



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



EXCAVATION 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 Excavation Application Form, duly signed and sealed by licensed Architect / Engineer
- 5 Sets of Excavation Plans, duly signed and sealed by licensed Architect / Engineer
- 5 Sets of Cost Estimate or Bill of Materials, all originally signed and sealed by licensed Architect / Engineer
- 5 Sets of Excavation Specifications or Scope of Work, all originally signed and sealed by licensed Architect / Engineer
- 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 Excavation 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 Architect / Engineer

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

FOR WATER INSTALLATION PURPOSES ONLY (LAVEDA AND PRIMEWATER):

- Properly filled-out WAIVER form for Water Installation (please see QR Code for Water District waiver)
- Original Copy of Barangay Clearance for water installation purpose
- Original copy of Homeowner's Clearance or Developer's Approval
- 1 Photocopy of Valid ID of Applicant (please present the original ID when submitting the application)
- Construction order form (from Primewater) or Installation Order Form (from LAVEDA)
- Authorization Letter from the owner (for representative only, if owner will not be present during the submission of application)

NOTE: SUBMIT ALL THE REQUIREMENTS.

Do not print the excavation form. This Office will provide the excavation permit after your payment.

FEES: Excavation fees and bond, may differ depending on the construction order or installation form provided by your water district.

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OBO-074-0



Republic of the Philippines
Department of Public Works and Highways
OFFICE OF THE BUILDING OFFICIAL
City of San Pedro, Laguna



EXCAVATION AND GROUND PREPARATION PERMIT

APPLICATION No. _____

EGPP No. _____

BUILDING PERMIT No. _____

BOX 1 (TO BE ACCOMPLISHED 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	
				TELEPHONE No.
LOCATION OF CONSTRUCTION: No.	STREET	BARANGAY	CITY/MUNICIPALITY	ZIP CODE
SCOPE OF WORK				
<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> RENOVATION _____ <input type="checkbox"/> OTHERS (Specify) _____ <input type="checkbox"/> ERECTION <input type="checkbox"/> REPAIR _____ <input type="checkbox"/> ADDITION				
USE OR CHARACTER OF OCCUPANCY				
<input type="checkbox"/> GROUP A: RESIDENTIAL, DWELLINGS <input type="checkbox"/> GROUP F: INDUSTRIAL <input type="checkbox"/> OTHERS (Specify) _____ <input type="checkbox"/> GROUP B: RESIDENTIAL HOTEL APT. <input type="checkbox"/> GROUP G: IND. STORAGE & HAZARDOUS <input type="checkbox"/> GROUP C: EDUCATIONAL RECREATIONAL <input type="checkbox"/> GROUP H: RECREATIONAL, ASSEMBLY OCCUPANT LESS THAN 1000 <input type="checkbox"/> GROUP D: INSTITUTIONAL <input type="checkbox"/> GROUP I: RECREATIONAL, ASSEMBLY OCCUPANT LOAD 1000 OR MORE <input type="checkbox"/> GROUP E: BUSINESS AND MERCANTILE <input type="checkbox"/> GROUP J: AGRICULTURAL, ACCESSORY				

BOX 2

_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No.	Validity
PTR. No.	Date Issued
Issued at	TIN

BOX 3

_____ ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____	
Address	
PRC. No.	Validity
PTR. No.	Date Issued
Issued at	TIN

BOX 4

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

BOX 5

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

BOX 6 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

- EXCAVATION & FILLS FOUND. & RETAINING WALLS PILE FOUND. GRADING & EARTHWORKS
- OTHERS (Specify) _____

BOX 7 (TO BE ACCOMPLISHED BY THE BUILDING OFFICIAL)

ACTION TAKEN:

PERMIT IS HEREBY ISSUE/GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:

1. That under Article 1723 of the Civil Code of the Philippines, the engineer or architect who drew up the plans and specifications for a building/structure is liable for damages if within fifteen (15) years from the completion of the building/structure, the same should collapse due to defect in the plans and specifications or defects in the ground. The engineer or architect who supervises the construction shall be solitarily liable with the contractor should the edifice collapse due to defect in the construction or the use of inferior materials.
2. That the proposed excavation and ground preparation of the project site shall be in conformity with the zoning ordinance and the provisions of the "National Building Code" (P.D. 1096), the National Structural Code of the Philippines and it's implementing Rules and Regulations.
 - a. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by responsible licensed Geodetic Engineer.
 - b. That before commencing the excavation the person making or causing the excavation to be made shall verify in writing the owner of adjoining building not less than ten (10) days before such excavation is to be made and show how the adjoining building should be protected.
 - c. That the owner of the building shall engage the services of a responsible licensed Architect or Civil Engineer to undertake the full-time inspection and supervision of the construction work.
 - d. That there shall be kept at the jobsite at all times a logbook of daily construction activities wherein the actual daily progress of construction including test conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the OBO representative during the conduct of his/her inspection pursuant to Section 207 of the National Building Code.
 - e. That upon completion of the excavation and ground preparation of the project site the said responsible licensed supervising Architect or Civil Engineer shall prepare and submit a Certificate of Completion of the project stating that the excavation and ground preparation of the project site conforms to the provision of the "National Building Code" (P.D. 1096).
3. All public facilities and utilities such as streets, sidewalks, curbs, gutters, electric posts, power and communication lines, water, sewer and drainage lines and the like shall be properly protected against any damage and obstruction. Any facility and/or utility damaged shall be properly repaired and restored to its original condition by the owner/applicant subject to the approval of the Building Official and the proper authorities concerned.
4. The owner and contractor shall be jointly responsible or the safety, protection, security and convenience of he general public and his/her personnel, third parties, the works, equipment and the like. All wastes or discarded materials from the project shall be properly stored and disposed of. Water wastes shall be discharged directly into drainage lines. Pertinent provisions of the National Building Code (P.D. 1096) shall be complied with.
5. That this permit does not guarantee the subsequent granting of the principal building permit under process and that the owner/applicant undertakes the work or project at his/her own risk.
6. That this permit shall not serve as an exemption from securing permits/written clearances from various government authorities exercising regulatory function affecting buildings and other related structures.
7. For excavations more than fifty (50) cubic meters and more than two (2) meters in depth, the owner/permittee shall post cash bond of fifty thousand pesos (P 50,000.00) for the first fifty (50) cubic meters and three hundred pesos (P 300.00) for every three (3) meters in depth until the building permit is issued and shall not be left open without any work being done in the site for more than one hundred twenty days, otherwise, the cash bond shall be forfeited in favor of the government to cover the expense for necessary restoration should the owner/permittee fail to restore the same. If the bond is insufficient to make the necessary restoration, additional cost to be incurred to complete the restoration shall be charged to the account of the owner/permittee or to whoever shall assume ownership of the property.

PERMIT ISSUED BY:

_____ Date

Engr. JULIETA A. TIÑANA
Building Official