



Republic of the Philippines  
 Ministry of Public Works  
**OFFICE OF THE BUILDING OFFICIAL**  
 City of Davao



Building Permit No. \_\_\_\_\_

Area code \_\_\_\_\_

Sidewalk Permit No. \_\_\_\_\_

Date Issued \_\_\_\_\_

Date Issued \_\_\_\_\_

**TEMPORARY SIDEWALK  
 ENCLOSURE AND OCCUPANCY PERMIT**

Permit is hereby granted to \_\_\_\_\_  
 with postal address at \_\_\_\_\_  
 for the enclosure and occupancy of the sidewalk with a frontage of \_\_\_\_\_  
 ( ) meters and a width of \_\_\_\_\_ ( ) meters or \_\_\_\_\_  
 Square meters as indicated at the back hereof at the premises of \_\_\_\_\_  
 \_\_\_\_\_ for the storage of construction materials for the period of \_\_\_\_\_  
 \_\_\_\_\_ ( ) days inclusive from \_\_\_\_\_, 20 \_\_\_\_\_  
 To \_\_\_\_\_, 20 \_\_\_\_\_ pursuant to pertinent provision of the national  
 building code (P.D. 1096) and its implementing rules and regulations, subject, further, to the  
 following conditions:

1. The owner and contractor shall be solely responsible for the safety, protection, security and convenience of the general public and his/her personnel, third parties, the works, equipment installation and the like.
2. No enclosure shall be made without first providing the required temporary sidewalk plank which shall be properly maintained at all times.
3. The enclosure shall be made of wooden T & G, Gauge 26 corrugated G.I. or any other similar materials at least two meters (2.0m) high, structurally sound and luminously painted for the safety and convenience of pedestrians. The width of the sidewalk to be occupied shall be as indicated at the back of this permit. The horizontal length of the enclosure and plank shall not extend beyond the affected area of the project.
4. No commercial sign whatsoever shall be painted on, attached to or displayed at the sidewalk enclosure.
5. This permit must be kept at the jobsite at all times for the duration of the project. It may be cancelled or revoked pursuant to Section 305 and 306 of the National Building Code (P.D. 1096) or when public interest so demands.

**ENGR. CIRINIA GRACE L. CATUBIG**  
 Officer-In-Charge

Fee : \_\_\_\_\_  
 O.R. No. : \_\_\_\_\_  
 Date Issued : \_\_\_\_\_

# APPLICATION LETTER

Date : \_\_\_\_\_

**ENGR. CIRINIA GRACE L. CATUBIG**

Officer-In-Charge

Davao City

Sir/Maam:

I \_\_\_\_\_  
(First Name) (Middle Name) (Family Name)

would like to apply for \_\_\_\_\_ for my \_\_\_\_\_

located at \_\_\_\_\_  
(Complete Address)

I also authorize \_\_\_\_\_ to  
(Authorized Representative of the Company)

transact the application with your Office in my behalf.

I/We hereby certify that the documents submitted herein are all true and correct, therefore falsification on the supporting document in any way will cause disapproval of the permit application without prejudice to further action that may be undertaken pursuant to Articles 171 & 172 of R.A. 3815, otherwise known as the Revised Penal Code of the Philippines.

\_\_\_\_\_  
(Signature over Printed Name of Owner)

\_\_\_\_\_  
(Signature over Printed Name of Authorized Representative)

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_



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Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Use or Type of Occupancy: \_\_\_\_\_

Project location: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Contact Numbers of the Authorized Representative: \_\_\_\_\_

**CHECKLIST OF GENERAL REQUIREMENTS FOR BUILDING APPLICATIONS**

**A. PRE-REQUISITE DOCUMENTS:**

**A.1 Clearances/Certificates (from other Offices)- original with photo copy**

- 1 Zoning Location clearance (CPDO) [sec.302.12.a]
- 2 BFP Fire Safety Evaluation Certificate (FSEC) [Sec.303.10]
- 3 CSHP (DOLE) D.O. No. 13, 1998; NBC MC no. 02, 2011.
  - > **up to 2-storey residential or minor repair works:** stamped receive by DOLE
  - > construction of commercial bldg.: should be duly Approved by DOLE

