



## Office of the Building Official External Services



#### 1. Building Permit Application – One Stop Shop (Partial)

A building permit is required prior to the construction, erection, alteration, repair, conversion, use, occupancy, moving or demolition of any building or structure by private persons, firms or corporation including agency or instrumentalities of the government (P.D. 1096 or the National Building Code).

- I. Complex Permit Applications
  - a. Structures are those with a maximum floor area of 1,500 square meters;
  - b. Single dwelling residential building which are not more than three (3) storey high;
  - c. Commercial buildings which are not more than two (2) storey high;
  - d. Interior renovations inside a building which already has a building permit and certificate of occupancy;
  - e. Warehouse of not more than two (2) storey high, which is not for the storage of hazardous or combustible materials.
- II. Highly Technical Permit Applications
  - a. Those which do not pertain to complex structures as above defined.

Office or	Office of the Building Official			
Division:				
Classification:	Complex / Highly Te	echnical		
Type of	G2C – Government	t to Citizen		
Transaction:				
Who may avail:		ntend to construct, erect, alter, repair, convert, any building may apply for a building permit.		
CHECKLIST OF I	REQUIREMENTS	CHECKLIST OF REQUIREMENTS	WH	
1. Set of Plans, Bill		Respective Architect/Engineers		
Specifications (Sign				
Respective Architec				
Development Plan	(5 Sets, All			
Original)	(0)			
2. Building Permit F		Office of the Building Official		
Sealed by Respectiv				
Architect/Engineers	) (T Set, All			
Original)		Respective Geodetic Engineer	-	
3. Relocation Survey with Certificate, Ground Verification Survey Plan with				
Vicinity Map / Topographic Survey with Certificate / Structural Survey (Signed				
and Sealed by Geodetic Engineer) (1				
Blueprint/A3)				
4. PRC ID & PTR of all Signing		Respective Architect/Engineers		
Architect/Engineers (Signed and				
Sealed by Architect	/Engineers) (1			
Photocopy)			5	



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		PHILIP
	5. Locational Clearance (1 Original Copy)	Office of the Zoning Administrator
	6. DOLE Certificate of Approval for Construction Safety Program (1 Original and 1 Photocopy)	Department of Labor and Employment / Applicant
	7. Environmental Clearance (1 Original and 1 Photocopy)	City Environment and Natural Resources Office
	8. Barangay Clearance for Construction (1 Original and 1 Photocopy)	Barangay Office
	9. Real Property Tax Receipt (Current Year) (2 Photocopies)	City Assessor's Office
	10. Neighbors' Consent with attached Government issued ID of Neighbors (construction of firewall along boundary) (1 Original and 1 Photocopy)	Adjacent Neighbors / Applicant
	11. Fire Safety Evaluation Certificate (1 Original – OBO Copy)	Bureau of Fire Protection
	For Institutional, Commercial and Ind	ustrial only:
	1. Electronics Diagram (5 Sets, all Original)	Respective Electronics Engineer
	For 2-storey & above buildings:	
	1. Structural Computation signed and sealed by engineer (2 Sets)	Respective Engineer
	For 2-storey & above buildings with d	eck:
	1. Soil Boring Test (Signed and Sealed by Engineer) (2 Sets)	Respective Engineer
	2. Structural Safety Certification signed and sealed by respective engineer (1 Original and 1 Photocopy)	Respective Engineer / Applicant
	3. Risk / Hazard Assessment (1 Original and 1 Photocopy)	PHIVOLCS / Applicant
	For areas with known faultline:	
	1. PHIVOLCS Clearance for areas near with known fault line (1 Original and 1 Photocopy)	CDRRMO / PHIVOLCS / Applicant
	If submitted lot title is not under appli	
	1. Certified True Copy of Title (with Attached Contract to Sell/Deed of	Registry of Deeds / Applicant
	Absolute Sale/Lease of Contract/ any proof of ownership (1 Photocopy)	Applicant
	2. Valid I.D. (1 Photocopy)	Applicant
	If applicant is a corporation:	Corporation
	1. Duly notarized Secretary Certificate	Corporation
	(10riginal Copy)	Applicant
	2. Valid I.D. (1 Photocopy)	Applicant
_	If done through a representative: 1. Authorization Letter/Consularized	Authorizing Party
		AutionZing Faity





	Special Power of At				
	applicants residing	abroad) (1 Original			
	and 1 Photocopy)	<b>`</b>	A (1 · · ·		
	2. Valid I.D. (1 Phot			Party and Represe	entative
		nd renewal applicat			
	1. Previous Building		Applicant		
	As the case may b 1. Certificates or cle			LLDA, DENR, NA	
	Different Agency (1			DH, CAAP, DPWH	'
	2. Notarized Affidav	• • /	Applicant		
	Original and 1 Phote		Applicant		
	If applicable:	0000))			
	1. Developer / HOA	Clearance (1	Developer /	HOA Office	
	Original and 1 Phot				
	2. Certified True Co	• • /	City Assess	or's Office	
	Declaration - Land a				
	Original and 1 Phote	ocopy)			
	Other legal docum	ents as the case ar	ises:		
	<ul> <li>Notice of Aw</li> </ul>		Applicant		
	<ul> <li>Deed of Don</li> </ul>				
	- Authority to (				
		onsent from Lot			
	Owner - Deed of Usu	fruit			
	- Affidavit of H				
		I Settlement of			
	Estate				
	- Death Certifi	cate of the			
	deceased ow				
	- PSA Birth Ce	ertificate of Heir/s (if			
	the deceased	d owner is the			
	parent/spous	e/children/etc. of			
	applicant)				
	Marriage Contract				
	<b>CLIENT STEPS</b>	AGENCY	FEES TO	PROCESSING	PERSON
		ACTIONS	BE PAID	TIME	RESPONSIBLE
	1. Secure Building	1. Provide	None	5 minutes	Assistant
	Permit Application form with the list	Application Form and list of			Building Official Or
	of requirements.	requirements			Officer of the
	or requirements.	requirements			Day
					Day
	2. Submit duly	2.1 Receive and	None	15 minutes	Clerk
	accomplished	check documents			Receiving
	form and required	for compliance.			Section
	documents for				
	verification and	2.2 Return	None	5 minutes	Clerk
	evaluation, and if	documents with			Receiving
-	compliant, secure	list of lacking			Section
	Fire Safety	documents to			





Inspection Certificate (FSIC)	owner.			
from Bureau of Fire and Protection (BFP).	2.3 Endorse client to the BFP.	None	5 minutes	<i>Clerk</i> Receiving Section
3. Wait for the checking and evaluation	3. Evaluate and and assess if it conforms to the technical requirements of the National Building Code and compute the overall amount of regulatory fees.	None	5 days for Complex 19 days for Highly Technical	Architect Or Engineer Or Staff OBO
	3.1 If the plans don't conform to PD 1096, recommend it for redraft and inform the owner through letter.	None	10 minutes	<i>Engineer</i> Receiving & Releasing Division Or <i>Clerk</i> Receiving Section
	3.2 Deliver/Call the owner the letter of disapproval.	None	5 minutes	Field Inspectors OBO
	3.3 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	Field Inspectors OBO
	3.4 If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk</i> Billing Division
	3.5 Review and recommend plans and sign order of payment	None	30 minutes	Assistant Building Official OBO
	3.6 Approve the	None	30 minutes	Head





	order of payment, application forms, and plans.			OBO
4. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.). Return to OBO and wait for the release of approved permit	4. Receive a Photocopy of the official receipt, prepare and release the permit.	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasing Section
	TOTAL:	Based on PD 1096 Schedule of Fees	Complex: 5 Days, 2 Hours, and 15 Minutes Highly Technical: 19 days, 2 Hours, and 15 Minutes	



# 2. Certificate of Occupancy Permit Application – One Stop Shop (Partial)

An Occupancy Permit is required before any building or structure is used or occupied. It is being secured after the completion of the structure.

