



## Securing a Building Permit

### ✓ ABOUT THE SERVICE

A **BUILDING Permit** is required prior to construction, erection, alteration, major repair, or renovation or conversation of any building/structure Owned by government or private intitles.

The permit becomes null and void if work does not commence within 1 year from the date of such permit. Or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

### ✓ MUNICIPAL BUILDING OFFICE SCHEDULE

TIME	ACTIVITIES
8:00 am – 12:00nn 1:00 pm – 1:30 pm	Evaluation/Assesment/Processing of Permits and Clearance. Preparation of response to communications that were received. Attending to request and compliants relative to building.
1:30 pm – 5:00 pm	Building Inspection for accupancy permit/business permit application, electrical connection for indigenouse dwellings. Annual inspection of all business establishments, on going constructions within territorial jurisdiction, action taken on various requests and compliants relative to building. Apprehension of illegal construction.

### ✓ FEES REFER TO THE NATIONAL BUILDING CODE OF THE PHILIPPINES AND ITS IMPLEMENTING RULES AND REGULATIOS/MUNICIPAL ORDINANCE

### ✓ REQUIREMENT(S):

- 5 copies Lot Plan with Cetification of a Geodetic Engineer (GE) that the proposed building will not encroach on adjoining properties
- 5 copies Site Development Plan indicating the setback/yard distance at the front, sides and the back with Perspective
- 5 sets Building Plans (Architectural, Structural. Sanitary/Pluming. Electrical, Mechanical
- 3 copies bill of Materials and Cost of Estimates
- 3 copies specifications
- 3 copies Title of Property (Transfer Certificate of Title
- 3 copies Deed of Sale/Lease Contract/Contract to Sell, If the TCT is not in the name of the owner/applicant
- 4 copies Latest Tax Declaration and Certificate of Real Property Tax Payment
- 1 piece Construction Logbook
- 5 Application forms (Building, Sanitary/Plumbing, Electrical, Mechanical)
- 3 copies Structural Design Computations with seismic analysis which conform to the latest NSCP – for 2 storeys and or 1 storey with attic/ Mezzanine/ roof deck/penthouse
- 2 copies previous approved plan or permit in case of addition, alternation and renovation
- 2 copies certification regarding structural stability of existing foundation in case of addition
- 2 copies Plate Load Test Analysis – 3 storeys to 2 storeys with attic/ mezzanine/roofdeck/penthouse

## Securing an Occupancy Permit

### ✓ ABOUT THE SERVICE

An OCCUPANCY Permit is required before any building or structure is use occupied. It is usually secured after the completion of a structure.

It is also required if there is any change in the existing used or occupancy classification of a building. Structure or any portion thereof.

### ✓ REQUIRMENT(S):

- Certificate of Completion from the building official.
- Certificate of Completion-Mechanical,Electrical/Sanitary Plumbing Permits
- Logbook of Building Construction and Building Inspection Sheet duly accomplished by the contractor (If undertaken by contract) and signed and sealed by the Architect or Civil Engineer.
- Certificate of Final Electrical Inspection
- Final Fire Safety Inspection report by the Bureau of Fire Protection

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Secure Certificate of Completion Forms  Ask for Completion form s to any member of the building staff	15 minutes	ENGR. DIOSDADO C. BALILI Municipal Building Official
2. Secure 2 <sup>nd</sup> Endorsement to Other Offices/Agency  Present the duly accomplished form and related documents to any member of the building staff for initial verification of the requirements. Then, 2 <sup>nd</sup> endorsement will be given to secure Fire Safety Inspection Certificate from Fire Department and Safety Inspection Certificate from DOLE for Industrial buildings	15 minutes	ENGR. DIOSDADO C. BALILI Municipal Building Official
3. Submit Requirements <ul style="list-style-type: none"> <li>• Submit the duly accomplished forms and related documents, safety certificates, as built plans (for any deviations of the approved plan) and detailed</li> <li>• Sketch of location to the one in-charge of receiving in her/his absence, the other members of the building section staff take charge. Applicant request for an inspection schedule</li> </ul>	15 minutes	ENGR. DIOSDADO C. BALILI Municipal Building Official

