDING PERMIT APPLICATION  
**(Construction One-Stop-Shop)**

**Technical Documents**

- Filled-up notarized Unified Application Form for Building Permit
- 3 copies - photocopies of Valid Licenses (PRC I.D.) of all involved professionals with latest PTR
- 5 copies - Notarized estimated value of the building / structure to be erected as declared by the owner (Signed & Sealed by Architect or Engineer)
- 4 sets - Plans (Signed & Sealed by respective Design Professionals & with Signature of Owner)
- 1 set – Lot Plan (Signed & Sealed by a Geodetic Engineer)
- 2 copies -Specifications (Signed & Sealed by Architect or Engineer)
- 1 copy -Structural Computation - For Two Storey above and Warehouses (Signed & Sealed by Engineers)\*
- 1 copy - Boring Test - For Three Storey above and Warehouses (Signed & Sealed by Engineers)\*
- 1 pc – Separate Vicinity Map
- 1 pc – Construction Logbook\*

**Proof of Ownership**

- 2 copy- Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)
- 2 copy - Tax Declaration
- 2 copy - Tax Receipt

**Clearances**

- 1 copy – Construction Safety and Health Program approved by DOLE (Original Copy)
- 2 copies – Barangay Clearance for Building Permit (Original Copy and Photocopy)
- 1 copy – DPWH Clearance (if along National Highway)

**Other Requirements**

- 2 copies – Authorization Letter or SPA
- 2 copies – ID Owner/Signatory, ID Authorized
- 2 copies – Secretary’s Certificate (If Applicant is a Corporation)\*
- 1 copy – Contractor's Tax Certificate\*
- 1 copy – City Ordinance No. 603 (Comprehensive General Liability Insurance)\*
- Affidavit of Undertaking\*

**\* If Necessary**

**REMARKS:**

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes.)

Name of Receiving Officer : \_\_\_\_\_  
Date & Time Returned : \_\_\_\_\_  
Signature of Applicant : \_\_\_\_\_

**NOTES:**

All application forms are available in the OSCP and/or on the website.  
All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports.  
**ONLY A COMPLETE APPLICATION WILL BE ACCEPTED.**

Bring this Checklist with detachable Claim Stub when submitting your application.  
Keep your CLAIM STUB at all times; **“NO CLAIM STUB, NO RELEASE”**

**ALL FORMS FOUR (4) COPIES, ORIGINAL SIGN OF OWNER & ENGINEER**

**CLAIM STUB**

Application No. : \_\_\_\_\_  
Time & Date Applied/Submitted : \_\_\_\_\_  
Return Date : \_\_\_\_\_  
Receiving Officer : \_\_\_\_\_  
(Signature over Printed Name)  
Name of Applicant/Owner : \_\_\_\_\_  
Location of Project : \_\_\_\_\_  
Project Title : \_\_\_\_\_



*\*For updates and inquiries, please call OBO at no. (049) 545-6789 Local 8031*

**NOTE:** Bring this claim stub upon claiming the Order of Payment/ Building Permit, FSEC & other documents.