



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

CELL SITE 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.
- Electrical Design Analysis (1 Copy)**
 - duly prepared, signed and sealed ALL PAGES by a PROFESSIONAL ELECTRICAL ENGINEER.
- 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.
- 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**

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
- Civil Aviation Authority of the Philippines (CAAP) Height Clearance (1 Copy)** – if located within CAAP Critical Areas or the structure height is fifty (50) meters and above

Additional Requirements

- 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.