Office or	Office of the Building Official				
Division: Classification:	Simple/Compley/Highly Technical				
	Simple/ Complex/Highly Technical G2C – Government to Citizen				
Type of Transaction:	G2C – Government				
Who may avail:		had been issued a building permit may apply for fter the building construction has been			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Approved Buildin Photocopy)	g Permit (1	Applicant			
2. Approved Electric Photocopy)	cal Permit (1	Applicant			
3. Approved Plumbi Photocopy)		Applicant			
4. Approved Mecha Photocopy)		Applicant			
	Plans (Original Set)	Office of the Building Official / Applicant			
8. Certificate of Completion duly signed by Engineer/Architect in Charge of Construction as follows: Civil/Structural, Plumbing/Sanitary, Electrical, Mechanical, Electronic (if needed) (3 Sets)		Respective Architect/Engineers			
9. Unified Form App sealed by Architect/ Sets)	•	Respective Architect/Civil Engineer			
10. PRC ID & PTR Architect/Engineers Sealed (1 Photocop	, signed and	Respective Architect/Engineers			
Original – OBO Cop		Bureau of Fire Protection			
12. Pictures showing left, right, front and inner view of the building (1 Original Copy)		Applicant			
If changes were made:					
1. As-Built Plan		Respective Architect/Engineers			
If done through a i	-				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)		Authorizing Party			
2. Valid I.D. (1 Phot	ocopy)	Authorizing Party and Representative			
If applicable:					
1. Approved Electro	pice Pormit if	Applicant			





applicable (1 Photocopy)	
As the case may be arises:	
1. Certificate from Structural Engineer	Respective Structural Engineer
signed and sealed by respective	
Engineer (1 Original and 1 Photocopy)	
Other legal documents as the case ar	ises:
<ul> <li>Notice of Award</li> </ul>	Applicant
<ul> <li>Deed of Donation</li> </ul>	
<ul> <li>Authority to Construct</li> </ul>	
<ul> <li>Affidavit of Consent from Lot</li> </ul>	
Owner	
<ul> <li>Deed of Usufruct</li> </ul>	
<ul> <li>Affidavit of Heirs</li> </ul>	
<ul> <li>Extra Judicial Settlement of</li> </ul>	
Estate	
<ul> <li>Death Certificate of the</li> </ul>	
deceased owner	
<ul> <li>PSA Birth Certificate of Heir/s (if</li> </ul>	
the deceased owner is the	
parent/spouse/children/etc. of	
applicant)	

#### Applicant) Marriage Contract

Marnage Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Certificate of Completion Form with the list of requirements.	1. Provide Application Form and list of requirements	None	5 minutes	Assistant Building Official OBO Or Officer of the Day
2. Submit duly accomplished form and required documents for	2. Receive and check documents for compliance	None	15 minutes	<i>Clerk</i> Receiving Section
verification and evaluation	2.1 Return documents with list of lacking documents to owner	None	5 minutes	<i>Clerk</i> Receiving Section <i>Clerk</i>
	2.2 Prepare Certificate of Occupancy	None	5 minutes	Receiving Section
3. Secure Fire Safety Inspections Certificate from Bureau of Fire Protection	3. Endorse to Bureau of Fire Protection for Fire Safety Certificate	None	5 minutes	<i>Clerk</i> OBO-Receiving Section)
4. Wait for the inspection to be conducted by the	4. Conduct inspection and prepare	None	1 day for Simple 5 days for	Architect Or Engineer Or Staff



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Permit and Enforcement Division	investigation		Complex	OBO
	report, and		19 days for	
	evaluate and			
DIVISION			Highly	
	assess if it		Technical	
	conforms to the			
	submitted and			
	approved Building	E.		
	Permit and	5 6 6 6		
	computation of			
	overall amount of			
	regulatory fees.			Olarit
				Clerk
	4.1. If the	None	10 minutes	Receivin
	inspectors find			Section
	that the completed			1
	project has			
	deviated from the			
	approved plans,			
	the permit is			
	recommended for			
	return/amendatory			
	/ disapproval.			
	4.2. If for	None	10 minutes	Enginee
	amendatory, client	iterie		Receiving
	is advised to apply			Releasin
	for Amendatory			Division
	Permit			
		None	10 minutes	Enginee
	4.3 If disapproved,			Receiving
	send letter to the			Releasin
	owner the			Divisior
	reason/s for			Bivioloi
	disapproval and			
	then they can		10	
	appeal to DPWH.	None	10 minutes	Enginee
				Receiving
	4.4. Prepare the			Releasin
	letter to owner			Divisior
	with			
	corresponding			
	lists of needed			
	requirements / documents			
5. None	5. If found to be	None	10 minutes	Clerk
0. 110110		None	To minutes	Billing Sec
	compliant,	The second se		Dilling Sec
	prepare order of			
	payment.	E		10
6. None	6. Review and	None	10 minutes	Assistar





have the certificate of completion and evaluation report signed.			
7. Approve the order of payment and sign the Certificate of Occupancy.	None	5 minutes	Head OBO
8. Receive Photocopy of the official receipt, prepare and release permit.	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasing Section
TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day, 2 Hours, and 10 Minutes Complex: 5 Days, 2 Hours, and 10 Minutes Highly Technical: 19 Days, 2 Hours,	
	completion and evaluation report signed. 7. Approve the order of payment and sign the Certificate of Occupancy. 8. Receive Photocopy of the official receipt, prepare and release permit.	completion and evaluation report signed.None7. Approve the order of payment and sign the Certificate of Occupancy.None8. Receive Photocopy of the official receipt, prepare and release permit.Based on PD 1096 Schedule of FeesTOTAL:Based on PD 1096 Schedule	completion and evaluation report signed.None5 minutes7. Approve the order of payment and sign the Certificate of Occupancy.None5 minutes8. Receive Photocopy of the official receipt, prepare and release permit.Based on PD 1096 Schedule of Fees30 minutesTOTAL:Based on PD 1096 Schedule of FeesSimple: 1 Day, 2 Hours, and 10 MinutesTOTAL:Based on PD 1096 Schedule of FeesSimple: 1 Day, 2 Hours, and 10 MinutesHighly Technical: 19Simple: 1 Pay PD 1096 Schedule



### 3. Fencing Permit Application

This permit shall be secured prior to construction of a fence.

Office or	Office of the Building Official				
Division:	0: 1				
Classification:	Simple				
Type of	G2C – Government	G2C – Government to Citizen			
Transaction:		uha intend to construct a fance			
	REQUIREMENTS	who intend to construct a fence. WHERE TO SECURE			
	Forms (Signed and	Respective Architect/Engineers			
Sealed by Architect		Respective Architect/Engineers			
2. Structural Plan S		Respective Engineers			
by Engineer (3 Sets					
3. Site Developmer		Respective Architect/Engineers			
	n of the Lot (3 Sets)				
4. Bill of Materials (	· · ·	Respective Architect/Engineers			
by Architect/Engine	0				
5. Relocation Surve	ey Certificate &	Respective Geodetic Engineer			
Ground Verification					
Vicinity Map (Signe					
Geodetic Engineer)	(1 Original and 1				
Photocopy)					
6. PRC ID & PTR o		Respective Architect/Engineers			
Architect/Engineers		Derenaut Office			
7. Barangay Cleara Construction (1 Orig		Barangay Office			
Photocopy)	ginar and T				
8. Developer / HOA	Clearance (if	Developer / HOA Office			
applicable) (1 Origin					
Photocopy)					
9. Certified True Co	ppy of Tax	City Assessor's Office			
Declaration (1 Origi	nal and 1				
Photocopy)					
	ax Receipt (Current	City Assessor's Office			
Year) (2 Photocopie	es)				
11. Detailed Topog	-	Respective Geodetic Engineer			
	vicinity (signed and				
sealed by Geodetic	<b>e</b> , , ,				
Original and 1 Phot					
For fences higher		Structural Engineer			
1. Structural Compu	itations (1 Original	Structural Engineer			
and 1 Photocopy) If lot title is not under applicant's nam		00'			
1. Certified True Co		Registry of Deeds			
Contract to Sell/Dee		Tregion y of Deeds			
Sale/Lease of Cont		TIME			
ownership (1 Photo					
2. Valid I.D. (1 Phot		Applicant			
<u> </u>					