<p>4. Evaluation and Assessment</p> <ul style="list-style-type: none"> <li>• Civil Engineer evaluates and assesses Line and Grade, Structural Plans and related documents,</li> <li>• Architects evaluates architectural Plans and documents,</li> <li>• The sanitary/master plumber evaluates and assesses the plumbing/sanitary plans and related documents,</li> <li>• Mechanical Engineer evaluates and assesses the mechanical plans and related documents.</li> </ul>	<p>60 minutes 60 minutes 60 minutes 60 minutes</p>	<p>ENGR. DIOSDADO C. BALILI Municipal Building Official</p> <p>RAUL LACIA Draftsman</p> <p>TIRSO M. RANOLO F03. BUREAU FIRE PROTECTION</p>
<p>5. Inquiry of the Status of Application</p> <p>Inquire about result of the evaluation and assessment of his application</p>	<p>15 minutes</p>	<p>RAUL LACIA Draftsman</p>
<p>6. Returned Plans and Documents (OPTIONAL, if there are no defecencies, proceed to step #10)</p> <p>Received the plans and documents for correction, If there are deficiencies found in the plans and pertinent documents.</p>	<p>15 minutes</p>	<p>RAUL LACIA Draftsman</p>
<p>7. Submit Lacking Documents/Corrected Plans</p> <p>Submit the lacking documents/corrected plans to any member to any member of the building staff for review.</p>	<p>15 minutes</p>	<p>ENGR. DIOSDADO C. BALILI Municipal Building Official</p> <p>RAUL LACIA Draftsman</p>
<p>8. ISSUANCE OF ORDER OF PAYMENT</p> <p>Received the order of payment if the application is found to be complete and in order.</p>	<p>10 minutes</p>	<p>ENGR. DIOSDADO C. BALILI Municipal Building Official</p> <p>RAUL LACIA Draftsman</p>
<p>9. SUBMIT OFFICIAL RECIEPT</p> <p>Go back to the building office and submits the official reciept.</p>	<p>5 minutes</p>	<p>ENGR. DIOSDADO C. BALILI Municipal Building Official</p> <p>RAUL LACIA Draftsman</p>
<p>10. PROCESSING OF PERMITS</p>	<p>½ Day</p>	<p>ENGR. DIOSDADO C. BALILI Municipal Building Official</p>

Building staff processes the Plans and pertinent documents for Final approval of the building official.		RAUL LACIA Draftsman
11. APPROVAL OF PERMIT  Building Official approves the building permit.	10 minutes	ENGR. DIOSDADO C. BALILI Municipal Building Official
12. RELEASE OF PERMIT  Receive the approved permit after one 1 day from submission of the official receipt.	10 minutes	ENGR. DIOSDADO C. BALILI Municipal Building Official  RAUL LACIA Draftsman

### Securing Building Inspection Clearance for Business Permit

#### ✓ ABOUT THE SERVICE

**BUSINESS ENTERPRISES** are required to secure Building Inspection from the City Engineer's Office before the Start of commercial operations and during the annual renewal of Business permits.

This is part of the process of securing a Business License/Mayor's Permit

#### ✓ REQUIREMENT(S):

- Business License Application/Assesment Form
- Detailed information about the business and sketch of Location (for new enterprises)

#### ✓ TAXES AND FEES REFER TO THE MUNICIPAL ORDINACE

#### ✓ HOW TO AVAIL OF THE SERVICE

FOLLOW THE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<b>For Renewal of Business Permit Application</b> 1. Assesment of Inspection Fee and Clearance Present the Business Permit application form to any member of the Building Staff for clearance and assesment required building inspection fee and then proceeds to the Municipal Treasure's Office for Payment	15 minutes	RAUL LACIA Draftsman
<b>For New Enterprises</b> <b>1. Submit Requirements</b> Submit the detailed information of the business and sketch of location for site inspection	10 minutes	ENGR. DIOSDADO C. BALILI Municipal Building Official  RAUL LACIA Draftsman
<b>2. Building Inspection</b> Technical staff/building Inspectors conduct actual building inspection for compliance	10 minutes	ENGR. DIOSDADO C. BALILI Municipal Building Official

with the National Building Code, referral codes, laws and ordinances.		<b>RAUL LACIA</b> Draftsman
<b>3. Inquire the result of Inspection</b> Inquire the result of inspection a day after the technical staff conduct building inspection.	15 minutes	<b>RAUL LACIA</b> Draftsman
<b>4. Perform Corrections/Comply with Building Requirments</b> <ul style="list-style-type: none"> <li>• Make the necessary corrections/ complies with building requirements listed in the inspection report</li> <li>• He/She then informs the building inspectors that corrections have been made</li> <li>• Go Back to Step 2</li> </ul>	30 minutes	<b>ENGR. DIOSDADO C. BALILI</b> Municipal Building Official  <b>RAUL LACIA</b> Draftsman
<b>5. Signature of Building Official of Inspection Report</b> Building Official signs the inspection report prepared by building inspector	2 minutes	<b>ENGR. DIOSDADO C. BALILI</b> Municipal Building Official
<b>6. Perform Corrections/Comply with Building Requirments</b> An applicant received the inspection report and makes the necessary corrections/comply building requirments listed in the inspection report. Then the applicant will inform the building inspectors that corrections have been done for re-inspection.	10 minutes	<b>ENGR. DIOSDADO C. BALILI</b> Municipal Building Official  <b>RAUL LACIA</b> Draftsman
<b>7. Reinsertion of the Building</b> Technical staffs conduct reinspection if the deficiencies stated at the inspection report have been corrected.	30 minutes	<b>ENGR. DIOSDADO C. BALILI</b> Municipal Building Official  <b>RAUL LACIA</b> Draftsman
<b>8. Assessment of Building Inspection fee and Clearance</b> Once all the requirments have been complied with an assessment and clearance will be given to the applicant. Then, proceed to Municipal Treasure's Office for payment.	15 minutes	<b>FORTUNATO C. CORCIEGA</b> Municipal Treasurer

