



Republic of the Philippines
City Government of Valenzuela
OFFICE OF THE BUILDING OFFICIAL
(ONE STOP SHOP FOR CONSTRUCTION PERMIT)



**DOCUMENTARY REQUIREMENTS FOR
ACCESSORY PERMITS (VARIOUS)**

EXCAVATION AND GROUND PREPARATION PERMIT

- Four (4) copies of properly filled up and notarized Excavation and Ground Preparation Permit Forms
- One (1) copy of certified true copy and three (3) photocopies of Transfer Certificate of Title (TCT);
If TCT is not in the name of the applicant, submit Deed of Absolute Sale.
- Special Power of Attorney (SPA) or Secretary's Certificate if the applicant is a Corporation - One (1) original and three (3) photocopies.
- Four (4) sets of Relocation Survey/ Lot Plan (A3 size, 15" x 20" or 20" x 30") - signed and sealed by a licensed Geodetic Engineer;
- Four (4) sets of Topography Map/Plan showing the CUT and FILL section/s (A3 size, 15" x 20" or 20" x 30") - signed and sealed by a licensed Geodetic Engineer;
- Four (4) clear photocopies of Valid Professional Licenses (PRC I.D.) and Professional Tax Receipts (PTR) of the concerned professional/s

*** nothing follows ***

Barangay Clearance, Tax Clearance and Latest/updated copy of Tax Declaration shall be processed in the OSCP and shall be billed accordingly reflecting in the Order of Payment.

NOTES:

- Please include this checklist when submitting the above-mentioned documents for your application.
- All the fully accomplished above-mentioned forms and requirements must be fastened in a LONG FOLDER including the Drawing Plans and reports upon submission. (make 4 sets).
- Only COMPLETE and COMPLIANT application will be accepted.
- Keep your CLAIM STUB at all times; **"NO CLAIM STUB, NO RELEASE!"** Policy.
- **A surcharge of 100% shall be imposed and collected from any person who shall construct, repair (buildings), install (Electro-mechanical equipments), alter or cause any change in the use or occupancy of any building or parts thereof or appurtenances thereto without any permit. (Section 25.1 of Rule III of the National Building Code/PD 1096)**



EXCAVATION AND GROUND PREPARATION PERMIT

NBC FORM NO. B - 02

APPLICATION NO.

| | | | | | | | | | |
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EGPP NO

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BUILDING PERMIT NO.

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

| | | | | |
|-----------------|-----------|------------|------|-----|
| OWNER/APPLICANT | LAST NAME | FIRST NAME | M.I. | TIN |
|-----------------|-----------|------------|------|-----|

| | | |
|--|-------------------|-------------------------------|
| FOR CONSTRUCTION OWNED BY AN ENTERPRISE | FORM OF OWNERSHIP | USE OR CHARACTER OF OCCUPANCY |
|--|-------------------|-------------------------------|

| | | |
|---|---------|--------------|
| ADDRESS: NO., STREET, BARANGAY, CITY/MUNICIPALITY | ZIPCODE | TELEPHONE NO |
|---|---------|--------------|

| |
|--|
| LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ TCT NO. _____ TAX DEC. NO. _____ |
| STREET _____ BARANGAY _____ CITY/ MUNICIPALITY _____ |

SCOPE OF WORK

NEW CONSTRUCTION RENOVATION _____ OTHERS (Specify) _____
 ERECTION REPAIR _____
 ADDITION

USE OR CHARACTER OF OCCUPANCY

GROUP A : RESIDENTIAL, DWELLINGS GROUP F : INDUSTRIAL OTHERS (Specify) _____
 GROUP B : RESIDENTIAL HOTEL, APARTMENT GROUP G : INDUSTRIAL STORAGE AND HAZARDOUS
 GROUP C : EDUCATIONAL, RECREATIONAL GROUP H : RECREATIONAL, ASSEMBLY OCCUPANT LOAD LESS THAN 1000
 GROUP D : INSTITUTIONAL GROUP I : RECREATIONAL, ASSEMBLY OCCUPANT LOAD 1000 OR MORE
 GROUP E : BUSINESS AND MERCANTILE GROUP J : AGRICULTURAL, ACCESSORY