in apprivant to a ve	prporation:			
1. Duly notarized Secretary Certificate		Corporation		
(1 Original Copy)	corolary cortinicato	Corporation		
2. Valid I.D. (1 Photocopy)		Applicant		
If done through a				
	ter / Special Power	Authorizing	Party	
of Attorney (SPA) (		, latitorizing	i arty	
2. Valid I.D. (1 Phot		Authorizing	Party and Repres	entative
	ients as the case ar			
- Notice of Aw		Applicant		
- Deed of Don		, applicant		
- Authority to (				
	Consent from Lot			
Owner				
- Deed of Usu	fruct			
- Affidavit of H				
	al Settlement of			
Estate				
- Death Certifi	cate of the			
deceased ov	vner			
- PSA Birth Ce	ertificate of Heir/s (if			
the decease	d owner is the			
parent/spous	se/children/etc. of			
applicant)				
<ul> <li>Marriage Co</li> </ul>				
CLIENT STEPS		FEES TO	PROCESSING	PERSON
	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Secure Fencing	ACTIONS 1. Provide			RESPONSIBLE Assistant
1. Secure Fencing Permit Application	ACTIONS 1. Provide Fencing Form and	<b>BE PAID</b>	TIME	<b>RESPONSIBLE</b> Assistant Building Official
1. Secure Fencing Permit Application form with the list	ACTIONS 1. Provide Fencing Form and list of	<b>BE PAID</b>	TIME	<b>RESPONSIBLE</b> Assistant Building Official OBO Or
1. Secure Fencing Permit Application	ACTIONS 1. Provide Fencing Form and	<b>BE PAID</b>	TIME	<b>RESPONSIBLE</b> Assistant Building Official OBO Or Officer of the
1. Secure Fencing Permit Application form with the list of requirements.	ACTIONS 1. Provide Fencing Form and list of requirements	BE PAID None	TIME 5 minutes	<b>RESPONSIBLE</b> Assistant Building Official OBO Or Officer of the Day
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and	<b>BE PAID</b>	TIME	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for</li> </ol>	ACTIONS <ol> <li>Provide         Fencing Form and             list of             requirements         </li> <li>Receive and             check documents             for compliance.</li> </ol>	BE PAID None	TIME         5 minutes         15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete,	BE PAID None	TIME         5 minutes         15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and</li> </ol>	ACTIONS <ol> <li>Provide         Fencing Form and             list of             requirements         </li> <li>Receive and             check documents             for compliance.         </li> <li>If incomplete,             return documents</li> </ol>	BE PAID None	TIME         5 minutes         15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements.	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and	BE PAID None	TIME         5 minutes         15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the technical	BE PAID None None	TIME         5 minutes         15 minutes         5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS <ol> <li>Provide         Fencing Form and             list of             requirements         </li> <li>Receive and             check documents             for compliance.</li> <li>If incomplete,             return documents             with lists of             lacking             requirements.</li>             Evaluate and             assess if it             conforms to the             technical             requirements of  </ol>	BE PAID None None	TIME         5 minutes         15 minutes         5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the technical requirements of the National	BE PAID None None	TIME         5 minutes         15 minutes         5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS <ol> <li>Provide         Fencing Form and         list of             requirements         </li> <li>Receive and             check documents         for compliance.         </li> <li>If incomplete,             return documents         with lists of             lacking             requirements.         S. Evaluate and             assess if it             conforms to the             technical             requirements of             the National             Building Code and     </li> </ol>	BE PAID None None	TIME         5 minutes         15 minutes         5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the technical requirements of the National	BE PAID None None	TIME         5 minutes         15 minutes         5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer





	3.1 Conduct inspection and send pictures/remarks through Telegram.	None	30 minutes	Field Inspectors OBO
4. None	4. If found to be compliant, prepare order of payment.		10 minutes	<i>Clerk</i> OBO-OBO- Billing Section
5. None	5. Review and recommend for payment, and sign the application forms and plans.	None	5 minutes	Assistant Building Official OBO
6. None	6. Approve the order of payment and sign application forms and plans.	None	10 minutes	Head OBO
7. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) Return to OBO and wait for the release of approved permit	7. Receive copy of the OR, prepare and release the fencing permit.	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasing Section
	TOTAL:	Based on PD 1096 Schedule of Fees	2 Days, 1 Hour, and 50 Minutes	



### 4. Demolition Permit Application

This permit second prior to dismantling/removal of structure.

Office or Division:	Office of the Building Official		
Classification:	Simple		
Type of	G2C – Government	to Citizen	
Transaction:	020 00101111011		
	Any individual who	intend to demolish their structure	
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
1. Demolition Forms	s signed and	Office of the Building Official / Respective	
Sealed by Architect	/Engineer (3 Sets)	Architect/Engineers	
2. Sketch plan/Lot p	lan showing area	Respective Architect/Engineers	
to be demolished (1	Original and 1		
Photocopy)			
3. Transfer Certifica		Registry of Deeds / Applicant	
	plicant is the owner		
of the building to be	demolished (1		
Photocopy)			
4. PRC ID&PTR of		Respective Architect/Engineers	
Architect/Engineers		Perengev Office	
5. Barangay Cleara		Barangay Office	
(1 Original and 1 Pr 7. Certified True Co		City Assessor's Office	
Declaration – Land			
Photocopy)			
8. Real Tax Receipt	t (Current Year) (2	City Assessor's Office	
photocopies)			
If applicable:			
1. Developer / HOA	Clearance (1	Developer / HOA Office	
Original and 1 Phot			
If applicant is a co			
1. Duly notarized Se		Corporation	
(1 Original Copy)			
2. Valid I.D. (1 Phot	осору)	Applicant	
If done through a	representative:		
1. Authorization Let		Authorizing Party	
of Attorney (SPA) (	1 Original and 1		
Photocopy)			
2. Valid I.D. (1 Phot	12/	Authorizing Party and Representative	
	ents as the case ar		
- Notice of Aw		Applicant	
- Deed of Don			
- Authority to (			
	onsent from Lot	The second se	
Owner - Deed of Usu	fruct		
- Affidavit of H			
and the second sec	I Settlement of		





the decease				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure Demolition Permit	1. Provide	None	5 minutes	Assistant
Application form	Demolition Form and list of			Building Official Or
with the list of	requirements			Officer of the
requirements.				Day
				OBO
2. Submit duly	2. Receive and	None	15 minutes	Clerk
accomplished	check documents			Receiving
form and required documents for	for compliance.			Section
verification and	2.1 If not		10 minutes	Engineer I
evaluation	compliant, return			Receiving and
	documents with			Releasing
	lists of lacking			Section
	requirements.			
3. Wait for the	3. Evaluate,	None	1 hour	<i>Engineer</i> OBO-Technical
checking and evaluation	assess, and compute overall			Division
evaluation	amount of			DIVISION
	regulatory fees.			
	3.1 Conduct site	None	30 minutes	Field Inspectors
	inspection and			
	send pictures and			
	remarks through Telegram.			
4. None	4. If found to be	None	10 minutes	Clerk
	compliant,			Billing Section
	prepare order of			
	payment.			
5. None	5. Review and	None	5 minutes	Assistant
	recommend			Building Official OBO
	payment, then sign forms.			080
6. None	6. Approve order	None	5 minutes	Head
	of payment and			OBO
	sign forms.			
7. Ask for Order of	7. Receive	Based on	30 minutes	Staff
Payment, proceed	Photocopy of the	PD 1096		OBO-Releasing
to City's	official receipt,	Schedule		Section





Treasurer's	prepare and	of Fees		
Office, present the	release permit.			
order of payment,				
pay prescribed				
fee/s and receive				
official receipt				
(O.R.) Return to				
OBO and wait for				
the release of				
approved permit				
	TOTAL:	Based on	2 Hours and	
		PD 1096	50 Minutes	
		Schedule		
		of Fees		



#### 5. Mechanical Permit Application

This permit shall be secured prior to the construction/installation of machineries/system or the legalization of installation, operation and usage of machineries/system.

Office or	Office of the Building Official		
Division:	J		
Classification:	Simple / Complex / Highly Technical		
Type of	G2C – Government to Citizen		
Transaction:			
Who may avail:	Any individual who	intend to construct or install mechanical	
	systems/machinerie		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE	
1. Mechanical Form	ns and Plans	Office of the Building Official /	
Signed and Sealed	by	Registered/Professional Mechanical Engineer	
Registered/Profess	ional Mechanical		
Engineer (3 Sets)			
2. Bill of Materials /		Registered/Professional Mechanical Engineer	
Specifications (3 Se			
3. PRC ID & PTR of		Registered/Professional Mechanical Engineer	
Registered/Profess			
Engineer (1 Photoc			
4. Barangay Cleara		Barangay Office	
(1 Original and 1 Pl			
6. Certified True Co		City Assessor's Office	
Declaration (1 Origi	nal and 1		
Photocopy)			
7. Real Tax Receip	t (Current Year) (2	City Assessor's Office	
photocopies)			
If applicant is a co		Corporation	
1. Duly notarized S (1 Original Copy)	ecretary Certificate	Corporation	
2. Valid I.D. (1 Phot		Applicant	
If done through a		Applicant	
1. Authorization Let		Person Being Represented	
of Attorney (SPA) (	•		
Photocopy)			
2. Valid ID (1 Photo	copy)	Applicant	
If applicable:		1. debussin	
1. Developer / HOA	Clearance (1	Developer / HOA Office	
Original and 1 Phot			
	ients as the case ar	ises:	
- Notice of Aw		Applicant	
- Deed of Don			
- Authority to			
	consent from Lot		
Owner			
- Deed of Usu	fruct		
- Affidavit of H			





Estate - Death Certifi deceased ov - PSA Birth Ce the deceased	vner ertificate of Heir/s (if d owner is the se/children/etc. of			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Mechanical Permit Application form with the list of requirements.	1. Provide Mechanical Form and list of requirements	None	5 minutes	<i>Engineer</i> Mechanical Division
2. Submit duly accomplished form and required documents for	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> Receiving Section
verification and evaluation	2.1 If non- compliant, return documents with lists of lacking requirements	None	5 minutes	<i>Clerk</i> Receiving Section
3. Wait for the checking and evaluation	3. Evaluate, assess, and compute overall amount of regulatory fees.	None	1 day for Simple 5 days for Complex 19 days for Highly Technical	Engineer OBO- Mechanical Division
<sup>ی</sup> نور معنور	3.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	Field Inspectors OBO
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk</i> Billing Section
5. None	5. Review and recommend for payment, and sign the forms, plans and order of payment.		5 minutes	Assistant Building Official OBO
6. None	6. Approve Order of Payment, and	None	5 minutes	Head Charge

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	sign forms and plans.			OBO
7. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) Return to OBO and wait for the release of approved permit	7. Receive Photocopy of the official receipt, prepare and release permit., then prepare and release the mechanical permit.	Based on PD 1096 Schedule of Fees	30 minutes	Staff Releasing Section
	TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day, 1 Hour, and 45 Minutes Complex: 5 days, 1 Hour, and 45 Minutes Highly Technical: 19	
			days, 1 Hour, and 45 Minutes	



#### 6. Electrical Permit Application

This permit shall be secured prior to the installation/upgrading of electrical system/equipment.