- 2 copies Soil boring Test Result – for 4 storeys and above or 3 storeys and above with attic/mezzanine/roof deck/penthouse
- 2 coppies clearances from othe government agencies excising regulatory functions such as:
  - Housing and Land Use Regulator Board – For Zoning and land use of all types of building/structure
  - Bureau of Fire Protection – for all types of building/structure

- Environment and Natural Resources Office/Department of Environment and Natural Resources – for all commercial and Industrial buildings
- Department of Labor and Employment – for Industrial buildings
- Department of Health – for Health hazard related building/structure
- Air transportation Office – for building/structure exceeding 45.0 meters in height
- Philippine Tourism Authority – for Tourist oriented project
- Department of Education Culture and Sports – for Education Buildings
- Energy Regulatory Board – for gas stations

NOTES:

The number of copies indicated above already includes the requirement for securing a zoning Clearance (form the Municipal Planning and Development Office) and a Fire Clearance (Bureau of Fire Protection).

For commercial and industrial buildings provide 1 set of building plans and document for submission to the Environment and Natural Resource Office

For Industrial buildings, provide additional 4 copies of electrical and mechanical plan, specifications and bill of materials and cost estimates for submission to the Department of Labor and Employment.

If all the clearances have been secured the rest of the other documents indicated above are required to be submitted to the office of the building official.

- 5 sets Building Plans
- 5 copies specifications
- 5 copies bill of materials and cost of materials
- 5 copies Lot Documents
- To facilitate processing, please take note to the following before submitting the plans and other requirements above to the CEO:
  - Requirements of National Building Code
  - Requiurements of Referral Codes (Architectural Code, Philippine Electrical Code (PEC) Revised Plumbing Code, Strutural Code (NSCP), Mechanical Engineering Code (PSME)).
  - Laws and City Ordinances affecting the design/project
  - Compliance with BP 344 (Accessibilty Law) shall be indicated in detail on plans for commercial institutional and public buildings
  - If setback/yard requirements are not met on the sides and at the back/rear then a Firewall (Strictly no opening) extending up to at least 1 meter from the roof level shall be provided it shall be indicated on the site development plan with owner's conformity.
  - Grease Traps/Oil Separator shall be provided for hotels, restuarants, eateries, terminals, gasoline stations, auto repair shops, bakeries and other similar establishments.

- All revisions/additions made in the plans shall have an acknowledgement of the designer.
- Special power of Attorney shall be provided if the owner is not the signatory in all application forms, plans and documents.
- All application forms and letters must be properly filled –up with all the necessary information available.
  - Forms and letters, Plans, Specifications, Bill of Materials and Cost estimates and other pertinent documents must be signed and sealed by the designer and signed by the owner

### **Securing other building – related permits**

#### **✓ TYPES OF PERMIT AND REQUIRMENT(S)**

#### **ELECTRICAL PERMIT**

This document is required before putting up new or additional or alternation of electrical installations involving at least 20 outlets or a capacity of 4 Kw. For new buildings this forms part of the requirements for a Building Permit application.

#### **Requirements:**

1. Electrical Permit Application Form signed by a professional Electrical engineer.
2. Electrical Plans
3. Electrical Specifications
4. Bill of Materials and Cost Estimates

#### **MECHANICAL PERMIT**

This is required before the installation of new or additional, removal or alternation of machinery of at least 20 HP. For new buildings, this forms part of the requirements for a Building Permit application.

#### **Requirements:**

1. Mechanical Permit Application Form signed by a professional Mechanical Engineer
2. Mechanical Plans
3. Mechanical Specifications
4. Bill of Materials and Cost Estimates

### **SANITARY/PLUMBING PERMIT**

This document is required before the construction of new additional or alteration of existing plumbing installation, water supply, storm drainage, water purification and sewerage treatment plants. For new buildings, this forms part of the requirements for a Building Permit application.

#### **Requirements:**

1. Sanitary/Plumbing Permit Application Form signed by a Sanitary or Master Plumber
2. Sanitary/Plumbing Plans
3. Sanitary/Plumbing Specifications
4. Bill of Materials and Cost Estimates

#### **Requirements:**

1. Accomplished Permit Form (MPW Form No. 77-017-B)
2. Sketch plan of street line to be occupied

### **SIGNED PERMIT**

This permit secured prior to the installation, erection, attachment, painting of any form signages.

#### **Requirements:**

1. Sign Permit Form
2. Building Permit Form whenever there is a concrete/steel structure.
3. Structural Analysis
4. Zoning Clearance
5. Permit Form (DPWH Form No. 96-001-E) whenever there is an electrical connection
6. Fire Clearance whenever there is an electrical connection
7. Sketch Plan of signage/s to be installed/erected.
8. Location/Vicinity plan
9. Lot documents whenever it occupies a private lot
10. DPWH clearance (for national roads/highways)