



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

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DEPARTMENT ORDER)
NO. 03)
Series of 2021)

SUBJECT: **Checklist of Requirements in the
Preparation of Conceptual Design
Plan for Building Projects**

To ensure uniformity and clearly define the architectural and engineering plan components for the Conceptual Design Plan for building projects, the attached checklist marked as Annex "A", is hereby prescribed for the compliance of Consultants and concerned offices of the Department.

The Conceptual Design is a pre-design stage of project development wherein the general concepts, other illustrations and typical drawings are presented. Hence, the conceptual plan will be the basis for Detailed Architectural and Engineering Design (DAED) phase where the design is refined, and plans, specifications, and estimates are established.

For compliance.

MARK A. VILLAR
Secretary

5.1.5 JPI/AMD

Department of Public Works and Highways
Office of the Secretary



WIN1R01706

Annex "A"

I. List of Conceptual Design Plan (Buildings-Architectural)

A. Cover Sheet

- Project title
- Location of the project
- Full name and designation of approving officials and their corresponding signatures

B. Perspective

- Drawn at any convenient scale

C. Site Development Plan

- Technical descriptions/boundaries
- Orientation/North arrow
- Position of proposed building(s)/structure(s) with pertinent building tie lines
- Distances between the proposed and existing building(s), if any
- All gathered information during site inspection

D. Floor Plans (schematic)

- Drawn to any convenient scale with pertinent dimensions
- Gridlines (vertical and horizontal)
- Complete identification of rooms/functional spaces

E. Elevations

Verify if the following are indicated:

- Same scale as floor plan
- Elevations (showing vertical gridlines)
- Natural ground to finish grade elevations and floor to floor heights (showing horizontal gridlines)

II. Supporting Documents

A. TCT (Lot plan)

- Existing/proposed access road and driveways and existing public utilities/services
- Contours (Vulnerabilities to Natural Hazards, e.g. flooding, site erosion, seismologic activity)
- Existing building(s) within and adjoining the lot, if any
- Access to utilities (e.g., electricity, sewer, water, gas, and phone)
- Vegetation (e.g., trees, shrubs, etc.)
- Heavy maintenance requirements (e.g., topography, drainage, retaining walls, or geotechnical issues)
- Zoning requirements
- Parking space adequacy
- Soil condition conduciveness to project's structural needs

B. List of personnel and area requirements