



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 Division:	Office of the Buildin	g Official			
Classification:	Complex / Highly Te	Complex / Highly Technical			
Type of Transaction:	G2C – Government to Citizen				
Who may avail:	Any persons who intend to construct, erect, alter, repair, convert, move or demolish any building may apply for a building permit.				
CHECKLIST OF	REQUIREMENTS	CHECKLIST OF REQUIREMENTS	WH		
1. Set of Plans, Bill Specifications (Sigr Respective Archited Development Plan Original)	ned and Sealed by ct/Engineers), Site	Respective Architect/Engineers			
2. Building Permit F Sealed by Respecti Architect/Engineers Original)	ve	Office of the Building Official	-		
3. Relocation Surve Ground Verification	Survey Plan with graphic Survey with ral Survey (Signed	Respective Geodetic Engineer			
4. PRC ID & PTR o Architect/Engineers Sealed by Architect Photocopy)	(Signed and	Respective Architect/Engineers			

Office of the Building Official External Services



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

and 1 Photocopy) 2. Valid I.D. (1 Photocopy) Authorizing Party and Representative For amendatory and renewal applications: 1. Previous Building Plans and Permit Applicant As the case may be arises: 1. Certificates or clearances from PHILVOCS, LLDA, DENR, NAPOCOR, Different Agency (1 Photocopy) CENRO, DOH, CAAP, DPWH 2. Notarized Affidavit of Undertaking (1 Applicant Original and 1 Photocopy) If applicable: 1. Developer / HOA Clearance (1 Developer / HOA Office Original and 1 Photocopy) 2. Certified True Copy of Tax City Assessor's Office Declaration - Land and Building (1 Original and 1 Photocopy) Other legal documents as the case arises: - Notice of Award Applicant Deed of Donation - Authority to Construct - Affidavit of Consent from Lot Owner 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 PROCESSING PERSON AGENCY FEES TO **CLIENT STEPS** ACTIONS **BE PAID** TIME RESPONSIBLE 1. Secure Building 1. Provide None 5 minutes Assistant Permit Application Application Form **Building Official** form with the list and list of Õr of requirements. requirements Officer of the Day 2.1 Receive and None 15 minutes Clerk 2. Submit duly accomplished check documents Receiving form and required for compliance. Section

None

5 minutes

Special Power of Attorney (for applicants residing abroad) (1 Original

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documents for verification and

Fire Safety

evaluation, and if

compliant, secure

2.2 Return

documents with

list of lacking

documents to

Clerk

Receiving

Section

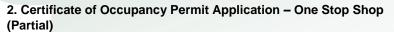


Inspection Certificate (FSIC)	owner.			
from Bureau of Fire and Protection (BFP).	2.3 Endorse client to the BFP.	None	5 minutes	<i>Clerk</i> Receiving Section
3. Wait for the checking and evaluation	3. Evaluate and and assess if it conforms to the technical requirements of the National Building Code 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	Engineer 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

			<u> </u>	
	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	







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 Division:	Office of the Buildin	g Official			
Classification:	Simple/ Complex/H	ighly Technical			
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	occupancy permit a completed	had been issued a building permit may apply for fter the building construction has been			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Approved Buildin		Applicant			
Photocopy)					
2. Approved Electri	cal Permit (1	Applicant			
Photocopy)					
3. Approved Plumb	ing Permit (1	Applicant			
Photocopy)					
4. Approved Mecha	inical Permit (1	Applicant			
Photocopy)					
	Plans (Original Set)	Office of the Building Official / Applicant			
8. Certificate of Cor		Respective Architect/Engineers			
	/Architect in Charge				
of Construction as f					
Civil/Structural, Plu					
Electrical, Mechanic	cal, Electronic (If				
needed) (3 Sets)	-liention simulational	Deensetius Architect/Civil Engineer			
	olication signed and	Respective Architect/Civil Engineer			
sealed by Architect	Civil Engineer (3				
Sets) 10. PRC ID & PTR	of all cigning	Respective Architect/Engineers			
Architect/Engineers		Respective Architect/Engineers			
Sealed (1 Photocop					
	bection Certificate (1	Bureau of Fire Protection			
Original – OBO Cop					
12. Pictures showin		Applicant			
and inner view of th		, ppiloant			
Original Copy)					
If changes were m	ade:				
1. As-Built Plan		Respective Architect/Engineers			
If done through a	representative:				
	tter / Special Power	Authorizing Party			
of Attorney (SPA) (3. a.t.y			
2. Valid I.D. (1 Phot		Authorizing Party and Representative			
If applicable:					
1. Approved Electro	onics Permit – if	Applicant			

