

1. Service Name: Issuance of Building Permit / Renovation Permit (inclusive of Ancillary Permits)

Office or Division:	City Building Official			
Classification:	Simple Transaction (single dwelling residential not more than three (3) storey, commercial building not more than two (2) storey, warehouse not storing hazardous substance & renovation within mall with issued building permit, Complex Transaction to highly technical (high rise building, high density residential, mix use building & non-conforming use approved by the local zoning board.			
Type of Transaction:	Government to citizen			
Who may avail:	<i>Owner of the Building / Contractor who apply Building Permit</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance for Building Permit		Barangay Hall		
Application Forms: attached photocopy of PRC ID & PTR (Building, Sanitary/Plumbing, Electronics) signed & sealed, notarized		Building Official Office		
Six (6) sets of Building Plan duly signed & sealed by an Architect / Engineer's in their fields		Provided by client		
Notarized Bill of Materials / Cost Estimate		Provided by client		
Specification (signed & sealed)		Provided by client		
Resurveyed Lot Plan duly signed & sealed by Geodetic Engineer (New Construction)		Provided by client		
Boring / Soil Test (for 3 floor & above; including mezzanine / loft)		Provided by client		
Structural Design Analysis & computation		Provided by client		
Certified True Copy of Transfer Certificate of Title (TCT)		Registry of Deeds		
Tax Declaration/ Tax Receipt/ Tax Clearance		Assessors, Treasury Department		
Contract of Lease (for Tenant), notarized Authorization Letter; if different owner		Provided by client		
Locational Clearance Certificate		Land Use & Zoning Office		
Contractor's Tax Permit		Business Permit & Licensing Office		
DOLE Construction Safety & Health Program		Department of Labor & Employment		
CENRO, Environmental Clearance Certificate		CENRO		
Fire Safety Evaluation Certificate		Bureau of Fire Protection		
Authorization Letter (notarized)		Provided by client		
Special Power of attorney; Secretary Certificate (if applicable)		Provided by client		
Traffic Impact Analysis (if applicable)		Provided by client		
Environmental Compliance Cert. (if applicable)		DENR		
CEDULA		Treasury Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit all requirements	<p>1.1 Receive the documents; attach checklist</p> <p>1.2 Check completeness of requirements</p> <p>1.3 Check authority on application</p> <p>1.4 Issue application number and advise client when Order of Payment is issued</p>		<p>5 mins.</p> <p>10 mins.</p> <p>10 mins.</p> <p>2 mins.</p>	<p>Admin Aide III</p> <p>Admin Asst.</p>
	<p>2.1 Evaluate the Building Plan for preliminary calculation</p> <p>2.2 Set schedule for inspection & notify client for inspection.</p>		<p>10 mins / floor for simple transaction 15 mins. / floor for complex transaction</p> <p>2 mins.</p>	Architect/ Engineer in their field
	<p>3. Inspection proper</p> <p>Note: If plan & documents are found to be inconsistent with the building code & ordinances, the Building Official will issue Notice of Disapproval</p>			<p>Engineers</p> <p>Department Head</p>
4. Receive the order of payment	<p>4.1 Assessment of fees</p> <p>4.2 Issue Order of Payment then release to client</p>	See computation of fees below	<p>10 mins.</p> <p>3 min.</p>	<p>Inspector</p> <p>Department Head; or next in rank</p>
5. Payment of fess	5. Receive payment and issue receipt		3 mins	Cashier (Treasury Department)
6. Return the Official Receipt to the Office of the Building Official	<p>6.1 Encode the corresponding amount on logbook</p> <p>6.2 Stamp & write the assigned Building Permit No.</p>		<p>5 mins.</p> <p>30 mins.</p>	<p>Admin Aide III</p> <p>Admin Aide III</p>

	to the Building Plan & Documents			
	7. Sign the approved Building Permit & other documents		15 mins.	Department Head
	8. Scanning of all documents		30 mins.	Admin Aide III
	9. Profiling of documents		5 mins	
10. Claim issued permits	10. Release of permits		3 mins.	Admin Aide III

END OF TRANSACTION

Actual Minimum Amount of Computation:

For Building Permit Fees:

- Residential : Floor Area x Php 13.00 / sq. m + Php 4.00 / l.m (Line & Grade) + Inspection Fee + Processing Fee
- Commercial : Floor Area x Php 23.00 / sq.m + Php 4.00 / l.m (Line & Grade) + Inspection Fee + Processing Fee

For Sanitary / Plumbing Permit Fees:

- Php 296.00 / set of Toilet (1 Lavatory, 1 water closet)

For Electronics Permit Fees:

- a. Central office switching equipment, remote switching unit and other - Php 2.40 / port
- b. Broadcast station for radio and TV & other broadcasting communication - Php 1,000.00 / port
- c. Automated teller machines, ticketing, vending & other dispensing machine - Php 10.00 / unit
- d. Electronic & communication outlet used for connection & termination - Php 2.40 / outlet
- e. Station/ terminal/control point/port/central or remote panel for alarm & security system - Php 2.40 / termination
- f. Studio, auditoriums, theater and similar structures for radio and TV broadcast & others - Php 1,000.00 / location
- g. Installation of antenna tower and other electronic and communication transmission - Php 1,000.00 / structure.
- h. Indoor / outdoor electronic display system - Php 50.00 / unit
- i. Poles and attachment - Php 20.00
- j. Other types or electronically controlled device - Php 50.00 / unit

Refer to National Building Code of the Philippines for other computation of fees.

NOTE: After evaluation and inspection the application is found to be complex transaction or requires to secure deviation / special Locational Clearance, a notice of disapproval will be issued and recommended to apply for LZBAA, HLURB or City Council.