



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

MECHANICAL PERMIT APPLICATION REQUIREMENTS

- Certificate of Occupancy (2 Copies)**
- Mechanical Drawing Plans** in blueprint standard size 20" x 30" **(5 sets):**
 - To be prepared, signed and sealed by a duly PROFESSIONAL MECHANICAL ENGINEER.
 - Required owner's signature and HOA / Developer approval (if the construction is located inside the subdivision).
- Mechanical Permit Form (4 Copies):**
 - Download Forms at <http://tinyurl.com/MPGentri> (*Print on LONG Size Bond Paper: Back-to-back*)
 - Should be filled-up completely and legibly.
 - To be signed and sealed by a duly PROFESSIONAL MECHANICAL ENGINEER.
 - Required owner's signature.
- 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** (including Purchase Order) – **4 copies:**
 - To be signed and sealed ALL PAGES by a duly PROFESSIONAL MECHANICAL ENGINEER
 - Should be NOTARIZED.
- Specifications** (including machine or generator set specifications and manual) – **4 copies:**
 - To be signed and sealed ALL PAGES by a duly PROFESSIONAL MECHANICAL ENGINEER.
- Locational 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**
- Barangay Clearance** for Construction Permit **(1 Copy)**
- HOA or Developers Clearance (1 Copy)** – if located inside a subdivision

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