			FRAMA, PHILI	UNA SA LAGUNA
applicable (1 Photo				
As the case may		I.		
1. Certificate from	Structural Engineer	Respective	Structural Engine	ər
signed and sealed	by respective			
Engineer (1 Origina	al and 1 Photocopy)			
	nents as the case ar			
 Notice of Av 		Applicant		
 Deed of Dor 				
- Authority to				
 Affidavit of C Owner 	Consent from Lot			
- Deed of Usi	fruit			
 Affidavit of H 				
	al Settlement of			
Estate				
 Death Certif 	icate of the			
deceased or				
	ertificate of Heir/s (if			
	ed owner is the			
applicant)	se/children/etc. of			
Marriage Contract				
marnage contract				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	FEES TO BE PAID	TIME	RESPONSIBLE
1. Secure	ACTIONS 1. Provide			RESPONSIBLE Assistant
1. Secure Certificate of	ACTIONS 1. Provide Application Form	BE PAID	TIME	RESPONSIBLE Assistant Building Official
1. Secure Certificate of Completion Form	ACTIONS 1. Provide Application Form and list of	BE PAID	TIME	RESPONSIBLE Assistant Building Official OBO Or
1. Secure Certificate of Completion Form with the list of	ACTIONS 1. Provide Application Form	BE PAID	TIME	RESPONSIBLE Assistant Building Official OBO Or Officer of the
1. Secure Certificate of Completion Form with the list of requirements.	ACTIONS 1. Provide Application Form and list of requirements	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and	BE PAID	TIME	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk
1. Secure Certificate of Completion Form with the list of requirements.	ACTIONS 1. Provide Application 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
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished	ACTIONS 1. Provide Application 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 Receiving
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with	BE PAID None None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking	BE PAID None None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to	BE PAID None None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking	BE PAID None None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner	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
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner 2.2 Prepare	BE PAID None None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner	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
1. Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner 2.2 Prepare Certificate of	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 Clerk Receiving Section
 Secure Certificate of Completion Form with the list of requirements. Submit duly accomplished form and required documents for verification and evaluation Secure Fire Safety Inspections 	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner 2.2 Prepare Certificate of Occupancy 3. Endorse to Bureau of Fire	BE PAID None None None	TIME5 minutes15 minutes5 minutes5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Clerk Receiving Section Clerk OBO-Receiving
 Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and evaluation Secure Fire Safety Inspections Certificate from 	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner 2.2 Prepare Certificate of Occupancy 3. Endorse to Bureau of Fire Protection for Fire	BE PAID None None None	TIME5 minutes15 minutes5 minutes5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Clerk Receiving Section
 Secure Certificate of Completion Form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and evaluation Secure Fire Safety Inspections Certificate from Bureau of Fire 	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner 2.2 Prepare Certificate of Occupancy 3. Endorse to Bureau of Fire	BE PAID None None None	TIME5 minutes15 minutes5 minutes5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Clerk Receiving Section Clerk OBO-Receiving
 Secure Certificate of Completion Form with the list of requirements. Submit duly accomplished form and required documents for verification and evaluation Secure Fire Safety Inspections Certificate from 	ACTIONS 1. Provide Application Form and list of requirements 2. Receive and check documents for compliance 2.1 Return documents with list of lacking documents to owner 2.2 Prepare Certificate of Occupancy 3. Endorse to Bureau of Fire Protection for Fire	BE PAID None None None	TIME5 minutes15 minutes5 minutes5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Clerk Receiving Section Clerk OBO-Receiving

None

4. Wait for the

inspection to be conducted by the 4. Conduct

inspection and prepare

1 day for

Simple 5 days for Architect Or Engineer Or Staff





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Permit and Enforcement Division	investigation report, and evaluate and assess if it conforms to the submitted and approved Building Permit and		Complex 19 days for Highly Technical	ОВО		Recommend application for payment, and have the certificate of completion and evaluation report signed.			Building Offici OBO
	computation of overall amount of regulatory fees. 4.1. If the	None	10 minutes	<i>Clerk</i> Receiving	7. None	7. Approve the order of payment and sign the Certificate of Occupancy.	None	5 minutes	Head OBO
	inspectors find that the completed project has deviated from the approved plans, the permit is recommended for return/amendatory / disapproval.	None	To minues	Section	8. Ask for C Payment, p to City's Treasurer's Office, pres order of pay pay prescril fee/s and re official rece (O.R.). Retu	order of roceed 8. Receive Photocopy of the official receipt, prepare and release permit. /ment, bed cceive ipt	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasin Section
	4.2. If for amendatory, client is advised to apply for Amendatory	None	10 minutes	Engineer Receiving & Releasing Division	OBO and w the release approved p	ait for of	Based on	Simple: 1 Day,	
	Permit 4.3 If disapproved, send letter to the owner the reason/s for disapproval and then they can	None	10 minutes	Engineer Receiving & Releasing Division			PD 1096 Schedule of Fees	2 Hours, and 10 Minutes Complex: 5 Days, 2 Hours, and 10 Minutes	
	appeal to DPWH. 4.4. Prepare the letter to owner with corresponding lists of needed requirements /	None	10 minutes	Engineer Receiving & Releasing Division				Highly Technical: 19 Days, 2 Hours, and 10 Minutes	
5. None	documents 5. If found to be compliant, prepare order of payment.	None	10 minutes	Clerk Billing Section					
				10	10				
6. None	6. Review and	None	10 minutes	Assistant					

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3. Fencing Permit Application

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

Office or Division:	Office of the Buildin	g Official
Classification:	Simple	
Type of	G2C – Government	to Citizen
Transaction:		
Who may avail:	All / Any individual v	who intend to construct a fence.
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE
1. Fencing Plans &	Forms (Signed and	Respective Architect/Engineers
Sealed by Architect	/Engineer) (3 Sets)	
2. Structural Plan S	igned and Sealed	Respective Engineers
by Engineer (3 Sets		
3. Site Developmen		Respective Architect/Engineers
technical descriptio		
4. Bill of Materials (Respective Architect/Engineers
by Architect/Engine		
5. Relocation Surve	y Certificate &	Respective Geodetic Engineer
Ground Verification		
Vicinity Map (Signe		
Geodetic Engineer)	(1 Original and 1	
Photocopy)		
6. PRC ID & PTR c		Respective Architect/Engineers
Architect/Engineers		D 0///
7. Barangay Cleara		Barangay Office
Construction (1 Orig	ginal and 1	
Photocopy)	01	Developer (110A Office
8. Developer / HOA		Developer / HOA Office
applicable) (1 Origin		
Photocopy) 9. Certified True Co	ny of Tax	City Assessor's Office
		City Assessor's Onice
Declaration (1 Origi Photocopy)	nai and T	
	ax Receipt (Current	City Assessor's Office
Year) (2 Photocopie		City Assessor's Onice
11. Detailed Topog		Respective Geodetic Engineer
site and immediate		
sealed by Geodetic		
Original and 1 Phot		
For fences higher		
1. Structural Compu		Structural Engineer
and 1 Photocopy)	addition (1 Original	
	der applicant's nam	
1. Certified True Co		Registry of Deeds
Contract to Sell/Dee		
Sale/Lease of Cont		
ownership (1 Photo		
2. Valid I.D. (1 Phot		Applicant