Office or	Simple / Complex / Highly Technical		
Division:			
Classification:	G2C – Government to Citizen		
Type of	Any individual who intend to install/upgrade electrical		
Transaction:	system/equipment		
Who may avail:			
	REQUIREMENTS	WHERE TO SECURE	
1. Electrical Forms		Office of the Building Official / Registered /	
	istered/Professional	Professional Electrical Engineer	
Electrical Engineer)			
2. Bill of Materials /		Registered/Professional Electrical Engineer	
Specifications (3 Se			
3. PRC ID & PTR o		Registered/Professional Electrical Engineer	
Registered/Profess			
Engineer (1 Photoc		D 0///	
4. Barangay Cleara		Barangay Office	
(1 Original and 1 Pr		Developer / UOA Office	
5. Developer / HOA		Developer / HOA Office	
applicable) (1 Origin			
Photocopy) 6. Certified True Co	ny of Tax	City Assessor's Office	
Declaration (1 Origi			
Photocopy)			
7. Real Tax Receip	t (Current Vear) (2	City Assessor's Office	
photocopies)			
If applicant is a co	rporation:		
1. Duly notarized Se		Corporation	
with attached Gove			
(if applicant is Corp			
and 1 Photocopy)	/		
2. Valid ID (1 Photo	copy)	Applicant	
If done through a			
1. Authorization Let		Person Being Represented	
of Attorney (SPA) (	•		
2. Valid ID (1 Photo		Authorizing Party and Representative	
Other legal documents as the case ar			
<ul> <li>Notice of Aw</li> </ul>		Applicant	
<ul> <li>Deed of Don</li> </ul>			
<ul> <li>Authority to (</li> </ul>			
	onsent from Lot		
Owner		The second se	
- Deed of Usu		and the second se	
- Affidavit of H			
Commercial Law American	I Settlement of		
Estate			





the deceased				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Electrical Permit Application form with the list of requirements.	1. Provide Electrical Form and list of requirements	None	5 minutes	Staff Electrical Division
2. Submit duly accomplished form and required documents for	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> OBO-Receiving Section
verification and evaluation	2.1 If non- compliant, return documents with lists of lacking requirements.	None	5 minutes	<i>Clerk</i> OBO-Receiving Section
3. Wait for the checking and evaluation	3. Evaluate, assess, and compute overall amount of regulatory fees.	Based on PD 1096 Schedule of Fees	1 day for Simple 5 days for Complex	<i>Staff</i> Electrical Division
	3.1 Conduct site inspection and send pictures and remarks through	None	19 days for Highly Technical	Field Inspectors OBO
4. None	Telegram. 4. If compliant, prepare order of payment.	None	30 minutes 10 minutes	<i>Clerk</i> Billing Section
5. None	5. Review and recommend for payment, and sign forms, plans and Order of Payment	None	5 minutes	Assistant Building Official OBO
6. None	6. Approve Order of Payment, and sign forms and plans and permit.	None	5 minutes	Head OBO
7. Ask for Order of Payment, proceed to City's	7. Receive Photocopy of the receipt, prepare	None	30 minutes	Staff OBO-Releasing Section





Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) Return to OBO and wait for the release of approved permit	and release the electrical permit.			
	TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day, 1 Hour, and 45 Minutes Complex: 5 Days, 1 Hour, and 45 Minutes	
			Highly Technical: 19 Days, 1 Hour, and 45 Minutes	



#### 7. Electronics Permit Application

This permit shall be secured prior to the construction/installation of electronics equipment/system or the legalization of installation, operation and usage of electronics equipment/systems for:

- a) Cell Site Towers
- b) Underground Cabling Installation
- c) Aerial Cabling Attachments
- d) Schools, Malls, BPO's, High Rise Condominiums, etc.

Office or	Office of the Building Official		
Division:			
Classification:	Simple / Complex / Highly Technical		
Type of	G2C – Government	t to Citizen	
Transaction:			
Who may avail:		intend to install/construct cell site tower or install	
	cabling system		
	REQUIREMENTS	WHERE TO SECURE	
For cell site towers	-		
1. Electronics Form		Office of the Building Official / Professional	
(Signed and Sealed		Electronics Engineer	
Electrical Engineer)			
2. Structural Plans	2	Civil/Structural Engineer	
(Signed and sealed	by Civil/Structural		
Engineer) (2 Sets)			
3. Soil Test (Signed		Civil Engineer	
Civil Engineer) (2 S	,		
4. Electrical Forms	. υ	Office of the Building Official / Professional	
and Sealed by Profe	essional Electrical	Electrical Engineer	
Engineer) (5 Sets)			
5. Relocation Surve		Geodetic Engineer	
Ground Verification	-		
Vicinity Map (Signe			
Geodetic Engineer)			
6. Bill of materials/C	Cost Estimate and	Respective Architect/Engineers	
Specifications			
7. if submitted Lot T		Registry of Deeds	
applicant's Name) (			
8. PRC ID & PTR c		Respective Architect/Engineers	
Engineers (1 Photo		2	
9. Barangay Cleara		Barangay Office	
Construction (1 Orig	ginal and 1		
Photocopy)			
10. Developer / HO		Developer / HOA Office	
applicable) (1 Origin	hal and 1		
Photocopy)			
11. Certified True C	copy of Tax	City Assessor's Office	





	Declaration (1 Original and 1 Photocopy)	
	12. Real Tax Receipt (Current Year) (2 photocopies)	City Assessor's Office
	13. Neighbor's Consent with attached Government issued ID of neighbors	Adjacent Neighbors / Applicant
	14. Certificates or clearances from	PHILVOCS, LLDA, DENR, NAPOCOR,
	Different Agency (as the case maybe	CENRO, DOH, CAAP, DPWH, NTC, BFP,
	arises) (1 Photocopy)	DICT, DILG
	15. Construction Logbook	Applicant
	16. Annex 2 of JMC (signed and	Revised JMC No. 1, Series of 2021,
	sealed by Engineer) – for existing	"Streamlined Guidelines for the Issuance of
	building/rooftop	Permits, Licenses, And Certificates For The
	17. Annex 3 of JMC (signed and	Construction of PTTIs" Revised JMC No. 1, Series of 2021,
	sealed by Geodetic Engineer and	"Streamlined Guidelines for the Issuance of
	stamped by CAAP) – for vacant	Permits, Licenses, And Certificates For The
	lots/greenfield	Construction of PTTIs"
	For underground cabling:	
	1. Electronics Forms and Plans	Office of the Building Official / Professional
	(Signed and Sealed by Professional	Electronics Engineer
	Electrical Engineer) (5 Sets)	
	2. Excavation Plans and Details	Respective Engineers
	(Signed and sealed by Civil Engineer) (5 Sets)	
	3. Underground/Excavation (Fiber	City Engineering Office
	Optic Cables, Manholes, Ducting, etc.)	
	Recommendation Letter (1 Photocopy)	
	4. Bill of materials/Cost Estimate and	Respective Engineers
	Specifications (5 Sets)	
	5. PRC ID & PTR of All signing	Respective Engineers
	Engineers (1 Photocopy)	Demonstration Office
	6. Barangay Clearance for Underground Cabling (1 Original and 1	Barangay Office
	Photocopy)	
	7. DOLE Clearance	Department of Labor and Employment/
		Applicant
	8. Undertaking for Construction	Office of the Building Official / Applicant
	9. Recommendation and Report from	City Engineering Office / Applicant
	City Engineering Office	
	For aerial cabling:	Office of the Duilding Official ( Defection of
	1. Electronics Forms and Plans (Signed and Sealed by Professional	Office of the Building Official / Professional Electronics Engineer
	Electrical Engineer) (5 Sets)	
	27. Request to Attach from Utility Pole	Utility Pole Owner
	Owner (2 photocopies)	
	2. Aerial Attachments (Utilities)	City Engineering Office
	Recommendation Letter (1 Photocopy)	
-	3. Bill of materials/Cost Estimate and	Professional Electronics Engineer





