



CITY GOVERNMENT OF SURIGAO

Office of the City Building Official

City Hall, Rizal Street, Surigao City, Surigao del Norte
(086) 826 8120 cmo@surigaocity.gov.ph



DOCUMENT CODE NUMBER			
FM-CGS-OCBO-001			
ISSUE STATUS	REV. NO.	EFFECTIVE DATE	PAGE NO.
01	00	06.24.2024	1 of 2

UNIFIED APPLICATION FORM FOR BUILDING PERMIT

- SIMPLE COMPLEX*
 NEW RENEWAL AMENDATORY

THIS APPLIES ALSO FOR: LOCALATIONAL CLEARANCE FIRE SAFETY EVALUATION CLEARANCE

APPLICATION NO.

Grid for Application No.

AREA NO.

Grid for Area No.

BOX 1 (TO BE ACCOMPLISHED IN PRINT BY THE APPLICANT)

OWNER/ APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN	
FOR CONSTRUCTION OWNED BY AN ENTERPRISE		FORM OF OWNERSHIP			
ADDRESS: NO.,	STREET,	BARANGAY,	CITY/MUNICIPALITY	ZIP CODE	CONTACT NO.
LOCATION OF CONSTRUCTION: LOT NO. ___ BLK NO. ___ TCT NO. ___ CURRENT TAX DEC. NO. ___					
STREET _____ BARANGAY _____ CITY/MUNICIPALITY OF SURIGAO _____					
SCOPE OF WORK					
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> RAISING			
<input type="checkbox"/> ERECTION	<input type="checkbox"/> CONVERSION	<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE			
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> LEGALIZATION OF EXISTINGBUILDING			
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING	<input type="checkbox"/> OTHERS (Specify)			
USE OR CHARACTER OF OCCUPANCY					
<input type="checkbox"/> GROUP A : RESIDENTIAL (DWELLINGS)	<input type="checkbox"/> GROUP E : COMMERCIAL	<input type="checkbox"/> GROUP H : ASSEMBLY (OCCUPANT LOAD LESS THAN 1,000)			
<input type="checkbox"/> SINGLE <input type="checkbox"/> DUPLEX <input type="checkbox"/> RESIDENTIAL R-1, R-2	<input type="checkbox"/> BANK <input type="checkbox"/> STORE <input type="checkbox"/> SHOPPING	<input type="checkbox"/> THEATER, AUDITORIUM, CONVENTION HALL,			
<input type="checkbox"/> OTHERS	<input type="checkbox"/> DRINKING / DINING CENTER / MALL	<input type="checkbox"/> GRANDSTAND/ BLEACHER			
<input type="checkbox"/> GROUP B : RESIDENTIAL	<input type="checkbox"/> ESTABLISHMENT	<input type="checkbox"/> OTHERS			
<input type="checkbox"/> HOTEL <input type="checkbox"/> MOTEL <input type="checkbox"/> TOWNHOUSE	<input type="checkbox"/> SHOP (i.e. DRESS SHOP, TAILORING, BARBERSHOP, etc.)	<input type="checkbox"/> GROUP I : ASSEMBLY (OCCUPANT LOAD 1,000 OR MORE)			
<input type="checkbox"/> DORMITORY <input type="checkbox"/> BOARDINGHOUSE,	<input type="checkbox"/> OTHERS	<input type="checkbox"/> COLISEUM, SPORTS COMPLEX,			
<input type="checkbox"/> RESIDENTIAL R-3, R-4, R-5 <input type="checkbox"/> LODGING HOUSE		<input type="checkbox"/> CONVENTION CENTER AND SIMILAR STRUCTURE			
<input type="checkbox"/> OTHERS	<input type="checkbox"/> GROUP F : LIGHT INDUSTRIAL	<input type="checkbox"/> OTHERS			
<input type="checkbox"/> GROUP C : EDUCATIONAL & RECREATIONAL	<input type="checkbox"/> FACTORY / PLANT (USING INCOMBUSTIBLE/ NON-EXPLOSIVE MATERIALS)	<input type="checkbox"/> GROUP J : (J-1) AGRICULTURAL			
<input type="checkbox"/> SCHOOL BUILDING <input type="checkbox"/> SCHOOL AUDITORIUM,	<input type="checkbox"/> OTHERS	<input type="checkbox"/> BARN, GRANARY, POULTRY HOUSE,			
<input type="checkbox"/> CIVIC CENTER <input type="checkbox"/> GYMNASIUM	<input type="checkbox"/> GROUP G : MEDIUM INDUSTRIAL	<input type="checkbox"/> PIGGERY, GRAIN MILL, GRAIN SILO			
<input type="checkbox"/> CLUBHOUSE <input type="checkbox"/> CHURCH, MOSQUE, TEMPLE, CHAPEL	<input type="checkbox"/> STORAGE / WAREHOUSE (FOR HAZARDOUS/ HIGHLY FLAMMABLE MATERIALS)	<input type="checkbox"/> OTHERS			
<input type="checkbox"/> OTHERS	<input type="checkbox"/> FACTORY (FOR HAZARDOUS/ HIGHLY FLAMMABLE MATERIALS)	<input type="checkbox"/> GROUP J : (J-2) ACCESSORIES			
<input type="checkbox"/> GROUP D : INSTITUTIONAL	<input type="checkbox"/> OTHERS	<input type="checkbox"/> PRIVATE CARPORT/GARAGE, TOWER, SWIMMING POOL, FENCE OVER 1.80m, STEEL / CONCRETE TANK			
<input type="checkbox"/> HOSPITAL OR SIMILAR STRUCTURE		<input type="checkbox"/> OTHERS			
<input type="checkbox"/> HOME FOR THE AGED					
<input type="checkbox"/> GOVERNMENT OFFICE					
<input type="checkbox"/> OTHERS					
OCCUPANCY CLASSIFIED	TOTAL ESTIMATED COST:P				
NUMBER OF UNITS	BUILDING	COST OF EQUIPMENT INSTALLED:			
NUMBER OF STOREY	ELECTRICAL	P _____			
TOTAL FLOOR AREA _____ SQ. M.	MECHANICAL	P _____			
LOT AREA _____ SQ. M	ELECTRONICS	P _____			
	PLUMBING	P _____			
PROPOSED DATE OF CONSTRUCTION:	EXPECTED DATE OF COMPLETION:				