M PHU					
If applicant is a co	prporation:				
1. Duly notarized S		Corporation			
(1 Original Copy)	,				
2. Valid I.D. (1 Phot	tocopy)	Applicant			
If done through a	representative:				
1 Authorization Let	tter / Special Power	Authorizing	Party		
of Attorney (SPA) (1 Original Conv)	/ tothonzing	runy		
2. Valid I.D. (1 Phot		Authorizing	Party and Represe	ontativo	
	ients as the case ar	Autionzing	Faily and Reples	entative	
- Notice of Aw		Applicant			
- Deed of Don		Applicant			
- Authority to					
	Consent from Lot				
- Andavit of C					
- Deed of Usu	fruot				
- Affidavit of H					
	al Settlement of				
- Extra Judicia Estate					
- Death Certifi	cata of the				
- Death Certin deceased ov					
	ertificate of Heir/s (if				
	d owner is the				
	se/children/etc. of				
applicant)	sc/onnurch/cto. of				
 Marriage Co 	ntract				
- Marriage Co		FFFS TO	PROCESSING	PERSON	
- Marriage Co	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	AGENCY	FEES TO BE PAID None		PERSON RESPONSIBLE Assistant	
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE	
CLIENT STEPS 1. Secure Fencing	AGENCY ACTIONS 1. Provide	BE PAID	TIME	RESPONSIBLE Assistant	
CLIENT STEPS 1. Secure Fencing Permit Application	AGENCY ACTIONS 1. Provide Fencing Form and	BE PAID	TIME	RESPONSIBLE Assistant Building Official	
CLIENT STEPS 1. Secure Fencing Permit Application form with the list	AGENCY ACTIONS 1. Provide Fencing Form and list of	BE PAID	TIME	RESPONSIBLE Assistant Building Official OBO Or	
CLIENT STEPS 1. Secure Fencing Permit Application form with the list	AGENCY ACTIONS 1. Provide Fencing Form and list of	BE PAID	TIME	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk	
CLIENT STEPS 1. Secure Fencing Permit Application form with the list of requirements.	AGENCY ACTIONS 1. Provide Fencing Form and list of requirements	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk	
CLIENT STEPS 1. Secure Fencing Permit Application form with the list of requirements. 2. Submit duly	AGENCY 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	
CLIENT STEPS 1. Secure Fencing Permit Application form with the list of requirements. 2. Submit duly accomplished	AGENCY 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 Receiving	
CLIENT STEPS 1. Secure Fencing Permit Application form with the list of requirements. 2. Submit duly accomplished form and required	AGENCY 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	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for	AGENCY ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance.	BE PAID None None	5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and	AGENCY ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete,	BE PAID None None	5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and	AGENCY ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents	BE PAID None None	5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and	AGENCY 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	BE PAID None None	5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and	AGENCY 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	BE PAID None None	5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving	
CLIENT STEPS 1. Secure Fencing Permit Application form with the list of requirements. 2. Submit duly accomplished form and required documents for verification and evaluation	AGENCY 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	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and evaluation3. Wait for the	AGENCY 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 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	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and evaluation3. Wait for the checking and	AGENCY 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	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and evaluation3. Wait for the checking and	AGENCY 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 Engineer	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and evaluation3. Wait for the checking and	AGENCY 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	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and evaluation3. Wait for the checking and	AGENCY 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	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	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and evaluation3. Wait for the checking and evaluation	AGENCY 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 Building Code and	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	
CLIENT STEPS1. Secure Fencing Permit Application form with the list of requirements.2. Submit duly accomplished form and required documents for verification and evaluation3. Wait for the checking and	AGENCY 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	Clerk 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	or Office of the Building Official				
Division:					
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Any individual who intend to demolish their structure				
	REQUIREMENTS	WHERE TO SECURE			
1. Demolition Form		Office of the Building Official / Respective			
Sealed by Architect		Architect/Engineers			
2. Sketch plan/Lot		Respective Architect/Engineers			
to be demolished (1	I Original and 1				
Photocopy)					
3. Transfer Certifica	ate of Title (TCT)	Registry of Deeds / Applicant			
showing that the ap	plicant is the owner				
of the building to be	e demolished (1				
Photocopy)					
4. PRC ID&PTR of		Respective Architect/Engineers			
Architect/Engineers		D 0//			
5. Barangay Cleara		Barangay Office			
(1 Original and 1 Pl		Other Assessment's Office			
7. Certified True Co		City Assessor's Office			
Declaration – Land	(1 Original and 1				
Photocopy) 8. Real Tax Receip	t (Current Veer) (2	City Assessor's Office			
photocopies)	t (Culterit fear) (2	City Assessor's Onice			
If applicable:					
1. Developer / HOA	Clearance (1	Developer / HOA Office			
Original and 1 Phot					
If applicant is a co	propriation:	1			
1. Duly notarized S		Corporation			
(1 Original Copy)	constary continuate				
2. Valid I.D. (1 Pho	tocopy)	Applicant			
If done through a	representative:				
1. Authorization Let	ter/Special Power	Authorizing Party			
of Attorney (SPA) (
Photocopy)	9				
2. Valid I.D. (1 Phot	tocopy)	Authorizing Party and Representative			
	nents as the case ar				
 Notice of Aw 		Applicant			
- Deed of Don	ation				
- Authority to	Construct				
	Consent from Lot				
Owner					
- Deed of Usu	fruct	EIN			
 Affidavit of H 	leirs				
	al Settlement of				





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

			SURA, PHILI	
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	prepare and release permit.	of Fees		
	TOTAL:	Based on PD 1096 Schedule of Fees	2 Hours and 50 Minutes	



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:				
Classification:	Simple / Complex /	Highly Technical		
Type of	G2C – Governmen	t to Citizen		
Transaction:				
Who may avail:		intend to construct or install mechanical		
	systems/machinerie REQUIREMENTS	WHERE TO SECURE		
1. Mechanical Form		Office of the Building Official /		
Signed and Sealed		Registered/Professional Mechanical Engineer		
Registered/Profess		Registered/Froiessional Mechanical Engineer		
Engineer (3 Sets)				
2. Bill of Materials /	Cost of Estimate	Registered/Professional Mechanical Engineer		
Specifications (3 Se				
3. PRC ID & PTR (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				
Photocopy)				
7. Real Tax Receip	t (Current Year) (2	City Assessor's Office		
photocopies)				
If applicant is a co	rporation:			
1. Duly notarized S	ecretary Certificate	Corporation		
(1 Original Copy)				
2. Valid I.D. (1 Phot	tocopy)	Applicant		
If done through a				
1. Authorization Let		Person Being Represented		
of Attorney (SPA) (1 Original and 1			
Photocopy)				
2. Valid ID (1 Photo	copy)	Applicant		
If applicable:				
1. Developer / HOA		Developer / HOA Office		
Original and 1 Phot				
	ents as the case a			
 Notice of Aw 		Applicant		
 Deed of Don 				
- Authority to				
	consent from Lot	THE REAL PROPERTY AND A DESCRIPTION OF A		
Owner				
- Deed of Usu				
 Affidavit of H 	leirs			