Specifications (5 Sets)	
4. PRC ID & PTR of All signing	Professional Electronics Engineer
Engineers (1 Photocopy)	
5. Barangay Clearance (1 Original and	Barangay Office
1 Photocopy)	
6. DOLE Clearance	Department of Labor and Employment
7. Recommendation and Report from	City Engineering Office / Applicant
City Engineering Office	
If submitted Lot Title is not under app	plicant's name:
1. Certified True Copy of Title (with	Registry of Deeds:
Attached Contract to Sell/Deed of	
Absolute Sale/Lease of Contract/ any	
proof of ownership (1 Photocopy)	
If applicant is a corporation:	
1. Duly notarized Secretary Certificate	Corporation
(1 Original Copy)	
2. Valid ID (1 Photocopy)	Applicant
If done through a representative:	
1. Authorization Letter / Special Power	Person being represented
of Attorney (SPA) (1 Original Copy)	
2. Valid ID (1 Photocopy)	Authorizing Party and representative
If the need arises:	
1. Certificates or clearances from	PHILVOCS, LLDA, DENR, NAPOCOR,
Different Agency (as the case maybe	CENRO, DOH, CAAP, DPWH, NTC, BFP,
arises) (1 Photocopy)	DICT, DILG, Provincial Government
If applicable:	
1. Developer / HOA Clearance (1	Developer / HOA Office
Original and 1 Photocopy)	
Other legal documents as the case ar     - Notice of Award	
<ul> <li>Notice of Award</li> <li>Deed of Donation</li> </ul>	Applicant
<ul> <li>Authority to Construct</li> <li>Affidavit of Consent from Lot</li> </ul>	
- Andavit of Consent from Eot	
- Deed of Usufruct	
- Affidavit of Heirs	
- Extra Judicial Settlement of	
Estate	
- Death Certificate of the	
deceased owner	
- PSA Birth Certificate of Heir/s (if	
the deceased owner is the	
parent/spouse/children/etc. of	
applicant)	
Marriage Contract	
CLIENT STEPS AGENCY ACTIONS	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLE
1. Submit Letter of 1. Receive Letter	None None Staff
Intent to Office of of intent for	Mayor's Office





the Mayor	approval/comment s/recommendation			
	1.1 Endorse to City Engineering Office	None	None	Staff Mayor's Office
2. Ocular Inspection together with City Engineering Office <i>(for</i>	2. Schedule an Ocular Inspection for the proposed area for cabling	None	None	Staff CEO
Underground and Aerial Cabling Only)	2.1 Submit report or recommendation letter to OBO	None	None	Staff CEO
3. Secure Electronics Permit Application form with the list of requirements.	3. Provide Electronics Permit Application Forms with list of requirements	None	5 minutes	Engineer Electronics Division Or Officer of the Day
4. Submit duly accomplished form and required documents for	4. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> Receiving Section
verification and evaluation	4.1 If non- compliant, return documents.	None	5 minutes	<i>Clerk</i> Receiving Section
5. Wait for the checking and evaluation	5. Evaluate, assess ,and compute overall amount of regulatory fees.	None	1 day for Simple 5 days for Complex 19 days for Highly Technical	Engineer Or Staff OBO
	5.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	Field Inspector OBO
6. None	6. If found to be compliant, prepare order of payment.	None	10 minutes	Clerk Billing Section
7. None	7. Review and recommend for payment, and sign forms, plans and order of payment.	None	10 minutes	Assistant Building Officia OBO



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8. None	8. Approve the order of payment, sign forms and plans.	None	30 minutes	Head OBO
9. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt . Return to OBO and wait for the release of approved permit	9. Receive Photocopy of the official receipt, prepare and release permit., prepare and release the permits.	Based on PD 1096 Schedule of Fees	30 minutes	<i>Staff</i> Releasing Section
	TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day, 2 Hours, and 15 Minutes* Complex: 5 Days, 2 Hours, and 15 Minutes* Highly Technical: 19 Days, 2 Hours and 15 Minutes*	



#### 8. Sign Permit Application

This permit shall be secured prior to the installation and usage of signage.

Office or	Office of the Buildin	g Official
Division:		
Classification:	Highly Technical	
Type of	G2C – Government	to Citizen
Transaction:		
Who may avail:	Any individual who	intend to install signage
	REQUIREMENTS	WHERE TO SECURE
New Application:		
1. Signage Forms a		Office of the Building Official / Respective
and Sealed by Arch	nitect/Engineer) (3	Architect/Engineer
Sets)		
2. Bill of Materials /	Cost of Estimate,	Respective Architect/Engineer
Specifications (3 Se	ets)	
3. Location Plan (si	gned and sealed by	Geodetic Engineer
Geodetic Engineer		
4. Structural Analys	sis (Signed and	Civil/Structural Engineer
sealed by Civil/Stru		
Sets)		
5. PRC ID & PTR o	of all signing	Respective Architect/Engineer
Engineer (1 Photoc		
6. Barangay Cleara		Barangay Office
(1 Original and 1 Pl	hotocopy)	
7. Certified True Co	ppy of Tax	City Assessor's Office
Declaration (1 Origi	inal and 1	
Photocopy)		
8. Real Tax Receip	t (Current Year) (2	City Assessor's Office
photocopies)		
9. Building Permit c	of Base Building (1	Applicant
Photocopy)		
10. Occupancy Per	mit of Base Building	Applicant
(1 Photocopy)	3	
11. Joint Structural	Stability	Applicant
Certification (1 Pho	-	
12. Consent from A		Applicant
Lot/Property Owner	-	
Government issued		
13. DPWH Clearan		Department of Public Works and Highways /
		Applicant
14. PHIVOLCS Cle	arance	PHIVOLCS / Applicant
Renewal of Applic		
	ermit (1 Photocopy)	Applicant
2. PRC ID & PTR o		Respective Architect/Engineer
Engineer (1 Photoc		
3. Barangay Cleara		Barangay Office
(1 Original and 1 Pl		5.0
4. Certified True Co		City Assessor's Office





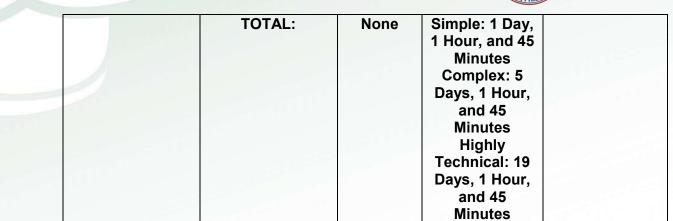
Permit Application	Form and list of		C minutoo	Sign Division
CLIENT STEPS 1. Secure Sign	ACTIONS 1. Provide Sign	BE PAID None	TIME 5 minutes	<b>RESPONSIBLE</b> Engineer
<ul> <li>Notice of Aw</li> <li>Deed of Don</li> <li>Authority to O</li> <li>Affidavit of C</li> <li>Owner</li> <li>Deed of Usur</li> <li>Affidavit of H</li> <li>Extra Judicia</li> <li>Estate</li> <li>Death Certific</li> <li>deceased ow</li> <li>PSA Birth Certific the deceased</li> </ul>	ation Construct onsent from Lot fruct eirs I Settlement of cate of the	Applicant	PROCESSING	PERSON
If applicable: 1. Developer / HOA Original and 1 Phote	ocopy)	Developer /	HOA Office	
1. Authorization Let of Attorney (SPA) (7 2. Valid ID	ter / Special Power	Authorizing Authorizing	Party Party and represe	entative
(1 Original Copy) 2. Valid ID If done through a r	ronrosontativo:	Applicant		
If applicant is a co		Corporation		
1. Certified True Co Attached Contract to Absolute Sale/Leas proof of ownership i Photocopy)	py of Title (with o Sell/Deed of e of Contract/ any if submitted (1	Registry of I		
8. DPWH Clearance	e tle is not under app	Applicant	of Public Works a	and Highways /
<ul> <li>(1 Photocopy)</li> <li>7. Consent from Ad Owners with attache issued ID (1 Photoc</li> </ul>	jacent Lot/Property ed Government	Applicant		
Photocopy) 5. Real Tax Receipt photocopies) 6. Joint Structural S		City Assess	or's Office	
Declaration (1 Origi	nal and 1			





form with the list of requirements.	requirements			
2. Submit duly accomplished form and required documents for	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> Receiving Section
verification and evaluation	2.1 If non- compliant, return documents with lists of lacking requirements.	None	5 minutes	<i>Engineer</i> Receiving and Releasing Division
3. Wait for the checking and evaluation	3. Evaluation and Assessment and computation of overall amount of regulatory fees.	None	1 day for Simple 5 days for Complex 19 days for Highly Technical	Engineer Sign Division
	3.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	Field Inspectors OBO
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	Clerk OBO-OBO- Billing Section
5. None	5. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	Assistant Building Official OBO
6. None	6. Approve the order of payment, and sign forms and plans.	None	5 minutes	Head OBO
7. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt. Return to OBO and wait for the release of	7. Receive Photocopy of the official receipt, prepare and release permit.	Based P.D. 1096 Schedule of Fees	30 minutes	Staff Releasing Section
approved permit				







