

REQUIREMENTS FOR OCCUPANCY PERMIT
(NEW BUSINESS PERMIT)
FOR NEW BUILDING/STALL/STRUCTURE

1. BUILDING PERMIT

- a. TITLE OF PROPERTY – 5 XEROX COPIES
- b. TAX DECLARATION – 5 XEROX COPIES
- c. BARANGAY CLEARANCE – 5 XEROX COPIES
- d. LATEST TAX RECEIPT/CERTIFICATE OF REAL PROPERTY TAX PAYMENT 5-XEROX COPIES
- e. DEED OF SALE/LEASE OF CONTRACT/CONTRACT TO SELL – 5 XEROX COPIES
- f. LOT PLAN W/ CEETIFICATION OF GEODETIC ENGINEER 5-XEROX COPIES
- g. BUILDING PLANS(Architectural, Structural, Sanitary/Plumbing, Electrical, Mechanical, Electronics) 5-sets/ 1 SET ONLY NO SEAL & SINATURE OF PROFESSIONALS
- h. BILL OF MATERIALS – 5 SETS
- i. SPECIFICATIONS – 5 SETS
- j. STRUCTURAL ANALYSIS AND DESIGN FOR ALL BUILDINGS/STRUCTURES except for one storey and single detached building/structure w/ total floor Area of 20.00sq.m. or less

2. LOCATIONAL CLEARANCE

3. BUREAU OF FIRE PROTECTION (FIRE SAFETY INSPECTION CERTIFICATE)

RENEWAL OF BUSINESS PERMIT:

- 1. PICTURE OF ESTABLISHMENT/STORE/STALL OR BUILDING**
- 2. BUREAU OF FIRE PROTECTION (FIRE SAFETY INSPECTION CERTIFICATE)**

FOR POULTRIES/PIGGERIES

- 1. SITE DEVELOPMENT PLAN (SIGNED AND SEALED BY AGRICULTURAL ENGINEER)**

Email address: LGUVICTORIAPBLO@gmail.com