			_	
Estate - Death Certifi deceased ov - PSA Birth Ce the deceased				
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
	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 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



	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.

ystem/equipment.		
Office or	Simple / Complex /	Highly Technical
Division:		
Classification:	G2C – Government	to Citizen
Type of		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 of		Registered/Professional Electrical Engineer
Registered/Profess		
Engineer (1 Photoc		D 0//
4. Barangay Cleara		Barangay Office
(1 Original and 1 Pl		Developer / UOA Office
5. Developer / HOA		Developer / HOA Office
applicable) (1 Origin	hai and 1	
Photocopy) 6. Certified True Co	ny of Toy	City Accessor's Office
Declaration (1 Origi		City Assessor's Office
Photocopy)		
7. Real Tax Receipt (Current Year) (2		City Assessor's Office
photocopies)	(Current Tear) (2	City Assessor's Onice
If applicant is a co	rporation:	
1. Duly notarized S		Corporation
with attached Gove		
(if applicant is Corp		
and 1 Photocopy)	, (· · · · · · · · · · · · · · · · · ·	
2. Valid ID (1 Photo	copy)	Applicant
If done through a	representative:	
1. Authorization Let	ter / Special Power	Person Being Represented
of Attorney (SPA) (
2. Valid ID (1 Photo	сору)	Authorizing Party and Representative
Other legal docum	ents as the case ar	
 Notice of Aw 	ard	Applicant
 Deed of Don 		
 Authority to 0 		
	onsent from Lot	
Owner		
 Deed of Usu 		
 Affidavit of H 		
	I Settlement of	
Estate		





the decease				
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	Clerk 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	Staff Electrical Division
	3.1 Conduct site inspection and send pictures and remarks through Telegram.	None	19 days for Highly Technical 30 minutes	Field Inspectors OBO
4. None	4. If compliant, prepare order of payment.	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 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

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			C. PHILE	
Treasurer's	and release the			
Office, present the	electrical 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				
approved permit	TOTAL:	Based on	Simple: 1 Day,	
		PD 1096	1 Hour, and 45	
		Schedule	Minutes	
		of Fees		
			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 Attachmentsd) Schools, Malls, BPO's, High Rise Condominiums, etc.

Office or Division:	Office of the Building Official			
Classification:	Simple / Complex /	Highly Technical		
Type of	G2C – Government			
Transaction:	010 0010111101			
Who may avail:	Any individual who	intend to install/construct cell site tower or install		
	cabling system			
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
For cell site tower	s:			
1. Electronics Form	s and Plans	Office of the Building Official / Professional		
(Signed and Sealed		Electronics Engineer		
Electrical Engineer)				
2. Structural Plans		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		Office of the Building Official / Professional		
and Sealed by Prof	essional Electrical	Electrical Engineer		
Engineer) (5 Sets) 5. Relocation Surve	Contificate 9	Geodetic Engineer		
Ground Verification	,	Geodelic Engineer		
Vicinity Map (Signe				
Geodetic Engineer)				
6. Bill of materials/0		Respective Architect/Engineers		
Specifications				
7. if submitted Lot 1	itle is not under	Registry of Deeds		
applicant's Name) (
8. PRC ID & PTR of		Respective Architect/Engineers		
Engineers (1 Photo				
9. Barangay Cleara		Barangay Office		
Construction (1 Orig				
Photocopy)				
10. Developer / HO		Developer / HOA Office		
applicable) (1 Origi	nal and 1	FILE		
Photocopy)				
11. Certified True C	Copy of Tax	City Assessor's Office		



	COM, PHILIPP
Declaration (1 Original and 1	
Photocopy)	
12. Real Tax Receipt (Current Year) (2	City Assessor's Office
photocopies)	
13. Neighbor's Consent with attached	Adjacent Neighbors / Applicant
Government issued ID of neighbors	
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
	Construction of PTTIs"
17. Annex 3 of JMC (signed and	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)	
6. Barangay Clearance for	Barangay Office
Underground Cabling (1 Original and 1	
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:	
1. Electronics Forms and Plans	Office of the Building Official / Professional
(Signed and Sealed by Professional	Electronics Engineer
Electrical Engineer) (5 Sets)	
27. Request to Attach from Utility Pole	Utility Pole Owner
Owner (2 photocopies)	
	City Engineering Office
2. Aerial Attachments (Utilities)	City Engineering Office
2. Aerial Attachments (Utilities) Recommendation Letter (1 Photocopy)	City Engineering Onice



the Mayor

approval/comment

			MA, PHIL		
Specifications (5 Se	ets)				
4. PRC ID & PTR of	of All signing	Professional Electronics Engineer			
Engineers (1 Photo	copy) nce (1 Original and	Demonstration Office			
	ince (1 Original and	Barangay C	mice		
1 Photocopy)		Department	of Lobor and Em	aloument	
6. DOLE Clearance 7. Recommendation	and Danart from		of Labor and Em ering Office / Appl		
		City Engine	ening Onice / Appi	Icani	
City Engineering Of	itle is not under app	licent's new			
1. Certified True Co		Registry of			
Attached Contract t		Registry Of	Deeus.		
Absolute Sale/Leas					
proof of ownership	,				
If applicant is a co					
1. Duly notarized S	ecretary Certificate	Corporation			
(1 Original Copy)	constany continicato	Corporation			
2. Valid ID (1 Photo	copy)	Applicant			
If done through a	representative:	, applicant			
1. Authorization Let		Person beir	ng represented		
of Attorney (SPA) (.9		
2. Valid ID (1 Photo		Authorizing	Party and represe	entative	
If the need arises:					
1. Certificates or cle	earances from	PHILVOCS	, LLDA, DENR, NA	APOCOR,	
Different Agency (a	s the case maybe	CENRO, DO	OH, CAAP, DPWH	I, NTC, BFP,	
arises) (1 Photocop			, Provincial Gover		
If applicable:					
1. Developer / HOA		Developer /	HOA Office		
Original and 1 Phot	осору)				
	ents as the case ar	ises:			
 Notice of Aw 		Applicant			
 Deed of Don 					
 Authority to 0 					
	onsent from Lot				
Owner					
 Deed of Usu 					
 Affidavit of H 	al Settlement of				
- Extra Judicia Estate	a Settlement O				
- Death Certifi	cate of the				
deceased ov					
	ertificate of Heir/s (if				
	d owner is the				
	se/children/etc. of				
applicant)					
Marriage Contract					
	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit Letter of	1. Receive Letter	None	None	Staff	
Intent to Office of	of intent for	111		Mayor's Office	

