



Republic of the Philippines
Province of Aklan
Municipality of Nabas

Office of the Building Official

**Subject: REQUIREMENTS FOR BUILDING PERMIT
(FOR SUBMISSION)**

1. Five (5) sets of plan (duly signed and sealed)
2. Four (4) copies Bill of Materials/Projects Cost Estimates
3. Four (4) copies of Building Technical Specifications
4. Two (2) photo copy of Tax Declaration/TCT
5. Two (2) photo copy of Deed of Sale/Lease Contract/Consent from lot owner duly notarized
6. Two (2) photo copy current tax receipt
7. Five (5) copies duly accomplished Building, Electrical, Sanitary/Plumbing and Mechanical Application forms
8. Five (5) photo copy of PTR license
 - Architect or Civil Engineer for Architectural Plan
 - Structural Engineer for Structural Plan
 - Professional Electrical Engineer for Electrical Plan
 - Sanitary Engineer for Sanitary/Plumbing Plan
 - Mechanical Engineer for Mechanical Plan
9. Photo copy of Community Tax Receipt for Application
10. Relocation Survey Plan and Report
11. Environment Compliance Certificate (ECC) from DENR (for special project/s)

OTHER REQUIREMENTS PRIOR TO FINAL APPROVAL

- Zoning Clearance from MPDC – Nabas, Aklan
- Clearance from Bureau of Fire Protection - Nabas, Aklan
- Barangay Clearance