



Republic of the Philippines
City of San Pedro
Province of Laguna
OFFICE OF THE BUILDING OFFICIAL



MECHANICAL PERMIT REQUIREMENTS

NOTE: PLEASE PRINT ALL FORMS IN A LEGAL/LONG SIZE PAPER. FORMS MUST BE PRINTED BACK TO BACK

- 3 Original Copies of Properly filled-out Mechanical Application Form, duly signed and sealed by licensed Mechanical Engineer
- 5 Sets of Mechanical Plans, duly signed and sealed by licensed Mechanical Engineer
- 5 Sets of Cost Estimate or Bill of Materials, all originally signed and sealed by licensed Mechanical Engineer
- 5 Sets of Mechanical Specifications
- 1 Original Copy of Secretary's Certificate, duly notarized
- 1 Colored copy of Valid ID (applicant and representative, with specimen signature)
- 5 Copies of Equipment Load Schedule
- 1 Original Copy of Barangay Clearance
- 1 Original Copy of Homeowner's Clearance if applicable
- 1 Colored Copy of PRC ID with signed and sealed
- 1 Copy of PTR, latest year

APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED

For inquiries:

CALL: (02) 8808-2020 local 205 and 206

TEXT: 0961 630 6655 or 0961 630 6685

E-mail: officeofthebuildingofficial@gmail.com

OBO-075-0

TO BE ACCOMPLISHED BY THE PROCESSING AND EVALUATION DIVISION

BOX 7

RECEIVED BY:	DATE:
FIVE (5) SETS OF MECHANICAL DOCUMENTS	
<input type="checkbox"/> MECHANICAL SPECIFICATIONS	<input type="checkbox"/> COST ESTIMATES
<input type="checkbox"/> BILL OF MATERIALS	<input type="checkbox"/> OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
MECHANICAL					
OTHERS (Specify)					

BOX 9

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING CONDITION:

1. That the proposed mechanical works shall be in accordance with the mechanical plans filed in this office and in conformity with the latest Philippine Mechanical Code, the National Building Code and its Implementing Rules and Regulations.
2. That prior to any mechanical installation, a duly accomplished prescribed **"NOTICE OF CONSTRUCTION"** shall be submitted to the Office of the Building Official.
3. That upon completion of the mechanical works, the licensed superior / in-charge 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 the certificate of completion stating the mechanical works conform to the provision of the Philippine Mechanical Code, The National Building Code and its IRR/
4. That this permit is **null and void** unless accompanied by the building permit.
5. That a Certificate of Operation shall be issued for the continuous use of the mechanical installations.

PERMIT ISSUED BY:

ENGR. JULIETA A. TIÑANA
BUILDING OFFICIAL

Date _____