the mayor	s/recommendation			
	1.1 Endorse to City Engineering Office	None	None	<i>Staff</i> Mayor's Office
2. Ocular Inspection together with City Engineering Office (for	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	Clerk 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 Inspectors 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 Official OBO
	order of payment.			341 Daga





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	Staff 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 Building Official				
Division:					
Classification:	Highly Technical				
Type of	G2C – Government to Citizen				
Transaction:		Any individual who intend to install signage			
Who may avail:					
New Application:	REQUIREMENTS	WHERE TO SECURE			
1. Signage Forms a	and Plans (Signod	Office of the Building Official / Respective			
and Sealed by Arch		Architect/Engineer			
Sets)	intect/Engineer) (5	Architect/Engineer			
2. Bill of Materials /	Cost of Estimate	Respective Architect/Engineer			
Specifications (3 Se		Respective Alemacer Engineer			
3. Location Plan (sig		Geodetic Engineer			
Geodetic Engineer	grioù aria ooaloù og				
4. Structural Analys	is (Signed and	Civil/Structural Engineer			
sealed by Civil/Stru		, , , , , , , , , , , , , , , , , , ,			
Sets)					
5. PRC ID & PTR of		Respective Architect/Engineer			
Engineer (1 Photoc					
6. Barangay Cleara		Barangay Office			
(1 Original and 1 Pr					
7. Certified True Co		City Assessor's Office			
Declaration (1 Origi	nal and 1				
Photocopy)	(0,	Other Assessments Office			
8. Real Tax Receipt photocopies)	t (Current Year) (2	City Assessor's Office			
9. Building Permit o	f Roco Ruilding (1	Applicant			
Photocopy)	a base building (1	Applicant			
	mit of Base Building	Applicant			
(1 Photocopy)	The of Base Balang	, ppiloant			
11. Joint Structural	Stability	Applicant			
Certification (1 Phot					
12. Consent from A	djacent	Applicant			
Lot/Property Owner	s with attached				
Government issued	ID (1 Photocopy)				
13. DPWH Clearan	се	Department of Public Works and Highways /			
		Applicant			
14. PHIVOLCS Clea		PHIVOLCS / Applicant			
Renewal of Applic	ation:				
1. Previous Sign Pe		Applicant			
2. PRC ID & PTR of		Respective Architect/Engineer			
Engineer (1 Photoc		Descent Office			
3. Barangay Cleara		Barangay Office			
(1 Original and 1 Ph		City Assessor's Office			
4. Certified True Co	py of Tax	City Assessor's Office			



Declaration (1 Origin	nal and 1			
Photocopy)	(0) () (0)	0.1	1.00	
5. Real Tax Receipt photocopies)	(Current Year) (2	City Assess	or's Office	
6. Joint Structural S (1 Photocopy)	tability Certification	Applicant		
7. Consent from Adj Owners with attache issued ID (1 Photoc	ed Government	Applicant		
8. DPWH Clearance	9	Department Applicant	of Public Works a	and Highways /
If submitted Lot Ti	tle is not under app		0.	
1. Certified True Co Attached Contract to Absolute Sale/Lease proof of ownership i Photocopy)	py of Title (with o Sell/Deed of e of Contract/ any f submitted (1	Registry of	Deeds	
If applicant is a co	rporation:			
1. Duly notarized Se (1 Original Copy)	ecretary Certificate	Corporation		
2. Valid ID		Applicant		
If done through a r	epresentative:			
1. Authorization Lett of Attorney (SPA) (1	ter / Special Power	Authorizing	Party	
2. Valid ID	engina eepyy	Authorizing	Party and represe	entative
If applicable:		7 tatilon Ling	r arty and reproce	
1. Developer / HOA	Clearance (1	Developer /	HOA Office	
Original and 1 Photo				
Other legal docum	ents as the case ar	ises:		
 Notice of Awa Deed of Dona Authority to C Affidavit of C Owner Deed of Usuf Affidavit of H Extra Judicia Estate Death Certific deceased ow PSA Birth Cetter 	ard ation Construct onsent from Lot fruct eirs I Settlement of cate of the <i>r</i> ner ertificate of Heir/s (if d owner is the e/children/etc. of	Applicant		
CLIENT STEPS	AGENCY	FEES TO	PROCESSING TIME	PERSON
1. Secure Sign	ACTIONS 1. Provide Sign	BE PAID None	5 minutes	Engineer

			MA, PHILL	
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	7. Receive Photocopy of the official receipt, prepare and release permit.	Based P.D. 1096 Schedule of Fees	30 minutes	Staff Releasing Section
release of approved permit				



TOTAL:	None	Simple: 1 Day,	
TOTAL.	None		
		1 Hour, and 45	
		Minutes	
		Complex: 5	
		Days, 1 Hour,	
		and 45	
		Minutes	
		Highly	
		Technical: 19	
		Days, 1 Hour,	
		and 45	
		Minutes	



