



City Engineering Office Frontline Services



1. Issuance of Building, Electrical, Sanitary / Plumbing, Mechanical, Architectural And Structural Permit

A document issued by the Building Official (BO) to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof.

Office or Division:	City Engineering Office (CEO) – Building Permit, Reinforcement and Industrial Safety Section	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Standard Requirements:	
	Accomplished Application Form Building Permit (1 original)	City Engineering Office – Building Permit, Reinforcement and Industrial Safety Section
	Latest Certified True Copy of Title (1 photocopy)	Register of Deeds
	Latest Tax Declaration (1 photocopy)	City Assessor's Office
	Latest Tax Clearance (1 photocopy)	City Treasurer's Office
	Complete set of Building Plan: Architectural and Structural Plans, Plumbing / Sanitary Installation Plans, Mechanical plans, Electrical Plans duly signed and sealed by the Owner and a Building Professional – Architect, Civil/ Structural Engr., Electrical Engr., Master Plumber/Sanitary Engr., and Professional Mechanical Engr. (5 original sets)	Construction Firms
	Cost Estimates duly signed and sealed by the Owner and a Professional – Architect, Civil Engr. (1 original)	Construction Firms
	Specification duly signed and sealed by the Owner and a Professional – Architect, Civil Engr. (1 original)	Construction Firms
	Locational Clearance (1 photocopy)	City Planning and Development Office – Zoning Section



Barangay Clearance (1 photocopy)		Barangay Hall		
Situational Requirements:				
Deed of Sale – In case of Conditional Deed Sale, a specific provision allowing the vendee to introduce improvements is required (1 photocopy)		Law Office		
For non-owners: Affidavit of Consent / Contract of Lease / Affidavit of Non-Rental (1 photocopy)		Law Office		
For transacting party other than the owner: Special Power of Attorney / Corp. Secretary's Certificate (1 original)		Citizen or Client Being Represented / Law Office / Corporate Secretary		
Other clearances from various authorities exercising and enforcing regulatory functions affecting buildings/structures (1 photocopy)		DPWH, NPC, DOH, NTC, DOTC, etc.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Buiding Permit, Reinforcement & Industrial Safety Section *Make sure to secure Order of Payment that will be issued.	1. Receive and review documentary requirements	Annex 01 National Building Code: New Schedule of Fees and Other Charges	10 Minutes	<i>Admin. Aide I (Clerk)</i> CEO
	1.1 Review plans for required assessment fees		25 Minutes	<i>Engineer I</i> CEO
	1.2 Issue Order of Payment			
	1.3 Direct client to the City Treasurer's Office for payment			
2. Go to the City Treasurer's Office – Window <u>1-4</u> , secure priority number at queuing machine and wait for the number to	2. Provide priority number from the queuing machine	None	5 Minutes	<i>Clerk</i> CTO
	2.1 Accept payment		35 Minutes	<i>Revenue Collection Clerk III</i> CTO



<p>be called to pay assigned fees</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p> <p>2.1 Return to the City Engineer's Office and present the official receipt</p>	<p>based on the Order of payment</p> <p>2.2 Issue the Official Receipt</p> <p>2.3 Receive Official Receipt</p> <p>2.4 Inform the client to return after 15 working days</p> <p>2.5 Evaluate plans and specifications in conformity to the National Building Code</p> <p>Conditional Steps: *If with deficiency, inform the client by way of call/txt for compliance</p> <p>*Review Submitted deficiency</p> <p>2.6 Prepare Building permits</p> <p>2.7 Review & Approve of Building Permits</p>		<p>5 Minutes</p> <p>14 Days 6 hours</p>	<p><i>Admin. Aide I (Clerk)</i> CEO</p> <p><i>Architect II</i> <i>Engineer I (Electrical)</i> <i>Building Inspector</i> CEO</p> <p><i>Admin. Aide I (Clerk)</i> CEO</p> <p><i>Building Official</i> CEO</p>
<p>3. Return to the City Engineer's Office/ Building Permit, Reinforcement & Industrial Safety</p>	<p>3. Release / Issue approved Building Permit</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Administrative Aide I (Clerk)</i> CEO</p>



<p>Section for the releasing of the approved Building Permit</p> <p>*Make sure to sign the logbook upon receipt of Building Permit</p>	<p>3.1 Advice client to sign the logbook</p>			
	<p>TOTAL:</p>	<p>Annex 01 National Building Code: New Schedule of Fees and Other Charges</p>	<p>14 Days, 7 hours, 58 minutes</p>	

*Issuance of Building, Electrical, Sanitary / Plumbing, Mechanical, Architectural and Structural Permit is covered under PD 1096 – National Building Code of the Philippines.



