



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 Division:	Office of the Building Official	
Classification:	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
1. Set of Plans, Bill of Materials, Specifications (Signed and Sealed by Respective Architect/Engineers), Site Development Plan (5 Sets, All Original)		Respective Architect/Engineers
2. Building Permit Forms (Signed and Sealed by Respective Architect/Engineers) (1 Set, All Original)		Office of the Building Official
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)		Respective Geodetic Engineer
4. PRC ID & PTR of all Signing Architect/Engineers (Signed and Sealed by Architect/Engineers) (1 Photocopy)		Respective Architect/Engineers
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 Original and 1 Photocopy)	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 Industrial 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 deck:	
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 applicant's name:	
1. Certified True Copy of Title (with Attached Contract to Sell/Deed of Absolute Sale/Lease of Contract/ any proof of ownership (1 Photocopy)	Registry of Deeds / Applicant
2. Valid I.D. (1 Photocopy)	Applicant
If applicant is a corporation:	
1. Duly notarized Secretary Certificate (1 Original Copy)	Corporation
2. Valid I.D. (1 Photocopy)	Applicant
If done through a representative:	
1. Authorization Letter/Consularized Special Power of Attorney (for applicants residing abroad) (1 Original and 1 Photocopy)	Authorizing Party



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 Different Agency (1 Photocopy)		PHILVOCS, LLDA, DENR, NAPOCOR, CENRO, DOH, CAAP, DPWH		
2. Notarized Affidavit of Undertaking (1 Original and 1 Photocopy)		Applicant		
If applicable:				
1. Developer / HOA Clearance (1 Original and 1 Photocopy)		Developer / HOA Office		
2. Certified True Copy of Tax Declaration - Land and Building (1 Original and 1 Photocopy)		City Assessor's Office		
Other legal documents as the case arises:				
<ul style="list-style-type: none">- Notice of Award- 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		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Building Permit Application form with the list of requirements.	1. Provide Application Form and list of requirements	None	5 minutes	Assistant Building Official Or Officer of the Day
2. Submit duly accomplished form and required documents for verification and evaluation, and if compliant, secure Fire Safety Inspection Certificate (FSIC) from Bureau of	2.1 Receive and check documents for compliance.	None	15 minutes	Clerk Receiving Section
	2.2 Return documents with list of lacking documents to owner.	None	5 minutes	Clerk Receiving Section
	2.3 Endorse client	None	5 minutes	Clerk



Fire and Protection (BFP).	to the BFP.			Receiving Section
3. Wait for the checking and evaluation	3. Evaluate 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	<i>Architect Or Engineer Or Staff OBO</i>
	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 Receiving & Releasing Division Or Clerk Receiving Section</i>
	3.2 Deliver/Call the owner the letter of disapproval.	None	5 minutes	<i>Field Inspectors OBO</i>
	3.3 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	<i>Field Inspectors OBO</i>
	3.4 If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk Billing Division</i>
	3.5 Review and recommend plans and sign order of payment	None	30 minutes	<i>Assistant Building Official OBO</i>
	3.6 Approve the order of payment, application forms, and plans.	None	30 minutes	<i>Head OBO</i>



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	<i>Staff</i> 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 Division:	Office of the Building Official		
Classification:	Simple/ Complex/Highly Technical		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Any individual who had been issued a building permit may apply for occupancy permit after the building construction has been completed		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Approved Building Permit (1 Photocopy)		Applicant	
2. Approved Electrical Permit (1 Photocopy)		Applicant	
3. Approved Plumbing Permit (1 Photocopy)		Applicant	
4. Approved Mechanical Permit (1 Photocopy)		Applicant	
6. Approved Set of 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 Application signed and sealed by Architect/Civil Engineer (3 Sets)		Respective Architect/Civil Engineer	
10. PRC ID & PTR of all signing Architect/Engineers, signed and Sealed (1 Photocopy)		Respective Architect/Engineers	
11. Fire Safety Inspection Certificate (1 Original – OBO Copy)		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 representative:			
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)		Authorizing Party	
2. Valid I.D. (1 Photocopy)		Authorizing Party and Representative	
If applicable:			
1. Approved Electronics Permit – if applicable (1 Photocopy)		Applicant	



As the case may be arises:				
1. Certificate from Structural Engineer signed and sealed by respective Engineer (1 Original and 1 Photocopy)		Respective Structural Engineer		
Other legal documents as the case arises:				
<ul style="list-style-type: none">- Notice of Award- 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		Applicant		
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	<i>Assistant Building Official OBO Or Officer of the Day</i>
2. Submit duly accomplished form and required documents for verification and evaluation	2. Receive and check documents for compliance	None	15 minutes	<i>Clerk Receiving Section</i>
	2.1 Return documents with list of lacking documents to owner	None	5 minutes	<i>Clerk Receiving Section</i>
	2.2 Prepare Certificate of Occupancy	None	5 minutes	<i>Clerk Receiving Section</i>
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 OBO-Receiving Section)</i>
4. Wait for the inspection to be conducted by the Permit and	4. Conduct inspection and prepare investigation	None	1 day for Simple 5 days for Complex	<i>Architect Or Engineer Or Staff OBO</i>