#### 9. Excavation Permit Application

This permit shall be secured prior to the excavation of for utility purposes

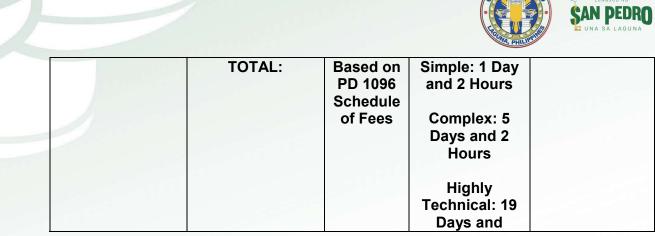
Office or	Office of the Buildin			
Division:		y Oniciai		
Classification:	Simple / Complex /	Highly Techn	ical	
Type of	G2C – Government		liodi	
Transaction:		to Onizen		
Who may avail:	Any individual who	intend to exc	avate	
	REQUIREMENTS		WHERE TO SEC	URF
1. Excavation Form		Office of the	Building Official /	
(Signed and Sealed		Engineer	Banang Omolar,	reopeare
Sets)		Linginioon		
2. Bill of Materials /	Cost of Estimate.	Respective	Engineer	
Specifications (5 Se				
3. PRC ID & PTR o		Respective	Engineer	
engineers (1 Photo	0 0			
4. Barangay Cleara		Barangay O	ffice	
(1 Original and 1 Pl				
	itle is not under app	licant's nam	ie:	
1. Certified True Co		Registry of I		
Attached Contract t				
Absolute Sale/Leas	e of Contract/ any			
proof of ownership	(1 Photocopy)			
If applicable:				
1. Developer / HOA	Clearance (1	Developer /	HOA Office	
Original and 1 Phot				
If applicant is a co	rporation:			
1. Duly notarized Se	ecretary Certificate	Corporation		
(1 Original Copy)				
2. Valid ID (1 Photo		Applicant		
If done through a	representative:			
1. Authorization Let	ter / Special Power	Authorizing	Party	
of Attorney (SPA)				
2. Valid ID (1 Photo			Party and represe	
<b>CLIENT STEPS</b>	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	
1. Secure	1. Provide	None	5 minutes	RESPONSIBLE Assistant
Excavation Permit	Excavation Form	None	Jimilutes	Building Official
Application form	and list of			OBO
with the list of	requirements			OBO
requirements.				Any Officer of
				the Day
2. Submit duly	2.1 Receive and	None	15 minutes	Clerk
accomplished	check documents	i tono		OBO-Receiving
form and required	for compliance.	-		Section
documents for	2.2 Return	None	10 minutes	Engineer
verification and	documents with			OBO-Receiving
evaluation	lists of lacking		P	and Releasing





	requirements			Section
	2.3 For Government roads, endorse application to City Engineering Office	None	10 minutes	Clerk OBO-Receiving Section
3. Wait for the checking and evaluation	3.1 Evaluation and Assessment and computation of overall amount of regulatory fees.	None	1 day for Simple 5 days for Complex 19 days for Highly Technical	<i>Engineer</i> Technical Division
	<ul> <li>3.2 Conduct site inspection and send pictures and remarks through Telegram.</li> <li>3.3 Send pictures and Remarks thru Telegram</li> </ul>	None	30 minutes	Field Inspector
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	Clerk OBO-OBO- Billing Section
5. None	5. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	Assistant Building Officia OBO
6. None	6. Approve the order of payment, and sign forms and plans.	None	5 minutes	Officer-in- Charge OBO
7. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) Return to OBO and wait for the release of	7. Receive Photocopy of the official receipt, prepare and release permit.	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasing Section







#### 10. Excavation Bond Refund

This process shall be done prior to refund of Excavation Bond

Office or	Office of the Buildin	og Official
Division:	Since of the Buildin	
Classification:	Simple	
Type of	G2C – Government	t to Citizen
Transaction:		
Who may avail:		intend to refund their excavation bond
	REQUIREMENTS	WHERE TO SECURE
1. Pictures of excav		Applicant
(before, during, and	l after) (1 Original	
Copy)	(1.0.)	
	on (1 Original Copy)	Applicant
•	or Excavation Bond	Applicant
(1 Original Copy an		Angliaget
4. Request Letter fo	n Reluna (1	Applicant
Original Copy) 5. Recommendation	n and Report letter	City Engineering Office / Applicant
of City Engineering		
Copy)		
If applicant is a co	mpany:	
1. Duly notarized S		Corporation
(1 Original Copy)	·····, ·····	
2. Valid ID (1 Photo	copy)	Authorizing Party and representative
If done through a		
	ter / Special Power	Authorizing Party
of Attorney (SPA) (		
2. Valid ID (1 Photo		Authorizing Party and representative
	nents as the case ar	
<ul> <li>Notice of Aw</li> </ul>		Applicant
- Deed of Don		
- Authority to (		
- Andavit of C Owner	consent from Lot	
- Deed of Usu	fruct	
<ul> <li>Affidavit of H</li> </ul>		
	al Settlement of	
Estate		
- Death Certifi	cate of the	
deceased ov	vner	
	ertificate of Heir/s (if	
	d owner is the	
	se/children/etc. of	
applicant)		
- Marriage Co		
CLIENT STEPS	AGENCY ACTIONS	FEES TOPROCESSINGPERSONBE PAIDTIMERESPONSIBLE
FOR GOVERNME		RNED-OVER SUBDIVISIONS





of Location and Pictures of excavation worksdocuments and endorse application to City Engineering Office.OBO-R Set2. Wait for the inspection of City Engineering Office2. Conduct inspection for the excavation worksNoneNoneCity Eng Office3. Wait for the evaluation of City Engineering Office3. Submit endorsementNoneNoneCity Eng Office3. Wait for the evaluation of City Engineering Office3. Submit endorsementNoneNoneCity Eng Office4. Approved: Submit Request letter for Refund, Official Receipt for Excavation Bond and Valid ID4. Approved: endorsement and endorseNone10 minutesClerk Receive Set5. Disapproved: Coordinate with City Engineering Office until the5. Conduct re- inspection of application of applicationNoneNoneCity Eng Office	lerk Receiving ction gineering e Staff gineering e Staff kOBO- eiving ction
inspection of City Engineering Officeinspection for the excavation worksOffice3. Wait for the evaluation of City Engineering Office3. Submit endorsement letter to OBO regarding the findingsNoneNoneCity Engle Office4. Approved: Submit Request letter for Refund, Official Receipt for Excavation Bond and Valid ID4. Approved: endorsement and endorse application to the Office of the Mayor.None10 minutesClerk Receive Receive genderse set5. Disapproved: Coordinate with City Engineering 	e Staff gineering e Staff <obo- eiving</obo- 
evaluation of City Engineering Officeendorsement letter to OBO regarding the findingsOffice4. Approved: Submit Request letter for Refund, Official Receipt for Excavation Bond 	e Staff (OBO- eiving
Submit Request letter for Refund, Official Receipt for Excavation Bond and Valid IDReceive documents for endorsement and 	eiving
Coordinate with City Engineering Office until theinspection of applicationOffice	
restoration is     Note: If approved,       completed     proceed to Step 4	gineering e Staff
	easurer's e Staff
TOTAL: None 15 Minutes, excluding processing time from other departments	
FOR PRIVATE SUBDIVISIONS	
1. Submit Sketch of Location and1. Receive documents forNone5 minutesC OBO-R	DNSIBLE lerk Receiving
	ction
inspection inspection for the excavation works	-





Submit Request letter for Refund, Official Receipt for Excavation and Valid ID of Applicant	Receive documents for endorsement and endorse application to the Office of the Mayor.			Receiving Section
5. Disapproved: Coordinate with Water Provider until the restoration is completed	5. Conduct re- inspection of application Note: If approved, proceed to Step 4	None	30 minutes	Field Inspector
6. Follow up application to City Treasurer's Office	6. Release check	None	None	City Treasurer's Office Staff
	TOTAL:	None	1 Hour and 15 Minutes, excluding processing time from other departments	



## **11. Temporary Electrical Connection Application**

This is applicable for building and structures which are still under construction and needs electrical service for construction equipment.