9. Excavation Permit Application

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

Office or Division:	Office of the Buildin	Office of the Building Official			
Classification:	Simple / Complex /	Hiahly Techr	lical		
Type of	G2C – Government				
Transaction:					
Who may avail:	Any individual who	intend to exc	avate		
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
1. Excavation Form		Office of the	Building Official /		
(Signed and Sealed	by Engineer) (5	Engineer	U		
Sets)					
2. Bill of Materials /		Respective	Engineer		
Specifications (5 Se	ets)				
3. PRC ID & PTR o	f all signing	Respective	Engineer		
engineers (1 Photo					
4. Barangay Cleara		Barangay C	office		
(1 Original and 1 Pr					
	tle is not under app				
1. Certified True Co		Registry of	Deeds		
Attached Contract to Sell/Deed of					
Absolute Sale/Leas	,				
proof of ownership (1 Photocopy)					
If applicable:					
1. Developer / HOA		Developer / HOA Office			
Original and 1 Phot					
If applicant is a co					
1. Duly notarized S	ecretary Certificate	Corporation			
(1 Original Copy)					
2. Valid ID (1 Photo	copy)	Applicant			
If done through a			Danta		
1. Authorization Let	ter / Special Power	Authorizing	Party		
of Attorney (SPA)	2000 v)	Authorizing	Dorty and rearing	atoti va	
2. Valid ID (1 Photo	AGENCY	FEES TO	Party and represe PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Secure	1. Provide	None	5 minutes	Assistant	
Excavation Permit	Excavation Form	None	0 minutes	Building Official	
Application form	and list of			OBO	
with the list of	requirements			Or	
requirements.	roquironionio			Any Officer of	
				the Day	
2. Submit duly	2.1 Receive and	None	15 minutes	Clerk	
accomplished	check documents			OBO-Receiving	
form and required	for compliance.			Section	
documents for	2.2 Return	None	10 minutes	Engineer	
verification and	documents with	- 34		OBO-Receiving	
evaluation	lists of lacking			and Releasing	





			MA, PHILL	
	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	Engineer Technical Division
	 3.2 Conduct site inspection and send pictures and remarks through Telegram. 3.3 Send pictures and Remarks thru Telegram 	None	30 minutes	Field Inspectors
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	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
approved permit				

TOTAL:	Based on	Simple: 1 Day	
	PD 1096	and 2 Hours	
	Schedule		
	of Fees	Complex: 5	
	011003		
		Days and 2	
		Hours	
		Highly	
		Technical: 19	
		Days and	



10. Excavation Bond Refund

This process shall be done prior to refund of Excavation Bond

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:	CZC COveninien			
Who may avail:	Any individual who	intend to refu	nd their excavatio	n bond
	REQUIREMENTS		WHERE TO SEC	
1. Pictures of excav		Applicant		
(before, during, and				
Copy)) (· · · · · · · · · · ·			
2. Sketch of Locatio	on (1 Original Copy)	Applicant		
3. Official Receipt for		Applicant		
(1 Original Copy an				
4. Request Letter for	or Refund (1	Applicant		
Original Copy)				
5. Recommendation	n and Report letter	City Engine	ering Office / Appl	icant
of City Engineering	Office (1 Original		5 11	
Copy)				
If applicant is a co				
1. Duly notarized Se	ecretary Certificate	Corporation		
(1 Original Copy)				
2. Valid ID (1 Photo	copy)	Authorizing	Party and represe	entative
If done through a				
1. Authorization Let		Authorizing	Party	
of Attorney (SPA) (*				
2. Valid ID (1 Photo			Party and represe	entative
	ents as the case ar			
- Notice of Aw		Applicant		
- Deed of Don				
 Authority to (consent from Lot			
- Andavitor C	onsent nom Lot			
- Deed of Usu	fruct			
 Affidavit of H 				
	I Settlement of			
Estate				
 Death Certifi 	cate of the			
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
parent/spous	se/children/etc. of			
applicant)				
 Marriage Cor 	ntract			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
FOR GOVERNMEN	IT ROADS AND TU	RNED-OVER	SUBDIVISIONS	

			GOULA PHILU	UNA SA LAGUNA
1. Submit Sketch of Location and Pictures of excavation works	1. Receive documents and endorse application to City Engineering Office.	None	5 minutes	Clerk OBO-Receiving Section
2. Wait for the inspection of City Engineering Office	2. Conduct inspection for the excavation works	None	None	City Engineering Office Staff
3. Wait for the evaluation of City Engineering Office	3. Submit endorsement letter to OBO regarding the findings	None	None	City Engineering Office Staff
4. Approved: Submit Request letter for Refund, Official Receipt for Excavation Bond and Valid ID	4. Approved: Receive documents for endorsement and endorse application to the Office of the Mayor.	None	10 minutes	ClerkOBO- Receiving Section
5. Disapproved: Coordinate with City Engineering Office until the restoration is completed	5. Conduct re- inspection of application Note: If approved, proceed to Step 4	None	None	City Engineering Office Staff
6. Follow up application to City Treasurer's Office	6. Release check	None	None	City Treasurer's Office Staff
	TOTAL:	None	15 Minutes, excluding processing time from other departments	
FOR PRIVATE SU				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE

	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Submit Sketch	1. Receive	None	5 minutes	Clerk
	of Location and	documents for			OBO-Receiving
	Pictures of	endorsement			Section
	excavation works				
	2. Wait for the	2. Conduct	None	30 minutes	Field Inspector
	inspection	inspection for the			1
		excavation works			
-	4. Approved:	4. Approved:	None	10 minutes	ClerkOBO-



	TOTAL:	None	1 Hour and 15 Minutes, excluding processing time from other	
6. Follow up application to City Treasurer's Office	6. Release check	None	None	City Treasurer's Office Staff
until the restoration is completed	Note: If approved, proceed to Step 4			
5. Disapproved: Coordinate with Water Provider	5. Conduct re- inspection of application	None	30 minutes	Field Inspector
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