DO NOT FILL-UP (PSA USE ONLY)

Grid for PSA Use Only

BOX 2

FULL-TIME INSPECTOR AND SUPERVISOR OF CONSTRUCTION WORKS (REPRESENTING THE OWNER)	
<p>_____</p> <p>ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____</p>	Address _____
	PRC No. _____ Validity _____
	PTR No. _____ Date Issued _____
	Issued at _____ TIN _____

BOX 3

APPLICANT:
_____ Date _____
(Signature Over Printed Name)

BOX 4

WITH MY CONSENT: LOT OWNER / AUTHORIZED REPRESENTATIVE
_____ Date _____
(Signature Over Printed Name)

Address _____		Address _____			
Gov't Issued ID No.	Date Issued	Place Issued	Gov't Issued ID No.	Date Issued	Place Issued

BOX 5

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S

BEFORE ME, at the City/Municipality of _____, on _____ personally appeared the following:

_____ APPLICANT Gov't Issued ID No. _____ Date Issued _____ Place Issued _____

_____ LICENSED ARCHITECT OR CIVIL ENGINEER Gov't Issued ID No. _____ Date Issued _____ Place Issued _____
(Full-Time Inspector and Supervisor of Construction Works)

whose signatures appear hereinabove, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

_____ NOTARY PUBLIC (Until December _____)

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BOX 6 (TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION)

ASSESSED FEES	ACCOUNT	BASIS OF ASSESSMENT	AMOUNT DUE	ASSESSED BY
FOR ZONING (ZONING ADMINISTRATOR):				
<input type="checkbox"/> LOCATIONAL / ZONING OF LAND				
FOR BUILDING / STRUCTURE (OBO):				
<input type="checkbox"/> FILING FEE				
<input type="checkbox"/> LINE AND GRADE (Geodetic)				
<input type="checkbox"/> FENCING				
<input type="checkbox"/> ARCHITECTURAL				
<input type="checkbox"/> CIVIL / STRUCTURAL				
<input type="checkbox"/> ELECTRICAL				
<input type="checkbox"/> MECHANICAL				
<input type="checkbox"/> SANITARY				
<input type="checkbox"/> PLUMBING				
<input type="checkbox"/> ELECTRONICS				
<input type="checkbox"/> INTERIOR				
<input type="checkbox"/> SURCHARGES				
<input type="checkbox"/> PENALTIES				
FOR FIRE SAFETY (BFP):				
<input type="checkbox"/> FIRE CODE CONSTRUCTION TAX				
<input type="checkbox"/> HOTWORKS				
TOTAL				

TERMS AND CONDITIONS:

1. The Owner/Applicant shall accomplish the prescribed Application Form, with the assistance of the concerned design professional/s and/or the Architect/Civil Engineer, hired/commissioned by him/her as full-time inspector/supervisor of the construction works, by filling up the necessary data / information required thereat.
2. The fully accomplished prescribed Application Form, duly notarized, shall be submitted to the concerned Office of the Building Official, accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by the corresponding design professionals who shall be responsible for the comprehensive and correctness of the plans in compliance to the National Building Code of the Philippines (PD 1096), its Revised IRR and all applicable referral codes and professional regulatory laws, together with the other documentary requirements pursuant to Section 302 of PD 1096 and its Revised IRR.

I have read this form, understood its contents and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

SIGNATURE OVER PRINTED NAME OF OWNER/APPLICANT