

1. Issuance of Building Permit

A Building Permit is a document issued by the Building Official to an owner/ applicant to proceed with the construction, Installation, addition, alteration, renovation, convention, repair, demolition or other work activity of a specific projects/ building/structure after the accompanying principal plans and specifications.

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Prescribed Application Permit Form (NBC Form B-01)	Office of The Building Official/Municipal Engineering Office
II. If the applicant is the registered owner of the lot:	
a. Certified true copy Original Certificate of Title (OCT) /Transfer Certificate of Title (TCT), on file with Registry of Deeds	Registry of Deeds/ Owners Original Copy of Title
b. Tax Declaration (1-Certified true copy)	Office of the Municipal Assessor
c. Current Real Property Tax Receipt (1-Certified true copy)	Office of the Municipal Treasurer
III. If the applicant is not the owner of the lot:	
a. Notarized copy of the Contract of Lease (1 original, 1 photocopy) or	Lot/Land Owner
b. Deed of Absolute Sale (1 original & 1 photocopy)	Lot/Land Owner
IV. Five sets of survey plans, design plans, specifications (signed and sealed over printed names of the duly licensed and registered professionals)	a). Geodetic Engineer, in case of lot survey plans; b). Architect in case of architectural documents; in case of architectural interior /interior design documents, either architect or interior designer may sign; c). Civil Engineer, in case of civil/structural documents; d), Professional Electrical Engineer, in case of electrical documents; e). Professional Mechanical Enginee, in case of Mechanical documents; f). Sanitary Engineer, in case of sanitary documents; g). Master Plumber, in case of plumbing documents; h). Electronics Engineer, in case of electronic documents.
V. Architectural Documents	

<ul style="list-style-type: none"> a. Architectural Plans/Drawings b. Architectural Interiors/Interior Design (Include Bill of Materials & Cost Estimates) c. Plans & specific locations of all accessibility facilities d. Detailed design of all accessibility facilities e. Fire safety Documents 	<p>Architect in case of architectural documents; in case of architectural interior /interior design documents, either architect or interior designer may sign</p>		
<p>VI. Civil/Structural Documents</p> <ul style="list-style-type: none"> a. Site Development Plan b. Structural Plans (Foundation plan/details; floor/Roof framing plans/details; details & schedule of structural & civil works elements). c. Structural Analysis & Design (for 2-storey) d. Boring and Load Test (for 3-storeys and higher) e. Seismic Analysis 	<p>Licensed Civil Engineer</p>		
<p>VII. Electrical Documents (Electrical plans and specifications)</p>	<p>Professional Electrical Engineer</p>		
<p>VIII. Mechanical Documents (Mechanical plans and specifications)</p>	<p>Professional Mechanical Engineer</p>		
<p>IX. Sanitary Documents</p>	<p>Sanitary Engineer</p>		
<p>X. Plumbing Documents</p>	<p>Master Plumber</p>		
<p>XI. Electronics Documents</p>	<p>Electronics Engineer</p>		
<p>XII. Geodetic Documents</p>	<p>Geodetic Engineer</p>		
<p>XIII. Clearances from Other Agencies</p>			
<ul style="list-style-type: none"> a. Locational Clearance (1 original) 	<p>Municipal Planning and Development Office</p>		
<ul style="list-style-type: none"> b. Whenever necessary, written clearances shall be obtain from the various authorities exercising and enforcing regulatory functions affecting building structures. Applications for said clearances shall be requested by the owner/applicant and failure to receive reply within seven (7) days from receipt of 	<ul style="list-style-type: none"> i. Department of Public Works And Highways (DPWH) 	<ul style="list-style-type: none"> viii. Department of Interior and Local Government (DILG) 	<ul style="list-style-type: none"> xv. National Water Resources Board (NWRB)
	<ul style="list-style-type: none"> ii. Air Transportation Office (ATO) 	<ul style="list-style-type: none"> ix. Philippine Ports Authority (PPA) 	<ul style="list-style-type: none"> xvi. Department of Agrarian Reform (DAR)

the application for building permit shall be sufficient not to cause further delay in processing the building permit application by the Building Official. (1-original)

iii. Housing and Land Use Regulatory Board (HLURB)

iv. Local Government Unit (LGU)

v. Department of Tourism (DOT)

vi. Department of Environment and Natural Resources Resources (DENR)

vii. Department of Transportation and Communication (DOTC)

x. Department of Education (DepEd)

xi. Department of health (DOH)

xii. Philippine Institute of Volcanology and Zeismology (PHIVOCS)

xiii. Laguna Lake Development Authority (LLDA)

xiv. Manila Waterworks and Sewerage System (MWSS)

xvii. Department of Agriculture (DA)

xviii. Department of Labor and Employment (DOLE)

xix. Natioanal Housing Authority (NHA)

xx. National Council for the Welfare of Disabled Persons (NCWDP)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of Application for building permit and any ancillary/ accessory permits	1.1 Issuance of the prescribed application for building permit form (NBC Form B-01). 1.2 Issuance of list of requirements	None	4 minutes	Victor Palazon Office of the Building Official/ Municipal Engineering Office
2 . Application of Building Permit together with the accomplished necessary requirements.	2.1 Receiving, recording and review of the required documents.	None	14 minutes	Victor Palazon Randy A. Cauilan Office of the Building Official/ Municipal Engineering Engineering

