



Republic of the Philippines
City of General Trias
Province of Cavite

CITY BUILDING REGULATORY DIVISION

M-F 8 am to 5 pm | Contact # 0960-216-1997 | obo@generaltrias.gov.ph



Let's Join Forces
For a More Progressive
General Trias

BUILDING PERMIT APPLICATION REQUIREMENTS

- Lot Plan (2 Copies)**
 - duly prepared, signed and sealed by a LICENSED GEODETIC ENGINEER.
- Certified True Copy of the Transfer Certificate of Title (2 Copies)**
 - **If for Extension Permit Application:** 2 Photocopies of Transfer Certificate of Title
- Updated Tax Declaration (2 Copies)**
- Current Real Property Tax Official Receipt or Certificate of Non-Tax Delinquency (2 Copies)**
- In case the lot is not under the name of the applicant/owner, additional requirement:**
 - 2 Copies of **NOTARIZED** of either:
 - Contract of Lease
 - Deed of Absolute Sale
 - Contract of Sale
- Drawing Plans in Blueprint Standard Size 20" x 30" (5 Sets)** - duly prepared, signed and sealed by LICENSED ENGINEERS, LICENSED ARCHITECT, and the OWNER.

Architectural Plan (Licensed Architect)		Electrical Plan (Professional Electrical Engr.)	
Structural Plan (Registered Civil Engr.)		Mechanical Plan (Professional Mechanical Engr.)	
Plumbing/Sanitary Plan (Master Plumber/Licensed Sanitary Engr.)		Electronics Plan (Professional Electronics and Communications Engr.)	

- HOA/Developer's Approval on Drawing Plans** (if the construction is located inside the subdivision).
- Unified Application Form for Building Permit (4 Copies)**
 - Download Forms at <http://tinyurl.com/UAFBPGentri> (**Print on LONG Size Bond Paper: Back-to-back**)
 - Completely and legibly filled-out with NO Erasures
 - To be signed and sealed by LICENSED ENGINEERS, LICENSED ARCHITECT, and the OWNER
 - Must be **NOTARIZED**

- Ancillary Permit Forms (4 Copies Each)**
 - Download Forms at <http://tinyurl.com/UAFAPGentri> (**Print on LONG Size Bond Paper: Back-to-back**)
 - Completely and legibly filled-out with NO Erasures
 - To be signed and sealed by LICENSED ENGINEERS, LICENSED ARCHITECT, and the OWNER

Architectural Permit (Licensed Architect)		Electrical Permit (Professional Electrical Engr.)	
Civil/Structural Permit (Registered Civil Engr.)		Mechanical Permit (Professional Mechanical Engr.)	
Plumbing/Sanitary Permit (Master Plumber/Licensed Sanitary Engr.)		Electronics Permit (Professional Electronics and Communications Engr.)	

- Updated Professional Tax Receipt & PRC License of all involved Professionals (2 Copies)**
 - To be sealed and with three (3) signatures.
- Cost Estimate and Bill of Materials (4 Copies)**
 - To be signed and sealed ALL PAGES by LICENSED/PROFESSIONAL ENGINEERS and/or LICENSED ARCHITECT
 - Must be **NOTARIZED**
- Specifications (4 Copies)**
 - To be signed and sealed ALL PAGES by LICENSED/PROFESSIONAL ENGINEERS.

