



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-003			
ISSUE STATUS	REV. NO.	EFFECTIVE DATE	PAGE NO.
01	00	06.24.2024	1 of 2

CIVIL/STRUCTURAL PERMIT

APPLICATION NO.

C/SP NO

BUILDING PERMIT NO.

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

OWNER/APPLICANT	LAST NAME	FIRST NAME	M.I.	TIN
FOR CONSTRUCTION OWNED BY AN ENTERPRISE	FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY	
ADDRESS: NO., STREET,	BARANGAY,	CITY	ZIP CODE	CONTACT NO. & EMAIL ADDRESS
LOCATION OF CONSTRUCTION: LOT NO. _____ BLK NO. _____ TCT NO. _____ TAX DEC. NO. _____				
STREET _____ BARANGAY _____				
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"/> DEMOLITION _____		
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR _____	<input type="checkbox"/> ACCESSORY BUILDING/STRUCTURE _____		
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> MOVING _____	<input type="checkbox"/> OTHERS (Specify) _____		

BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

NATURE OF CIVIL/STRUCTURAL WORKS:		
<input type="checkbox"/> STAKING	<input type="checkbox"/> ERECTION/LIFTING	<input type="checkbox"/> PRESTRESS WORKS
<input type="checkbox"/> EXCAVATION	<input type="checkbox"/> CONCRETE FRAMING	<input type="checkbox"/> MATERIAL TESTING
<input type="checkbox"/> SOIL STABILIZATION	<input type="checkbox"/> STRUCTURAL STEEL FRAMING	<input type="checkbox"/> STEEL TOWERS
<input type="checkbox"/> PILING WORKS	<input type="checkbox"/> SLABS	<input type="checkbox"/> TANKS
<input type="checkbox"/> FOUNDATION	<input type="checkbox"/> WALLS	<input type="checkbox"/> OTHERS (Specify) _____
PREPARED BY _____ (Signature Over Printed Name)		

BOX 3

DESIGN PROFESSIONAL, PLANS AND SPECIFICATION	
<p>_____</p> <p>CIVIL / STRUCTURAL ENGINEER (Signed and Sealed Over Printed name) Date _____</p>	
Address	
PRC. No.	Validity
PTR No.	Date Issued
Issued at	TIN

BOX 4

SUPERVISOR//IN-CHARGE OF CIVIL/STRUCTURAL WORKS	
<p>_____</p> <p>CIVIL / STRUCTURAL ENGINEER (Signed and Sealed Over Printed name) Date _____</p>	
Address	
PRC. No.	Validity
PTR No.	Date Issued
Issued at	TIN

BOX 5

BUILDING OWNER		
<p>_____</p> <p>(Signature over Printed name) Date: _____</p>		
Address		
C.T.C. No.	Date Issued	Place Issued

BOX 6

WITH MY CONSENT: LOT OWNER		
<p>_____</p> <p>(Signature over Printed name) Date: _____</p>		
Address		
C.T.C. No.	Date Issued	Place Issued



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TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION

BOX 7

RECEIVED BY: _____	DATE: _____
FIVE (5) SETS OF CIVIL/STRUCTURAL DOCUMENTS	
CIVIL/STRUCTURAL DESIGNS COMPUTATIONS, PLANS AND SPECIFICATIONS	COST ESTIMATES
BILL OF MATERIALS	OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY:
	DATE	TIME	DATE	TIME	
CIVIL/STRUCTURAL					
OTHERS (Specify)					

BOX 9

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

- That under Article 1723 of the Civil Code of the Philippines, the engineer (or architect) who drew up the plans and specifications for the building/structure is responsible for damages if within fifteen (15) years from the completion of the building/structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
- That the proposed civil/structural works shall be in accordance with the civil/structural plans filed with this office and in conformity with the latest National Structural Code of the Philippines, the National Building Code and its IRR.
- That prior to any construction activity, a duly accomplished prescribed "Notice of Construction" shall be submitted to the Office of the Building Official.
- That upon completion of the construction, the licensed full-time inspector and supervisor/in-charge of construction works shall submit the entry to the logbook duly signed and sealed to the Building Official including as-built plans and other documents and shall also accomplish and submit a certificate of completion stating that the civil/structural works conform to the provisions of the National Structural Code of the Philippines, the National Building Code and its IRR.
- That this permit is null and void unless accompanied by the building permit.

PERMIT ISSUED BY:

CITY BUILDING OFFICIAL
(Signature Over Printed Name)
Date _____