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	Office of the Buildin	g Official		
Division: Classification:	Ormalau			
	Complex G2C – Government	4. 0:4:		
Type of	G2C – Government	to Citizen		
Transaction:	All residential server		ution of our dimension	iel huildie ee
Who may avail:	All residential, com	nercial, institi		
	REQUIREMENTS		WHERE TO SEC	URE
1. List of Applicants		MERALCO		
2. Building Permit (Applicant	D 111 000 111	
3. Duly Accomplish			Building Official /	
application duly sign			Master electrician/	Electrical
	electrician/Electrical	Engineer		
Engineer (if applica				
If done through a		Authorizing	Dort	
1. Authorization Let		Authorizing	Party	
of Attorney (SPA) (Dente : en el remanese	at a time
2. Valid ID (1 Photo			Party and represe	ntative
	ents as the case ar			
- Notice of Aw		Applicant		
- Deed of Don				
- Authority to (Construct			
- Ailidavit of C Owner	onsent from Lot			
- Deed of Usu	fruct			
- Affidavit of H				
	I Settlement of			
Estate	ii Settiement oi			
- Death Certifi	cata of the			
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
	se/children/etc. of			
applicant)	se/crilluren/etc. of			
Marriage Contract				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Apply to	1. Check if	None	5 minutes	Clerk
MERALCO	application is		0 111110100	Receiving
	emailed			Section
2. Wait for the	2. Conduct	None	5 days	Staff
inspection to be	Inspection to		e aayo	Electrical
conducted by the	check if the	- Party -		Division
OBO-Electrical	application and	T		2
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	 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

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





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	n Official		
Division:		ig official		
Classification:	Complex			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	All residential, com	mercial, instit	utional and industr	ial buildings
	REQUIREMENTS		WHERE TO SEC	
1. List of Applicants	s (emailed)	MERALCO		
2. Duly Accomplish	ed Electrical permit	Office of the	e Building Official /	Respective
application duly sig	ned and sealed by	Registered	Master electrician/	Electrical
Registered Master	electrician/Electrical	Engineer		
Engineer (if applica	ble) (1 Original)			
3. CUDHO Certifica	ation (1 Original	City Urban	and Development	Housing Office /
Copy)		Applicant		
If applicable:				
1. Occupancy Pern		Applicant		
If done through a				
1. Authorization Le	tter / Special Power	Authorizing	Party	
of Attorney (SPA) (1 Original Copy)			
2. Valid ID (1 Photo			Party and represe	ntative
	nents as the case ar	ises:		
 Notice of Aw 		Applicant		
 Deed of Dor 				
 Authority to 				
	Consent from Lot			
Owner				
 Deed of Usu 				
 Affidavit of H 				
	al Settlement of			
Estate				
 Death Certif 				
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
	se/children/etc. of			
applicant)				
Marriage Contract	ACENCY		DDOCESSING	DEDCON
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			OBO-Receiving
	emailed.	ER		Section
2. Wait for the	2. Conduct	None	5 days	Staff
inspection to be	Inspection to			OBO-Electrical

			MA, PHILI	
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



to MERALCO thru email. (hard copy will be sent every Monday)			
TÓTAL:	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:				
Who may avail:	All residential, comr	mercial, institu	utional and industr	rial buildings
	REQUIREMENTS		WHERE TO SEC	
1. Investigation For	m or Construction	Water Servi	ce Provider	
Order (1 Original Co				
2. Barangay Cleara		Barangay		
Connection (1 Origi				
3. Recommendation		City Engine	ering Office / Appl	icant
from City Engineeri	ng Office (1			
Original Copy)				
If applicable:				
1. Developer / HOA	Clearance (1	Developer/H	IOA Office	
Original Copy)				
If applicant is a co	rporation:			
1. Duly notarized Sector	ecretary Certificate	Corporation		
(1 Original Copy)	,			
2. Valid ID (1 Photo		Applicant		
If done through a			Develo	
1. Authorization Let		Authorizing	Party	
of Attorney (SPA) (1		Authorizing	Dorth and rearing	ntotivo
2. Valid ID (1 Photo	ong a National High		Party and represe	mailve
1. DPWH Clearance		DPWH		
	ents as the case ar			
- Notice of Aw		Applicant		
- Deed of Don		Applicant		
 Authority to (
- Affidavit of C	onsent from Lot			
Owner				
 Deed of Usu 	fruct			
 Affidavit of H 				
- Extra Judicia	I 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 Contract				DEDGON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ACTIONS	BE PAID		RESPONSIBLE



1. Submit Investigation Form or Construction Order and other pertinent documents.	1. Receive and check documents 1.1 Provide Waiver/ Pagpapaubaya	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 Official
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	Clerk 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	

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14. Building Clearance for Business Establishment

This clearance shall be secured for Business Applications

Office or	Office of the Buildin	g Official
Division:	Cimela / Comelau /	Llinkh, Teskaisel
Classification: Type of	Simple / Complex / G2C – Government	
Transaction:	G2C – Governmen	to Chizen
Who may avail:	Any individual/enter	prise who intend to start business
	REQUIREMENTS	WHERE TO SECURE
1. Building Permit c		Applicant
Photocopy)	Janan g (
2. Duly accomplish	ed Unified	Business Permits and Licensing Office /
Clearance for Busir		Applicant
Copy)		
	nce for Business (1	Barangay Office
Photocopy)		
4. Pictures of Locat		Applicant
(front, rear and side	es) (1 Original	
Copy)		
	itle is not under app	
1. Certified True Co		Registry of Deeds
Attached Contract t		
Absolute Sale/Leas		
proof of ownership)	(1 Photocopy)	
If applicable:		
6. Occupancy Perm		Applicant
applicable) (1 Phote		Applicant
7. Safety Certification (Civil, Structural, El		Applicant
Mechanical) (1 Pho		
8. Developer / HOA		Developer / HOA Office
Photocopy)		Developer / Hox office
If done through a	representative:	1
	tter / Special Power	Authorizing Party
of Attorney (SPA) (
2. Valid ID (1 Photo		Authorizing Party and representative
	nents as the case ar	
 Notice of Aw 		Applicant
- Deed of Don	ation	
- Authority to	Construct	
 Affidavit of C 	consent from Lot	
Owner		
 Deed of Usu 		
 Affidavit of H 		
	al Settlement of	
Estate		
- Death Certifi		
deceased ov	vner	



- PSA Birth Co	ertificate of Heir/s (if			
	d owner is the			
parent/spous	se/children/etc. of			
applicant)				
 Marriage Co 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Unified	1. Receive the	None	None	Business
Clearance for	required			Permits and
Business	document and check for			Licensing Office Staff
	completeness			Sian
2. Wait for the	2. Evaluation and	Based on	20 minutes	Engineer
checking and evaluation	Assessment and	PD 1096 Schedule		OBO-Business Section
evaluation	computation of overall amount of	of Fees		Section
	regulatory fees,	011000		
	sign unified			
	clearance, and			
	return to BPLO.			
	TOTAL:	Based on	20 Minutes,	
		PD 1096	excluding	
		Schedule of Fees	processing time from	
		UI Fees	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.

