



Republic of the Philippines
OFFICE OF THE CITY BUILDING OFFICIAL
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MECHANICAL PERMIT

APPLICATION NO.

MECHANICAL PERMIT NO.

BUILDING PERMIT NO.

Date of Application

Date Issued

BOX 1 (TO BE ACCOMPLISHED BY THE APPLICANT)

OWNER/APPLICANT	LAST NAME	FIRST NAME	MIDDLE NAME	T.I.N
FOR CONSTRUCTION OWNED BY AN ENTERPRISE	FORM OF OWNERSHIP		USE OR CHARACTER OF OCCUPANCY	
ADDRESS: NO. STREET				TEL FAX NO.
BARANGAY		CITY/MUNICIPALITY		
LOCATION OF INSTALLATION: LOT NO.		BLK. NO.	TC NO.	TAX DEC. NO.
STREET		BARANGAY		CITY/MUNICIPALITY
SCOPE OF WORK:				
<input type="checkbox"/> NEW CONSTRUCTIO	<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)

INSTALLATION AND OPERATION OF:

☐ BOILER

☐ PRESSURE VESSEL

☐ INTERNAL COMBUSTION ENGINE

☐ REFRIGERATION AND ICE MAKING

☐ WINDOW TYPE AIRCONDITIONING

☐ PACKAGED/SPLIT TYPE AIRCON

☐ OTHERS(SPECIFY)

☐ CENTRAL AICONDITIONING

☐ MECHANICAL VENTILLATION

☐ ESCALATOR

☐ MOVING SIDEWALK

☐ FREIGHT ELEVATOR

☐ PASSENGER ELEVATOR

☐ CABLE CAR

☐ DUMBWATER

☐ PUMPS

☐ COMPRESSED AIR VACCUM, INSTITUTIONAL and/or INDUSTRIAL GAS

☐ PNEUMATIC TUBES, CONVEYORS and/or MONORAILS

☐ FUNICULAR

PREPARED BY:

BOX 3

DESIGN PROFESSIONAL, PLANS AND SPECIFICATION

PROFESSIONAL MECHANICAL ENGINEER

(Signed and Sealed Over Printed Name)

Date

ADDRESS

PRC. NO.

Validity

PTR NO.

Date Issued

Issued at

TIN

BOX 4

SUPERVISOR/IN-CHARGE OF MECHANICAL WORKS

☐PROFESSIOAL MECHANICAL ENGINEER

☐ MECHANICAL ENGINEER

PROFESSIONAL MECHANICAL ENGINEER

(Signed and Sealed Over Printed Name)

Date

ADDRESS

PRC. NO.

Validity

PTR NO.

Date Issued

Issued at

TIN

BOX 5

BUILDING OWNER

(Signed and Sealed Over Printed Name)

Date

ADDRESS

C.T.C NO.

Date Issued

Place Issued

BOX 6

WITH MY CONSENT: LOT OWNER

(Signed and Sealed 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:
FIVE(5) SETS OF MECHANICAL DOCUMENTS	
[] MECHANICAL PLANS AND SPECIFICATIONS	[] COST ESTIMATES
[] BILL OF MATERIALS	[] OTHERS (Specify) _____

BOX 8

PROGRESS FLOW					
	IN		OUT		PROCESSED BY
	DATE	TIME	DATE	TIME	
RECEIVING AND RECORDING					
MECHANICAL					
OTHER(Specify)					

BOX 9

ACTION TAKEN:

PERMIT IS HEREBY ISSUED SUBJECT TO THE FOLLOWING:

1. That the proposed mechanical works shall be in accordance with the mechanical plans filed with this Office and in conformity with the latest Philippine Mechanical Code, the National Building Code and its IRR.

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 supervisor / in-charged 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 accomplished the Certificate of Completion stating that the mechanical works confirm 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 shall be issued for the continuous use of installations.

PERMIT ISSUED BY:

BUILDING OFFICIAL

(Signature Over Printed Name)

Date_____)

NOTE:THIS PERMIT MAY BE CANCELLED OR REVOKED PURSUANT TO SECTION 305 AND 306 OF THE “NATIONAL BUILDING CODE.”