Office or Division:	Office of the Buildin	Office of the Building Official			
Classification:	Complex				
Type of	G2C – Government	to Citizen			
Transaction:					
Who may avail:	All residential, comr	nercial, instit	utional and industr	ial buildings	
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. List of Applicants	(emailed)	MERALCO			
2. Building Permit (	1 Photocopy)	Applicant			
3. Duly Accomplish			e Building Official /		
application duly sign	,	•	Master electrician/	Electrical	
•	electrician/Electrical	Engineer			
Engineer (if applica					
If done through a					
1. Authorization Let		Authorizing	Party		
of Attorney (SPA) (					
2. Valid ID (1 Photocopy)Authorizing Party and representative			entative		
	ents as the case ar				
- Notice of Aw		Applicant			
- Deed of Don					
- Authority to (					
	onsent from Lot				
Owner	fraunt				
<ul> <li>Deed of Usu</li> <li>Affidavit of H</li> </ul>					
	I Settlement of				
Estate					
- Death Certifi	cate of the				
deceased ov					
	ertificate of Heir/s (if				
	d owner is the				
	se/children/etc. of				
applicant)					
Marriage Contract					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Apply to	1. Check if	None	5 minutes	Clerk	
MERALCO	application is			Receiving	
	emailed			Section	
2. Wait for the	2. Conduct	None	5 days	Staff	
inspection to be	Inspection to			Electrical	
conducted by the	check if the			Division	
OBO-Electrical	application and			1	
Division	site complies with		1		
	the provision of				





	existing Philippine Electrical Code.			
3. None	3. Evaluation and Assessment and computation of overall amount of regulatory fees.	None	30 minutes	Staff Electrical Division
4. None	4. If found to be compliant, prepare order of payment and prepare Certificate of Temporary Electrical Connection	None	10 minutes	Clerk Billing Section
5. None	5. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	Assistant Building Official OBO
6. None	6. Approve the order of payment, and sign permit.	None	5 minutes	Head OBO
7. Ask for Order of Payment and Certificate of Temporary Electrical Inspection, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) and return to OBO to present the OR and receive the permit.	7. Receive Photocopy of the official receipt, prepare and release permit, then encode details of the payment.	Based on PD 1096 Schedule of Fees	5 minutes	Clerk Billing Section
8. Coordinate with MERALCO for their Service Connection.	8. Forward approved permit for Temporary Electrical Service Connection to be to MERALCO via email. (hard copy will be sent every Monday)	None	30 minutes	Clerk Releasing Section



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TOTAL:	Based on PD 1096 Schedule of Fees	5 Days, 1 Hour, and 30 Minutes	



# 12. Certificate of Final Electrical Inspection / Wiring Permit Application

This is applicable when the structure or building in place is permanent and has no specific time of service required.

Office or	Office of the Buildin	g Official		
Division: Classification:	Complex			
	Complex G2C – Government	to Citizon		
Type of Transaction:	G2C – Government			
Who may avail:	All residential com	All residential, commercial, institutional and industrial buildings		
	REQUIREMENTS		WHERE TO SEC	
1. List of Applicants		MERALCO		
2. Duly Accomplish			Building Official /	Respective
application duly sign			Master electrician/	-
	electrician/Electrical	Engineer		Liootiioai
Engineer (if applica				
3. CUDHO Certifica		City Urban a	and Development	Housina Office /
Copy)	τ <b>σ</b>	Applicant		5
If applicable:				
1. Occupancy Perm	nit (1 Photocopy)	Applicant		
If done through a	· · · · · ·			
1. Authorization Let		Authorizing	Party	
of Attorney (SPA) (				
2. Valid ID (1 Photo		-	Party and represe	ntative
	ents as the case ar	ises:		
<ul> <li>Notice of Aw</li> </ul>		Applicant		
<ul> <li>Deed of Don</li> </ul>				
- Authority to (				
	onsent from Lot			
Owner	fraunt			
<ul> <li>Deed of Usu</li> <li>Affidavit of H</li> </ul>				
	I Settlement of			
Estate				
<ul> <li>Death Certifi</li> </ul>	cate of the			
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
parent/spous	se/children/etc. of			
applicant)				
Marriage Contract				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Apply to	1. Check if	None	5 minutes	Clerk
MERALCO	application is			OBO-Receiving
0.110.110.11	emailed.	E The		Section
2. Wait for the inspection to be	2. Conduct	None	5 days	Staff OBO-Electrical
increation to be	Inspection to			()R()_Electrical





conducted by the OBO-Electrical Division	check if the application and site complies with the provision of existing Philippine Electrical Code.			Division
3. None	3. Evaluate, assess, and compute regulatory fees.	None	30 minutes	Staff OBO-Electrical Division
4. None	4. If found to be compliant, prepare order of payment and prepare certificate of Final Electrical Inspection	None	10 minutes	Clerk OBO-Billing Section
5. None	5. Review and recommend for payment, and sign forms, plans, certificate, and order of payment.	None	5 minutes	Assistant Building Official OBO
6. None	6. Approve the order of payment, and sign Certificate of Final Electrical Inspection	None	5 minutes	Officer-in- Charge OBO
7. Ask for Order of Payment and Certificate of Final Electrical Inspection, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) and return to OBO to receive certificate of final inspection.	7. Receive photocopy of the receipt and encode details of payment.	Based on PD 1096 Schedule of Fees	5 minutes	Clerk OBO-Billing Section
8. Coordinate with MERALCO for their Service Connection.	8. Forward approved Certificate of Final Electrical Inspection (CFEI)	None	30 minutes.	Clerk OBO-Releasing Section

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	to MERALCO thru email. (hard copy will be sent every Monday)			
	TOTAL:	Based on PD 1096 Schedule of Fees	5 Days, 1 Hour, and 30 Minutes	



## 13. Water Connection Application

This is applicable for building and structures that needs water service.

Office or Division:	Office of the Buildin	g Official		
Classification:	Complex			
Type of	G2C – Government to Citizen			
Transaction:				
	All residential, com	mercial, instit		
	REQUIREMENTS		WHERE TO SEC	URE
1. Investigation For Order (1 Original C		Water Serv	ice Provider	
2. Barangay Cleara	nce for Water	Barangay		
Connection (1 Origi		City Engine	oring Office / Appl	icont
3. Recommendation from City Engineeri Original Copy)	•		ering Office / Appl	ICAIIL
If applicable:				
1. Developer / HOA	Clearance (1	Developer/I	HOA Office	
Original Copy)	rporation			
If applicant is a co 1. Duly notarized Se		Corporatior		
(1 Original Copy)				
2. Valid ID (1 Photo	сору)	Applicant		
If done through a	representative:			
	ter / Special Power	Authorizing	Party	
of Attorney (SPA) (				
2. Valid ID (1 Photo			Party and represe	entative
	ong a National High			
1. DPWH Clearance		DPWH		
- Notice of Aw	nents as the case ar	Applicant		
- Deed of Don		Applicant		
- Authority to (				
	consent from Lot			
Owner				
- Deed of Usu	fruct			
- Affidavit of H	leirs			
<ul> <li>Extra Judicia</li> </ul>	al Settlement of			
Estate				
- Death Certifi				
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
	se/children/etc. of	- Para		
applicant) Marriage Contract				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
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1. Submit Investigation Form or Construction Order and other pertinent documents.	<ol> <li>Receive and check documents</li> <li>1.1 Provide Waiver/ Pagpapaubaya</li> </ol>	None	5 minutes	Clerk OBO-Receiving Section
2. Fill out Waiver / Pagpapaubaya	2. Provide Waiver Pagpapaubaya and receive filled- out waiver after and other pertinent documents.	None	5 minutes	Clerk OBO-Receiving Section
3. None	3. Signing Of Concerned Division	None	15 minutes	Officer-in- Charge OBO Or Assistant Building Officia
4. Wait for the Action taken by Engineering Office / Office of the Mayor	4. Endorsement of Waiver to the Office of the Mayor for signing, and prepare endorsement to the City Engineering if the excavation is across the road for excavation bond.	None	1 day	Clerk OBO-Receiving Section
5. None	5. If found to be compliant, prepare order of payment and permit.	None	10 minutes	Clerk OBO-Billing Section
6. None	6. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	(Assistant Building Official
7. None	7. Approve the order of payment, and sign forms, plans, and permit.	None	5 minutes	Officer-in- Charge OBO
8. Ask for Order of Payment, proceed to City's Treasurer's Office, present the	8. Receive Photocopy of the official receipt, encode details of payment, prepare	Based on PD 1096 Schedule of Fees	5 minutes	<i>Clerk</i> OBO-Releasing Section





order of payment, pay prescribed fee/s, receive official receipt (O.R.), and return to OBO and wait	and release permit.			
	TOTAL:	Based on PD 1096 Schedule of Fees	1 Day and 50 Minutes	



