



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

**GROUND FLOOR EXTENSION PERMIT
 APPLICATION REQUIREMENTS**

For Roof Extension with or without fence: **2 Copies each document**
 For Fencing **ONLY** with existing structure: **1 Copy each document**

- Certificate of Occupancy**
- Lot Plan**

- duly prepared, signed and sealed by a LICENSED GEODETIC ENGINEER.

- Proof of Ownership**
 - o **Photocopy of the Transfer Certificate of Title/ Certified True Copy of Transfer Certificate of Title**
 - o **In case the lot is not under the name of the applicant/owner, additional requirement:**
 - Submit copy of either:
 - Notarized Deed of Absolute Sale
 - Notarized Contract of Sale

- Updated Tax Declaration (Land and Building)**
- Drawing Plans** – signed by the OWNER. *(A3 Size Paper or as required by the Developer)*

IMPORTANT NOTE:

Observe requirements and restrictions of National Building Code of the Philippines on Drawing Plans.

Ground Floor Extension includes kitchen, bathroom and garage extension only.

- o **In case the location of the construction is inside the subdivision:**
 - HOA / Developer's Approval on Plans
- o For PROFRIENDS/LANCASTER APPLICANTS:
 - **Plans** must be **signed and sealed** by a LICENSED CIVIL ENGINEER/ARCHITECT
 - Attach copy of **Updated Professional Tax Receipt & PRC License** of LICENSED CIVIL ENGINEER/ARCHITECT
 - To be sealed and with three (3) signatures.

Clearances

- Barangay Clearance** for Construction Permit
- If located inside a subdivision:
 - o **HOA / Developers Clearance** for Construction Permit

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 Ground Floor and/or Fencing Permit Application.
- Attach a copy of **Valid ID** with three (3) signatures of both Owner and Authorized Person/Representative