



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



SANITARY / PLUMBING 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 Sanitary / Plumbing Application Form, duly signed and sealed by licensed Sanitary Engineer / Registered Master Plumber
- 5 Sets of Plumbing Plans, duly signed and sealed by licensed Sanitary Engineer / Registered Master Plumber
- 5 Sets of Cost Estimate or Bill of Materials, all originally signed and sealed by licensed Sanitary Engineer / Registered Master Plumber
- 5 Sets of Plumbing Specifications or Scope of Work, all originally signed and sealed by licensed Sanitary Engineer / Registered Master Plumber
- 1 copy - Certified True Copy of Transfer Certificate Title;
 - **In case the applicant is not the registered owner of the lot, any of the following duly notarized documents showing proof of ownership shall be submitted:
 - Contract of Lease or Award Notice
 - Deed of Absolute Sale / Donation / Usufruct
 - Contract of Sale
 - Authority to Construct / Affidavit of Consent from the Lot Owner / Affidavit of Heirs
- 1 Original Copy of Secretary's Certificate, duly notarized
- 1 Colored copy of Valid ID (applicant and representative, with specimen signature)
- 1 Original Copy of Barangay Clearance for Sanitary / Plumbing Permit
- 1 Original Copy of Homeowner's Clearance or Developer's Approval if applicable
- 1 Colored Copy of PRC ID and Updated PTR (latest year) with signed and sealed of licensed Sanitary Engineer / Registered Master Plumber

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-076-0

BOX 3 (TO BE ACCOMPLISHED BY THE RECEIVING & RECORDING SECTION)

BUILDING DOCUMENTS

- SANITARY / PLUMBING PLANS AND SPECIFICATIONS COST ESTIMATES
 BILL OF MATERIALS OTHERS (Specify) _____

BOX 4 (TO BE ACCOMPLISHED BY THE DIVISION / SECTION CONCERNED)

ASSESSED FEES

	AMOUNT DUE	ASSESSED BY	O.R. NUMBER	DATE PAID

BOX 5 (TO BE ACCOMPLISHED BY THE DIVISION / SECTION CONCERNED)

PROGRESS FLOW

NOTED:	IN	OUT	ACTION / REMARKS	PROCESS BY
CHIEF, PROCESSING DIVISION SECTION RECEIVING AND RECORDING				
GEODETIC (LINE AND GRADE)				
SANITARY				

WE HEREBY AFFIX OUR HAND SIGNIFYING OUR CONFORMITY TO THE INFORMATION HEREIN ABOVE SETFORTH

BOX 6

SANITARY ENGINEER / MASTER PLUMBER SIGNED AND SEALED PLANS AND SPECIFICATIONS		PRC REG. No.
PRINT NAME		
ADDRESS		
PTR No.	Date Issued	Place Issued
SIGNATURE		TIN

SIGNATURE: _____		
APPLICANT		
Res. Cert. No.	Date Issued	Place Issued

SANITARY ENGINEER / MASTER PLUMBER SIGNED AND SEALED IN-CHARGE OF INSTALLATION		PRC REG. No.
PRINT NAME		
ADDRESS		
PTR No.	Date Issued	Place Issued

SIGNATURE: _____		
APPLICANT		
Res. Cert. No.	Date Issued	Place Issued