	<p>2.2 Evaluation of Plans:</p> <p>A. Architectural Plans</p> <p>B. Civil/Structural Plans</p> <p>C. Sanitary/Plumbing Plans</p> <p>D. Electrical Plans</p> <p>E. Mechanical Plans</p> <p>F. Fire Safety and Control Plans (Approved by BFP)</p> <p>G. Electronics</p>	None	3 hrs	<p>Engr. Melvin D. Cauilan</p> <p>Engr. Randy A. Cauilan</p> <p>Office of the Building Official/ Municipal Engineering Office</p>
	<p>2.3 Assesment of fees and issuance of Order of Payment. Bases of assessment of fees/charges:</p> <p>a. Character of occupancy or use of building structure</p> <p>b. Cost of construction</p> <p>c. Floor area</p> <p>d. Height</p>	<p>Building Permit and other Ancillary Permit fees based on National Building Code of the Philippines and Department of Public Works and Highways Memorandum Circular No. 1 Series of 2004 Item Nos. 1-7</p>	10 minutes	<p>Engr. Melvin D. Cauilan</p> <p>Engr. Randy A. Cauilan</p> <p>Office of the Building Official/ Municipal Engineering Office</p>
3. Pay the required amount as per the computed/assessed value	3.1 Receiving of payment and issuance of official receipt	Refer to the order of payment issued by the Office of the Building Official (OBO)	5 minutes	Office of the Municipal Treasurer
4. Submit the Official Receipt (1-photocopy) from the Office of the Municipal Treasurer to the Office of the Buidling Official	4.1 Receiving and recording of receipt number to the Office of the Building official Database. Approval of Building Permit and issuance.	None	5 minutes	<p>Engr. Melvin D. Cauilan</p> <p>Engr. Randy A. Cauilan</p> <p>Office of the Building Official/ Municipal Engineering Office</p>

TOTAL	Based on assesment depending on character of occupancy or use of building/structure/cost of construction, floor area and height.	3 hour & 38 minutes	
--------------	--	--------------------------------	--

2. Issuance of Certificate of Occupancy

An Occupancy Permit is a document issued by Department of Building Official that serves as a proof that the structure built completed all the building work and suitable for occupation.

Office or Division:	Municipal Engineering Office Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Approved Building Permit (1-Photocopy)		Lot/building owners original copy		
2. As-Built Plans-Signed by Licensed Professionals (1-		Provided by Building owner		
3. Certificate of Final Inspection		Office of the Building official/ Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The owner/permittee shall submit to the OBO an application of Certificate of Occupancy together with a duly notarized Certificate of Completion together with the constructon log book, as-built plans and specifications and the Building Inspection Sheet	1.1 As-Built Plans evaluation with the originally submitted Plans and Specifications on file with the OBO which are the basis of the issuance of the original building permit.	None	7 minutes	Engr. Melvin D. Cauilan Engr. Randy D. Cauilan Office of the Building Official/ Municipal Engineering Office

<p>1.2 A notification to conduct final inspection shall be endorsed by the OBO to the C/MFM, BFP, who shall issue a Fire Safety Inspection Certificate within (5) working days if the Fire Safety requirement shall have been complied. If, after the prescribed period no action is taken by the C/MFM, BFP the OBO may issue the Certificate of Occupancy with the condition that the Fire Safety Requirements shall be complied with, within the prescribed period set forth in the Fire Code of the Philippines (PD1185).</p>	<p>None</p>	<p>5 days</p>	<p>City/Municipal Fire Marshall (C/MFM) BFP</p>
<p>1.3 The OBO undertakes the final inspection, verification and or review of the building structure base on the Certificate of Completion, construction logbook, building inspection sheets, original and as-built plans and specifications.</p>		<p>1 to 2 days depending on the evaluation as-built plans and final inspection evaluation assesment.</p>	<p>Engr. Melvin D. Cauilan Engr. Randy A. Cauilan Office of the Building Official/ Municipal Engineering Office</p>

	1.4 Preparation of the corresponding fees and order of payment. The Building Official then issues the Certificate of Occupancy in the form prescribed therefor after all fees are paid.		10 minutes	Engr. Melvin D. Cauilan Engr. Randy A. Cauilan Office of the Building Official/ Municipal Engineering Office
2. Pay the required amount as per the computed/assessed value	2.1 Receiving of payment and issuance of official receipt	Refer to the order of payment issued by the Office of the Building Official (OBO).	5 minutes	Office of the Municipal Treasurer
3. Submit the Official Receipt (1-photocopy) from the Office of the Municipal Treasurer to the Office of the Building	3.1 Recording and Issuance of Certification of Occupancy	None	5 minutes	Engr. Melvin D. Cauilan Engr. Randy A. Cauilan Office of the Building Official/ Municipal Engineering Office
TOTAL		Based on assessment depending on character of occupancy or use of building/structure/cost of construction, floor area and height.	7 days & 27 minutes	