BOX 2

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS

ARCHITECT OR CIVIL ENGINEER
(Signed and Sealed Over Printed Name)
Date _____

Address _____

| | |
|-----------|-------------|
| PRC. No | Validity |
| PTR. No | Date Issued |
| Issued at | TIN |

BOX 3

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS

ARCHITECT OR CIVIL ENGINEER
(Signed and Sealed Over Printed Name)
Date _____

Address _____

| | |
|-----------|-------------|
| PRC. No | Validity |
| PTR. No | Date Issued |
| Issued at | TIN |

BOX 4

BUILDING OWNER

(Signature Over Printed Name)
Date _____

Address _____

| | | |
|------------|-------------|--------------|
| C.T.C. No. | Date Issued | Place Issued |
|------------|-------------|--------------|

BOX 5

WITH MY CONSENT: **LOT OWNER**

(Signature Over Printed Name)
Date _____

Address _____

| | | |
|------------|-------------|--------------|
| C.T.C. No. | Date Issued | Place Issued |
|------------|-------------|--------------|

BOX 6 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

| | | | |
|---|---|---|--|
| <input type="checkbox"/> EXCAVATION AND FILLS | <input type="checkbox"/> FOUNDATION AND RETAINING WALLS | <input type="checkbox"/> PILE FOUNDATIONS | <input type="checkbox"/> GRADING AND EARTHWORKS (Including fills and embankment.) |
| <input type="checkbox"/> OTHERS (Specify) _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | |

BOX 7 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:

PERMIT IS HEREBY ISSUED/GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure is liable 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 shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
2. That the proposed excavation and ground preparation of the project site shall be in conformity with the zoning ordinance and the provisions of the "National Building Code" (P.D. 1096), the National Structural Code of the Philippines and its Implementing Rules and Regulations.
 - a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by responsible licensed Geodetic Engineer.
 - b. That before commencing the excavation the person making or causing the excavation to be made shall verify in writing the owner of adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected.
 - c. That the owner of the building shall engage the services of a responsible licensed Architect or Civil Engineer to undertake the full-time inspection and supervision of the construction work.
 - d. That there shall be kept at the jobsite at all times a logbook of daily construction activities wherein the actual daily progress of construction including test conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.
 - e. That upon completion of the excavation and ground preparation of the project site the said responsible licensed supervising Architect or Civil Engineer shall prepare and submit a Certificate of Completion of the project stating that the excavation and ground preparation of the project site conforms to the provision of the "National Building Code" (P.D. 1096).
3. All public facilities and utilities such as streets, sidewalks, curbs, gutters, electric posts, power and communication lines, water, sewer and drainage lines and the like shall be properly protected against any damage and obstruction. Any facility and/or utility damaged shall be properly repaired and restored to its original condition by the owner/applicant subject to the approval of the Building Official and the proper authorities concerned.
4. The owner and contractor shall be jointly responsible for the safety, protection, security and convenience of the general public and his/her personnel, third parties, the works, equipment and the like. All wastes or discarded materials from the project shall be properly stored and disposed of. Water wastes shall be discharged directly into drainage lines. Pertinent provisions of the National Building Code (P.D. 1096) shall be complied with.
5. That this permit does not guarantee the subsequent granting of the principal building permit under process and that the owner/applicant undertakes the work or project at his/her own risk.
6. That this permit shall not serve as an exemption from securing permits/written clearances from various government authorities exercising regulatory function affecting buildings and other related structures.
7. For excavations more than fifty (50) cubic meters and more than two (2) meters in depth, the owner/permittee shall post a cash bond of fifty thousand pesos (P 50, 000.00) for the first fifty (50) cubic meters and three hundred pesos (P 300.00) for every cubic meter thereafter to be deposited with the O.B.O. Said excavations shall not exceed one hundred (100) cubic meters or three (3) meters in depth until the building permit is issued and shall not be left open without any work being done in the site for more than one hundred twenty (120) days, otherwise, the cash bond shall be forfeited in favor of the government to cover the expense for the necessary restoration should the owner/permittee fail to restore the same. If the bond is insufficient to effect the necessary restoration, additional cost to be incurred to complete the restoration shall be charged to the account of the owner/permittee or to whoever shall assume ownership of the property.

PERMIT ISSUED BY:

BUILDING OFFICIAL
(Signature Over Printed Name)
Date _____