



Republic of the Philippines
MUNICIPALITY OF LEYTE
Province of Leyte
OFFICE OF THE BUILDING OFFICIAL

ARCHITECTURAL PERMIT

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APPLICATION NO. _____ AP NO _____ BUILDING PERMIT NO. _____

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		TELEPHONE NO	
LOCATION OF CONSTRUCTION:		LOT NO. _____		BLK NO. _____		TCT NO. _____			
TAX DEC. NO. _____		STREET _____		BARANGAY _____		CITY/ MUNICIPALITY OF _____			
SCOPE OF WORK									
☐ NEW CONSTRUCTION		☐ RENOVATION _____		☐ RAISING _____					
☐ ERECTION		☐ CONVERSION _____		☐ ACCESSORY BUILDING/STRUCTURE _____					
☐ ADDITION		☐ REPAIR _____		☐ OTHERS (Specify) _____					
☐ ALTERATION		☐ MOVING _____							

BOX 2 (TO BE ACCOMPLISHED BY THE DESIGN PROFESSIONAL)

1. ARCHITECTURAL FACILITIES AND OTHER FEATURES PURSUANT TO BATAS PAMBANSA BILANG 344, REQUIRING CERTAIN BUILDINGS, INSTITUTIONS, ESTABLISHMENTS AND PUBLIC UTILITIES TO INSTALL FACILITIES AND OTHER DEVICES.									
☐ STAIRS		☐ WASH ROOMS AND TOILETS		☐ SWITCHES, CONTROLS, B buzzers		☐ DRINKING FOUNTAINS			
☐ WALKWAYS		☐ LIFTS/ELEVATORS		☐ HANDRAILS		☐ PUBLIC TELEPHONES			
☐ CORRIDORS		☐ RAMPS		☐ THRESHOLDS		☐ SEATING			
☐ ACCOMMODATIONS DOORS, ENTRANCES & THRESHOLDS		☐ PARKING AREAS		☐ FLOOR FINISHES					
☐ OTHERS (Specify) _____									
2. PERCENTAGE OF SITE OCCUPANCY					3. CONFORMANCE TO FIRE CODE OF THE PHILIPPINES (P.D. 1185)				
PERCENTAGE OF BUILDING FOOTPRINT _____%					NUMBER AND WIDTH OF EXIT DOORS _____				
PERCENTAGE OF IMPERVIOUS SURFACE AREA _____%					FIRE WALLS _____				
PERCENTAGE OF UNPAVED SURFACE AREA _____%					WIDTH OF CORRIDORS _____				
OTHERS (Specify) _____					FIRE FIGHTING AND SAFETY FACILITIES _____				
					DISTANCE TO FIRE EXITS _____				
					SMOKE DETECTORS _____				
					ACCESS TO PUBLIC STREET _____				
					EMERGENCY LIGHTS _____				

DESIGN PROFESSIONAL, PLANS AND SPECIFICATIONS	
_____ ARCHITECT (Signed and Sealed Over Printed Name)	
Date _____	
Address _____	
IAPOA No.	Validity
PRC No.	Validity
PTR. No	Date Issued
Issued at	TIN

SUPERVISOR / IN-CHARGE OF ARCHITECTURAL WORKS
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_____Date_____	
ARCHITECT (Signed and Sealed Over Printed Name)	
Address	
IAPOA No.	Validity ☐
PRC No.	Validity ☐
PTR. No	Date Issued ☐
Issued at	TIN ☐

BOX 3

BOX 5

BOX 4

BOX 6

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

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

**TO BE ACCOMPLISHED BY THE PERMITS AND
LICENSES DIVISION BOX 7**

RECEIVE DBY	DA TE	
FIVE (5) SETS OF 20" X 30" & ONE (1) A3 OF ARCHITECTURAL DOCUMENTS		
☐ VICINITY MAP/LOCATION PLAN WITHIN A TWO-KILOMETER RADIUS ☐ SITE DEVELOPMENT PLAN ☐ PERSPECTIVE ☐ FLOOR PLANS ☐ ELEVATIONS, AT LEAST FOUR (4) ☐ SECTIONS, AT LEAST TWO (2) ☐ CEILING PLANS SHOWING LIGHTING ☐ FIXTURES AND DIFFUSERS	☐ DETAILS OF RAMPS, PARKING FOR THE DISABLED, STAIRS, FIRE ESCAPES, CABINETS AND PARTITIONS ☐ SCHEDULE OF DOORS AND WINDOWS ☐ SCHEDULE OF FINISHES FOR FLOORS, CEILINGS AND WALLS ☐ ARCHITECTURAL INTERIOR ☐ SPECIFICATIONS ☐ COST ESTIMATE ☐ OTHERS (Specify) _____	

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY:
	DATE	TIME	DATE	TIME	
ARCHITECTURAL DRAWINGS					
SPECIFICATIONS					
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 architect (and engineer) 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 architectural works shall be in accordance with the architectural plans filed with this Office and in conformity with the latest Architectural 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 the Certificate of Completion stating that the architectural works conform to the provision of the Architectural Code, the National Building Code and its IRR.
- That this permit is null and void unless accompanied by the building permit.

PERMIT ISSUED BY:

MAY WEN BETH P. SABITE
 Building Official
 Date: ____