2. Issuance of Occupancy Permit

A document issued by the Building Official (BO) certifying the building's compliance to the National Building Code of the Philippines and other relevant existing laws indicating the type and suitability of occupancy.

Office or Division:	City Engineering Office – Building Permit, Reinforcement and Industrial Safety Section			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G – Government to Citizens , Government to Business, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Standard Requirements:				
Accomplished Certificate of Completion Forms (1 original copy)		City Engineering Office – Building Permit, Reinforcement and Industrial Safety Section		
Approved Plans (1 set original copy)		Applicant / Client		
Approved Building Permit, Plumbing Permit, Mechanical Permit and Electrical Permit inspected by the DLPC (1 photocopy)		Applicant / Client		
Locational Clearance (1 photocopy)		City Planning and Development Office – Zoning Section		
Official Receipt paid for the required fees of the Application for Building, Electrical, Sanitary/Plumbing, Mechanical, Architectural and Structural Permits (1 photocopy)		Applicant / Client		
Pictures of the Constructed Building (1 original)		Construction Firms		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements at Building Permit, Reinforcement and Industrial Safety Section	1. Receive and review documentary requirements	See Annex 01 National Building Code: New Schedule of Fees and Other Charges	10 Minutes	Admin.Aide I (Clerk) CEO
	1.1 Review plans for required assessment fees		25 Minutes	



<p>*Make sure to secure Order of Payment that will be issued.</p>	<p>1.2 Issue Order of Payment</p> <p>1.3 Direct client to the City Treasurer's Office for payment</p>			
<p>2. Go to the City Treasurer's Office – Window <u>1-4</u>, secure priority number at queuing machine and wait for the number to be called to pay assigned fees</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p> <p>2.1 Return to the City Engineer's Office and present the official receipt</p>	<p>2. Provide priority number from the queuing machine</p> <p>2.1 Accept payment based on the Order of payment</p> <p>2.2 Issue the Official Receipt</p> <p>2.3 Receive Official Receipt</p> <p>2.4 Inform client to return after 30 working days for the processing of the permit</p> <p>2.5 Prepare the Occupancy Permit</p> <p>2.6 Inspect actual electrical installation for conformity to the Philippine Electrical Code</p>		<p>5 Minutes</p> <p>35 Minutes</p> <p>5 Minutes</p> <p>29 Days 6 hours</p>	<p><i>Clerk CTO</i></p> <p><i>Revenue Collection Clerk III CTO</i></p> <p><i>Admin. Aide I Clerk) CEO</i></p> <p><i>Electrical Inspector CEO</i></p> <p><i>Fire Officer</i></p>



	<p>2.7 Inspect building for conformity to the Fire Safety Code</p> <p>2.8 Inspect building for conformity to submitted plans and designs</p> <p>2.9 Recommend Approval for Certificate of Final Electrical Inspection / Completion</p> <p>2.10 Recommend Approval for Certificate of Occupancy</p> <p>2.11 Approve Certificate of Occupancy</p>			<p>Bureau of Fire Protection</p> <p><i>Building Inspector</i> CEO</p> <p><i>Electrical Engineer I</i> CEO</p> <p><i>Chief Inspection & Enforcement Division</i> CEO</p> <p><i>Building Official</i> CEO</p>
<p>3. Return to the City Engineer's Office for the releasing of approved Occupancy Permit</p> <p>*Make sure to sign the logbook upon receipt of Occupancy Permit</p>	<p>3. Release / Issue approved Occupancy Permit</p> <p>3.1 Advice client to sign the logbook</p>	None	15 Minutes	<i>Admin. Aide I (Clerk)</i> CEO
	TOTAL:	See Annex 01 National Building Code: New Schedule of	29 Days, 7 hours and 58 minutes	



		Fees and Other Charges		
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