Clearances

- Construction Safety and Health Program Certificate** approved by **DOLE (1 Copy)**
 - Apply thru online at <https://cshp.dole4a.com>
- Barangay Clearance** for Construction Permit (2 Copies)
- HOA or Developers Clearance (2 Copies)** – if located inside a subdivision
- DPWH Clearance (1 Copy)** – if located along National Road
- PEO Clearance (1 Copy)** – if located along Provincial Road

Additional Requirements

- For Extension Permit Application: Certificate of Occupancy (2 Photocopies)**
- For 2-storey structures (including 1-storey with roof deck) or Warehouse with building height of 5 meters and above:**
 - **Structural Design and Computation (2 Copies)**
 - duly prepared, signed and sealed ALL PAGES by a LICENSED STRUCTURAL ENGINEER.
- For structures with 3-storey and above (including 2-storey with roof deck) or structures with building height of 10 meters and above (all types of use):**
 - **Structural Design and Computation (2 Copies)**
 - duly prepared, signed and sealed ALL PAGES by a LICENSED STRUCTURAL ENGINEER.
 - **Soil Boring Test (1 Copy)**
 - duly prepared, signed and sealed by a LICENSED GEOTECHNICAL ENGINEER.
- For APARTMENT, CONDOMINIUM, COMMERCIAL, INSTITUTIONAL, INDUSTRIAL and AGRICULTURAL structures:**
 - **Electrical Design Analysis (1 Copy)**
 - duly prepared, signed and sealed ALL PAGES by a PROFESSIONAL ELECTRICAL ENGINEER.
- For Corporation and Incorporation Applicants: SEC Registration and Secretary Certificate (2 Copies)**
- For Construction Project undertaken by Contract: Notice of Construction (1 Copy)**
 - Download Forms at <http://tinyurl.com/NOCGentri> (**Print on LONG Size Bond Paper**)
 - Completely and legibly filled-out
 - To be signed by LICENSED CONTRACTOR/S and the OWNER

NOTE:

- **For representatives**, submit 1 Original Copy and 1 Photocopy of **NOTARIZED Authorization Letter** or **Special Power of Attorney** stating the specific task of the representative/authorized person (*to sign, to process, etc.*) in Building Permit Application.
- Attach a copy of **Valid ID** with three (3) signatures of both Owner and Authorized Person/Representative.



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OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR
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ZONING/LOCATIONAL CLEARANCE REQUIREMENTS FOR BUILDING PERMIT APPLICATION

- Location Clearance Application Form (1 Copy)**
 - Download Forms at <http://tinyurl.com/LCFGentri> (*Print on LONG Size Bond Paper*)
 - Completely and legibly filled-out
 - Must be **NOTARIZED**

For Commercial, Industrial, and Institutional

- Environmental Compliance Certificate (ECC)/Certificate of Non-Compliance (CNC) from DENR (2 Copies)** – (If the project is covered according to their standards/classification.)
- Socio Economic Impact Assessment (1 Copy)** – duly prepared by LICENSED ARCHITECT or PROFESSIONAL ENGINEER or ENVIRONMENTAL PLANNER.

for Major Facilities:

- o Industrial Estates
- o Industrial Establishments
- o Shopping Centers
- o And/or similar facilities that require 50 or more employees during operation

- Traffic Impact Assessment (1 Copy)** - duly prepared by PROFESSIONAL ENGINEER or TRAFFIC ENGINEER.

for Major-High Intensity Facilities:

- o Commercial-Residential Buildings
- o Shopping Centers
- o Schools/Universities
- o Industrial Estates
- o And/or similar developments that are required to provide minimum number of parking slots as per National Building Code of the Philippines: Parking slot, Parking Area, Loading/Unloading space requirement that exceed to more than 30 vehicular parking slots.

- For Manufacturing Projects (Small, Medium, and Large Industry):**
 - o Submit a narrative (prepared by Project Manager-in-charge or Designer or Engineer-in-charge) with the following details:
 - Types & Volume of Raw Materials used.
 - Products manufactured or stored.
 - Average production output/capacity per day/week/month.
 - Industrial waste & plans for pollution control.
 - Description & flow of manufacturing process.
 - Man power requirements for professional, technical, skilled & laborers.
 - Investment cost and project life span.
 - Future plans.

For Water Tank Application

- Well Log Test & Well Details (1 Copy)** - duly prepared by a PROFESSIONAL ENGINEER.
- National Water Resources Board (NWRB) Water Permit (1 Copy)**