# 14. Building Clearance for Business Establishment

This clearance shall be secured for Business Applications

Office or	Office of the Buildin	ig Official	
Division:			
Classification:	Simple / Complex / Highly Technical		
Type of	G2C – Government	t to Citizen	
Transaction:			
Who may avail:		rprise who intend to start business	
	REQUIREMENTS	WHERE TO SECURE	
1. Building Permit c	of Building (1	Applicant	
Photocopy)			
2. Duly accomplish		Business Permits and Licensing Office /	
Clearance for Busir	ness (1 Original	Applicant	
Copy)			
	nce for Business (1	Barangay Office	
Photocopy)			
4. Pictures of Locat		Applicant	
(front, rear and side	es) (1 Original		
Copy)	41		
	itle is not under app		
1. Certified True Co		Registry of Deeds	
Attached Contract t			
Absolute Sale/Leas	,		
proof of ownership)	(т Рпоюсору)		
If applicable:	it of Duilding (if	Applicant	
6. Occupancy Perm		Applicant	
applicable) (1 Photo 7. Safety Certification		Applicant	
(Civil, Structural, El	•	Applicant	
Mechanical) (1 Pho			
8. Developer / HOA		Developer / HOA Office	
Photocopy)			
If done through a	representative:		
	tter / Special Power	Authorizing Party	
of Attorney (SPA) (			
2. Valid ID (1 Photo	0 17/	Authorizing Party and representative	
· · · · · · · · · · · · · · · · · · ·	nents as the case ar		
- Notice of Aw		Applicant	
<ul> <li>Deed of Don</li> </ul>			
- Authority to			
	Consent from Lot		
Owner			
- Deed of Usu	fruct		
- Affidavit of H	leirs		
- Extra Judicia	al Settlement of		
Estate			
- Death Certifi	cate of the		
deceased ov	vner		





<ul> <li>PSA Birth Certificate of Heir/s (if the deceased owner is the parent/spouse/children/etc. of applicant)</li> <li>Marriage Contract</li> </ul>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Unified Clearance for Business	1. Receive the required document and check for completeness	None	None	Business Permits and Licensing Office Staff
2. Wait for the checking and evaluation	2. Evaluation and Assessment and computation of overall amount of regulatory fees, sign unified clearance, and return to BPLO.	Based on PD 1096 Schedule of Fees	20 minutes	<i>Engineer</i> OBO-Business Section
	TOTAL:	Based on PD 1096 Schedule of Fees	20 Minutes, excluding processing time from other departments	

#### Note:

1. Subject to time availability of the signatory due to prior meeting/s schedules and/or due to immediate notice by the City Mayor.

2. For post-audit process for building clearance of businesses, it will be done on a daily basis.



## **15. Annual Inspection of Business Establishment**

This shall be issued after a request of ocular safety inspection and/or after the regular inspection as mandated by law.

Office or Division:	Office of the Building Official			
Classification:	Highly Technical			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Any individual who is an administrator or an owner of a building			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Approved Plans (Architectural,		Applicant		
Structural, Electrica	•			
Electronics, Mecha				
2. Approved Certific		Applicant		
3. Notice for Annua appointment) (1 Ori	ginal Copy)	Office of the Building Official / Applicant		
4. List of Machineric Original Copy)	es/Equipment (1	Applicant		
If applicable:				
1. Electrical Load S	chedule (1 Original	Applicant		
Сору)				
	ents as the case ar			
<ul> <li>Notice of Aw</li> </ul>		Applicant		
- Deed of Don				
- Authority to (				
	onsent from Lot			
Owner	franct			
<ul> <li>Deed of Usufruct</li> <li>Affidavit of Heirs</li> </ul>				
	I Settlement of			
Estate				
- Death Certifi	cate of the			
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
parent/spous	e/children/etc. of			
applicant)				
<ul> <li>Marriage Co</li> </ul>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLI
2. Submit Annual	2. Receive Annual	None	5 minutes	Clerk
Inspection Notice	Inspection Notice	NONE	0 minutes	OBO-Receiving
with requirements	with requirements			Section
	and schedule for			C C C U C I
	ocular inspection.	Contraction of the second seco		
3. Accompany the	3. Conduct Ocular	None	1 day for	Architect Or
inspectors for	Inspection		Simple	Engineer Or
checking and				Staff





	TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day and 1 Hour Complex: 5 Days and 1 Hour Highly Technical: 19 Days and 1 Hour	
6. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) Return to OBO and wait for the release of Permit	6. Receive Photocopy of the official receipt, prepare and release permi, and encode details of payment (to be incorporated in the yearly renewal of business).	Based on PD 1096 Schedule of Fees	30 minutes	Staff Releasing Section
	5. Approval and Signing of the Building Official on the Order of Payment	None	10 minutes	Head OBO
4. None	4.1 Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	Assistant Building Official OBO
evaluation on site	3.1 Prepare the reports and assessment of fees		5 days for Complex 19 days for Highly Technical	OBO



### 16. Certificate of Operation

This certificate shall be issued prior to installation or operation of:

- a) Indoor/Outdoor Station Transformer
- b) HV/MV Primary Disconnecting Means
- c) Incoming Low Voltage Switchgear
- d) Power Distribution Panels
- e) Lighting Distribution Panels
- f) Generators / UPS
- g) Motor Control Centers
- h) Automatic / Manual Transfer
- i) Steam Broiler
- j) Unfired Pressure Vessels
- k) Gas Pipe and/or Burner
- I) Internal Combustion Engine
- m) Machinery
- n) Elevator / Dumbwaiter
- o) Escalator
- p) Air-conditioning / Refrigeration

Office or	Office of the Building Official				
Division:					
Classification:	Simple / Complex / Highly Technical				
Type of	G2C – Government	G2C – Government to Citizen			
Transaction:					
Who may avail:	Any individual who is an administrator or an owner of a building				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Mechanical Form	is and Plans	Respective	Engineer / Applica	int	
(signed and sealed	by Respective				
Engineer) (3 Sets)					
2. Electrical Forms	and Plans (signed	Respective	Engineer / Applica	ant	
and sealed by Resp	bective Engineer) (3				
Sets)					
3. PRC ID and PTR	of All Signing	Respective Engineer			
engineers (1 Photo	copy)				
4. Bill of Materials/C	Cost of Estimate	Respective Engineer			
and Specifications (	signed and sealed				
by Respective Engi	neers)				
CLIENT STEPS	AGENCY		PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Secure	1. Provide	None	5 minutes	Staff	
Electrical/	Application Form			Electrical	
Mechanical	and list of			Division Or	
Permit Application	requirements			Engineer	
form with the list				Mechanical	
of requirements.				Division Or	
				Any Officer of	
				the day	

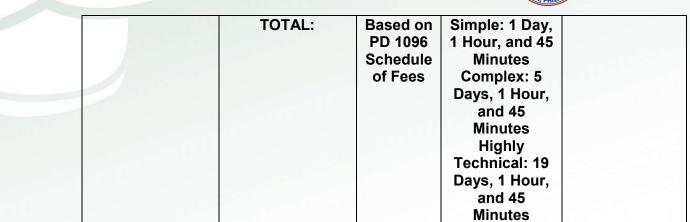




2. Submit duly accomplished form and required documents for	2. Receive and check documents for compliance.	None	15 minutes	Clerk OBO-Receiving Section	
verification and evaluation	2.1 If non- compliant, return documents with list of lacking requirements.	None	5 minutes	Clerk OBO-Receiving Section	
3. Wait for the checking and evaluation	3. Evaluation and Assessment and computation of overall amount of regulatory fees.	None	1 day for Simple 5 days for Complex 19 days for Highly Technical	<i>Engineer</i> Mechanical Division Or <i>Staff</i> OBO-Electrical Division	
	3.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	Field Inspectors OBO	
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	Clerk OBO-Billing Section	
5. None	5. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	Assistant Building Official OBO	
6. None	6. Approve the order of payment, and sign forms, plans, and certificates.	None	5 minutes	Officer-in- Charge OBO	
7. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt (O.R.) then return to OBO and wait for the release of approved certificate.	7. Receive Photocopy of the receipt, prepare and release approved certificate.	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasing Section	



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## 17. Complaints and Disputes

Citizens can file a complaint to the Office of the Building Official on certain issues involving their buildings.

011		0.000		
Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Any individual who is an administrator or an owner of a building			
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE			
1. Letter of Complai Receiving Copy)	int (1 Original Copy,	Complainant		
2. Endorsement from HOA Office (1 Origi		Barangay / HOA		
3. Notice of Invitatio	on (1 Original Copy)	Office of the	e Building Official /	Applicant
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1. Submit	ACTIONS 1. Receive	BE PAID None	TIME 10 minutes	RESPONSIBLE Clerk
Complaint letter	Complaint Letter and prepare endorsement to City Legal Office for schedule of technical conference.	None	To minutes	OBO-Receiving Section
	1.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	Field Inspectors OBO
	1.2 Prepare Notice of Invitation for schedule of meeting	None	10 minutes	<i>Clerk</i> OBO-Receiving Section
	1.3 Deliver Notice of Invitation to complainant and respondent	None	30 minutes	Field Inspectors OBO
2. Submit Notice	2. Attend technical	None	3 hours	OBO
of Invitation	conference			Legal Office
	TOTAL:	None	4 Hours and 20 Minutes	