**4. Others (as deemed applicable) - original with photo copy**

- DPWH clearance (if along National Highway) [Sec.302.12.b.i]
- CAAP (ATO) clearance (if applicable) [Sec. 302.12.b.ii]
- DENR ECC for Environmentally Critical Project [Sec. 302.12.b.vi]
- Drainage Clearance (from DPWH/CEO) if required in the ECC and if there is existing drainage/waterway affected
- Traffic Impact Assessment (TIA) for major Development such as, Malls, Convention Centers, Sports Complex, etc. duly approved by the Traffic Management and Control Board (TMCB)
  - > Submit approved Site Development plan and parking lay-out and tabulation signed by technical working group.
- CEO RROW Clearance (if along City/Brgy/Subd Road)

**A.2] Legal Documents (original with photo copy)**

- 1 Certified True Copy of Land Title (from the Land Registration Authority) [section 302.a.2.ii]
- 2 Certified True Copy of Tax Declaration of the property (from the City Assessor's Office) [Sec.302.a.2.ii]
- 3 Certified True Copy of Current Real Property Tax Receipt (from the City Treasurer's Office) [Sec.302.2.a.iii]
- 4 **Barangay clearance of NO SITE CONFLICT**
- 5 **If Applicant is:**
  - Not the Owner of the lot** (whichever is applicable) [Sec.302.2.b]

- Notarized Deed of Absolute Sale
- Notarized Contract of Lease
- Notarized Contract of Sale
- Notarized Authority to Construct from the Lot Owner
- And,** Notarized Special Power of Attorney (SPA)

**Corporation:**

- Notarized Secretary Certificate appointing the authorized person who will sign for and in behalf of the company
- Community Association: (for residential buildings)
  - Association Board resolution
  - Applicants Certificate of membership in that community association
  - City Housing Clearance (if Gov't housing project)
    - a. if City; Box9 should be signed by the City Administrator
    - b. If NHA: Box9 should be signed by the regional manager

**Subdivision**

- Approved Development permit (from SP/HLURB)
- Building plans should be stamped approved by subdivision

**5. other Legal Requirements**

- Photo copy of Owners/Applicants valid I.D with three (3) specimen signatures.
- Photocopy of PRC IDs and current PTR and TIN of all the Signing professionals [NBC MC No.01, 2005; Item 4]

**B] Technical Documents (by Owner and Hired Professionals)**

- 1 Application letter with duly filled up forms of the following: [Sec. 302]
- 2 Building Permit Form with 6-7 sets of Civil/Architectural Plans duly signed and sealed by a licensed Civil Engineer/Architect [Sec. 302.3.b-c, Sec. 302.4-5]
- 3 Sanitary/Plumbing Permit Form with 6-7 sets Plumbing plans duly signed and sealed by licensed Sanitary Engineer/Master Plumber [Sec.302.3.g, Sec.302.9]
- 4 Electrical Permit Form with 6-7 sets Electrical Plans Duly signed and sealed by a licensed (Registered Professional) Electrical Engineer/Electronic Engineer [Sec.302.3.d, Sec.302.6]
- 5 Sketch/lot plan with vicinity map drawn to scale signed and sealed by a licensed geodetic engineer (Sec.302.3.a,Sec.32.11) and relocation survey plan and reports. (4 copies)
- 6 Mechanical permit form with 6-7 sets mechanical plans signed and sealed by a licensed mechanical engineer.
- 7 Project Technical Specification (signed and sealed)[Sec.302] (2 copies)
- 8 Bill of materials and cost estimates (signed and sealed)[Sec.302] (4 copies)
- 9 Boring and plate load test result/report by licensed civil/geotechnical engineer (for Building three storeys and above) [Sec.302.5] if extending building for additional storey; submit affidavit that the foundation can carry the proposed additional floors. (2 copies)
- 10 Structural Design analysis for all building (except one storey building and single detached structure with total floor area of 20sq.m or less)[Sec.302.5.c] (2 copies)
- 11 Seismic analysis [Sec.302.5.3]
- 12 Picture on Site with landmarks

**Note: INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED**

(dili dawaton kung kulang ang mga dokumento)  
 all forms must be filled-up properly, use black ink only and write legibly  
 Received/pre-evaluated as to checklist by:

Name/Position: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Signature: \_\_\_\_\_