

Republic of the Philippines  
 City/ Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_  
**OFFICE OF THE BUILDING OFFICIAL**  
**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/MUNICIPALITY	ZIP CODE
LOCATION OF CONSTRUCTION: STREET			LOT NO.	TAX DEC NO.
BARANGAY		BLK NO.	TCT NO.	CITY/MUNICIPALITY OF
<b>SCOPE OF WORK</b>				
<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)**

<b>NATURE OF CIVIL/STRUCTURAL WORKS:</b>		
<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)

**BOX 3**

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

**BOX 4**

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

**BOX 5**

BUILDING OWNER  _____ (Signature Over Printed Name) Date: _____		
Address		
C.T.C. No.	Date Issued	Place Issued

**BOX 6**

WITH MY CONSENT: LOT OWNER  _____ (Signature Over Printed Name) Date: _____		
Address		
C.T.C. No.	Date Issued	Place Issued

**TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION**

**BOX 7**

RECEIVED BY: _____	DATE: _____
<b>FIVE (5) SETS OF CIVIL/STRUCTURAL DOCUMENTS</b>	
<input type="checkbox"/> CIVIL/STRUCTURAL DESIGNS COMPUTAION, PLANS AND SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATE
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> 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:**

1. That under Article 1723 of the Civil Code of the Philippines, the engineer (or architect) who draw 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 defect in the ground. The engineer or architect who supervises the construction shall be solidarily liable with the contractor should the adifice collapse due to defect in the constuction or the use of inferior materials.
2. 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.
3. That prior to any construction activity, a duly accomplished prescribed **"Notice of Construction"** shall be submitted to the Office of the Building Official.
4. 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 provision of the National Structural Code, the National Building Code and its IRR.
5. That this permit is null and void unless accompanied by the building permit.

**PERMIT ISSUED BY:** \_\_\_\_\_

\_\_\_\_\_  
**BUILDING OFFICIAL**  
 (Signature Over Printed Name)  
 Date: \_\_\_\_\_