



BUILDING OFFICIAL

Tel. No. 643-1111 loc. 563

Applicant: _____ Date: _____

Location: _____ Contact Number/s: _____

Application: **INTERIOR FIT- OUT LEASE**

- **1 Set Duly Accomplished Application Forms (*Completely and properly filled-out*)**

Building Permit Box 1, Box 3A, Box 6, Box 7 & Box 9

Sanitary/Plumbing Permit Box 1, Box 6, Box 7 & Box 8

Remarks: _____

- **1 CEDULA (*Residence Certificate*)**

- **6 Sets Plans with Key Plan, Location Map & Vicinity Map (*Signed by the Owner/Applicant & Signed and sealed by Engineer/Architect*) *3-Storey Up must be signed and sealed by an Architect.**

Remarks: _____

- **2 copies of Bill of Materials (*Signed & Sealed by Architect/Engineer*)**

- **2 sets Specification (*Signed & sealed by Architect/Engineer*)**

Remarks: _____

- **2 TCT (*Certified True Copy by Registry of Deeds w/in the last 4 months*)**

- **2 copies Tax Declaration**

Remarks: _____

- **1 copy of PRC ID, PTR & UAP-IAPOA (for Architects) of Licensed Engineer/ Architect**

Remarks: _____

- **Fire Safety Evaluation Clearance (*Fire Station Office*)**

Remarks: _____

- **1 Copy of DOLE Clearance**

Remarks: _____

- **1 copy of Secretary's Certificate / Authority to Sign / Special Power of Attorney
Authorization Letter from Owner (For Owner's Representative)**

Remarks: _____
