



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

PERMIT TO OPERATE (PTO) APPLICATION REQUIREMENTS

- Issued/Approved Mechanical Permit (1 Photocopy)**
- Certificate of Completion/Operation (3 Copies)**
 - Download Forms at <http://tinyurl.com/COCPTOGentri> (*Print on LONG Size Bond Paper*)
 - Completely and legibly filled-out
 - To be signed and sealed by a PROFESSIONAL MECHANICAL ENGINEER and the OWNER
- Updated Professional Tax Receipt & PRC License of the Professional Mechanical Engineer (1 Copy)**
 - To be sealed and with three (3) signatures.
- Certificate of Testing (1 Copy)**
 - For Elevator, Escalator, Internal Combustion Engine, Gas Piping, Fire Protection System & other equipment that requires testing prior to use.

Additional Requirements

For NEW Application:

- Certificate of Occupancy (1 Copy)** – where the equipment is located
- Approved Mechanical Plan (1 Photocopy)**
- Bill of Materials of Mechanical Works (1 Copy)**
 - To be signed and sealed by a PROFESSIONAL MECHANICAL ENGINEER
 - Must be **NOTARIZED**
- Technical Specifications (1 Copy)**
 - To be signed and sealed by a PROFESSIONAL MECHANICAL ENGINEER

For RENEWAL Application:

- Maintenance Report (1 Copy)**
 - Duly prepared, signed and sealed by the Engineer-in-charge
- Latest Issued Permit to Operate (1 Copy)**

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