Classification: Highly Technical Type of Transaction: G2C – Government to Citizen Who may avail: Any individual who is an administrator or an owner of a building CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Approved Plans (Architectural, Structural, Electrical, Sanitary, Electronics, Mechanical, Sign) Applicant 2. Approved Certificate of Occupancy Appointment) (1 Original Copy) Applicant 4. List of Machineries/Equipment (1 Original Copy) Office of the Building Official / Applicant
Transaction: Who may avail: Any individual who is an administrator or an owner of a building CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Approved Plans (Architectural, Structural, Electrical, Sanitary, Electronics, Mechanical, Sign) Applicant 2. Approved Certificate of Occupancy Applicant 3. Notice for Annual Inspection (for appointment) (1 Original Copy) Office of the Building Official / Applicant 4. List of Machineries/Equipment (1 Original Copy) Applicant
Who may avail: Any individual who is an administrator or an owner of a building CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Approved Plans (Architectural, Structural, Electrical, Sanitary, Electronics, Mechanical, Sign) Applicant 2. Approved Certificate of Occupancy Applicant 3. Notice for Annual Inspection (for appointment) (1 Original Copy) Office of the Building Official / Applicant 4. List of Machineries/Equipment (1 Original Copy) Applicant
CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Approved Plans (Architectural, Structural, Electrical, Sanitary, Electronics, Mechanical, Sign) Applicant 2. Approved Certificate of Occupancy Applicant 3. Notice for Annual Inspection (for appointment) (1 Original Copy) Office of the Building Official / Applicant 4. List of Machineries/Equipment (1 Original Copy) Applicant
CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Approved Plans (Architectural, Structural, Electrical, Sanitary, Electronics, Mechanical, Sign) Applicant 2. Approved Certificate of Occupancy Applicant 3. Notice for Annual Inspection (for appointment) (1 Original Copy) Office of the Building Official / Applicant 4. List of Machineries/Equipment (1 Original Copy) Applicant
Structural, Electrical, Sanitary, Electronics, Mechanical, Sign) 2. Approved Certificate of Occupancy Applicant 3. Notice for Annual Inspection (for appointment) (1 Original Copy) 4. List of Machineries/Equipment (1 Original Copy)
Electronics, Mechanical, Sign) Applicant 2. Approved Certificate of Occupancy Applicant 3. Notice for Annual Inspection (for appointment) (1 Original Copy) Office of the Building Official / Applicant 4. List of Machineries/Equipment (1 Original Copy) Applicant
2. Approved Certificate of Occupancy Applicant 3. Notice for Annual Inspection (for appointment) (1 Original Copy) Office of the Building Official / Applicant 4. List of Machineries/Equipment (1 Original Copy) Applicant
3. Notice for Annual Inspection (for appointment) (1 Original Copy) Office of the Building Official / Applicant 4. List of Machineries/Equipment (1 Original Copy) Applicant
appointment) (1 Original Copy) 4. List of Machineries/Equipment (1 Applicant Original Copy)
4. List of Machineries/Equipment (1 Applicant Original Copy)
Original Copy)
If applicable:
1. Electrical Load Schedule (1 Original Applicant
Copy)
Other legal documents as the case arises: - Notice of Award Applicant
- Deed of Donation
- Authority to Construct
- Affidavit of Consent from Lot
Owner
- 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 FEES TO PROCESSING PERSON ACTIONS BE PAID TIME RESPONSIBL
2. Submit Annual 2. Receive Annual None 5 minutes Clerk
Inspection Notice Inspection Notice OBO-Receivir
with requirements with requirements Section
and schedule for
ocular inspection.
3. Accompany the 3. Conduct Ocular None 1 day for Architect Or
inspectors for Inspection Simple Engineer Or
checking and Staff

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			PHILI	
evaluation on site	3.1 Prepare the reports and assessment of fees		5 days for Complex 19 days for Highly Technical	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
	5. Approval and Signing of the Building Official on the Order of Payment	None	10 minutes	Head OBO
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
	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	

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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 to Citizen				
Transaction:					
Who may avail:	Any individual who	is an adminis			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC		
1. Mechanical Form	ns and Plans	Respective	Engineer / Applica	int	
(signed and sealed	by Respective				
Engineer) (3 Sets)					
2. Electrical Forms		Respective	Engineer / Application	ant	
	pective Engineer) (3				
Sets)					
3. PRC ID and PTR of All Signing		Respective Engineer			
engineers (1 Photo					
4. Bill of Materials/Cost of Estimate		Respective	Engineer		
and Specifications					
by Respective Engi					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	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	

			Mag PHILIPT			
	2. Submit duly accomplished form and required documents for	2. Receive and check documents for compliance.	None	15 minutes	Clerk OBO-Receiving Section	
and	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	Engineer Mechanical Division Or Staff 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	7. Receive Photocopy of the receipt, prepare and release approved certificate.	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasing Section	
T	to OBO and wait for the release of approved certificate.	TUTE			-	

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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	



17. Complaints and Disputes

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

Office or Division:	Office of the Building Official				
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Any individual who	s an adminis			
	REQUIREMENTS		WHERE TO SEC	URE	
1. Letter of Compla 1 Receiving Copy)	laint (1 Original Copy, Complainant				
2. Endorsement fro HOA Office (1 Origi	m Barangay Office / inal Copy)	Barangay /	HOA		
	on (1 Original Copy)	Office of the	Building Official /	/ Applicant	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit	1. Receive	None	10 minutes	Clerk	
Complaint letter	Complaint Letter and prepare endorsement to City Legal Office for schedule of technical conference.			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 of Invitation	2. Attend technical	None	3 hours	OBO	
	conference TOTAL:	None	4 Hours and 20 Minutes	Legal Office	