Enforcement Division	report, and evaluate and assess if it conforms to the submitted and approved Building Permit and computation of overall amount of regulatory fees.		19 days for Highly Technical	
	4.1. If the inspectors find that the completed project has deviated from the approved plans, the permit is recommended for return/amendatory / disapproval.	None	10 minutes	<i>Clerk</i> Receiving Section
	4.2. If for amendatory, client is advised to apply for Amendatory Permit	None	10 minutes	<i>Engineer</i> Receiving & Releasing Division
	4.3 If disapproved, send letter to the owner the reason/s for disapproval and then they can appeal to DPWH.	None	10 minutes	<i>Engineer</i> Receiving & Releasing Division
	4.4. Prepare the letter to owner with corresponding lists of needed requirements / documents	None	10 minutes	<i>Engineer</i> Receiving & Releasing Division
5. None	5. If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk</i> Billing Section
6. None	6. Review and Recommend	None	10 minutes	<i>Assistant Building Official</i>



	application for payment, and have the certificate of completion and evaluation report signed.			OBO
7. None	7. Approve the order of payment and sign the Certificate of Occupancy.	None	5 minutes	<i>Head</i> OBO
8. 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	8. Receive Photocopy of the official receipt, prepare and release permit.	Based on PD 1096 Schedule of Fees	30 minutes	<i>Staff</i> 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, and 10 Minutes	



3. Fencing Permit Application

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

Office or Division:	Office of the Building Official	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All / Any individual who intend to construct a fence.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Fencing Plans & Forms (Signed and Sealed by Architect/Engineer) (3 Sets)		Respective Architect/Engineers
2. Structural Plan Signed and Sealed by Engineer (3 Sets)		Respective Engineers
3. Site Development Plan with technical description of the Lot (3 Sets)		Respective Architect/Engineers
4. Bill of Materials (Signed and Sealed by Architect/Engineer) (3 Sets)		Respective Architect/Engineers
5. Relocation Survey Certificate & Ground Verification Survey Plan with Vicinity Map (Signed and Sealed by Geodetic Engineer) (1 Original and 1 Photocopy)		Respective Geodetic Engineer
6. PRC ID & PTR of all Signing Architect/Engineers (1 Photocopy)		Respective Architect/Engineers
7. Barangay Clearance for Fencing Construction (1 Original and 1 Photocopy)		Barangay Office
8. Developer / HOA Clearance (if applicable) (1 Original and 1 Photocopy)		Developer / HOA Office
9. Certified True Copy of Tax Declaration (1 Original and 1 Photocopy)		City Assessor's Office
10. Real Property Tax Receipt (Current Year) (2 Photocopies)		City Assessor's Office
11. Detailed Topographic Plan of the site and immediate vicinity (signed and sealed by Geodetic Engineer) (1 Original and 1 Photocopy)		Respective Geodetic Engineer
For fences higher than 1.8m:		
1. Structural Computations (1 Original and 1 Photocopy)		Structural Engineer
If lot title is not under applicant's name:		
1. Certified True Copy of Title (Attach Contract to Sell/Deed of Absolute Sale/Lease of Contract/ any proof of ownership (1 Photocopy)		Registry of Deeds
2. Valid I.D. (1 Photocopy)		Applicant



If applicant is a corporation:				
1. Duly notarized Secretary Certificate (1 Original Copy)		Corporation		
2. Valid I.D. (1 Photocopy)		Applicant		
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)		Authorizing Party		
2. Valid I.D. (1 Photocopy)		Authorizing Party and Representative		
Other legal documents as the case arises:				
<ul style="list-style-type: none">- Notice of Award- 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		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Fencing Permit Application form with the list of requirements.	1. Provide Fencing Form and list of requirements	None	5 minutes	<i>Assistant Building Official OBO Or Officer of the Day</i>
2. Submit duly accomplished form and required documents for verification and evaluation	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk Receiving Section</i>
	2.1 If incomplete, return documents with lists of lacking requirements.	None	5 minutes	<i>Clerk Receiving Section</i>
3. Wait for the checking and evaluation	3. Evaluate and assess if it conforms to the technical requirements of the National Building Code and compute regulatory fees.	None	2 days	<i>Architect Or Engineer OBO</i>



	3.1 Conduct inspection and send pictures/remarks through Telegram.	None	30 minutes	<i>Field Inspectors</i> 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	<i>Assistant Building Official</i> OBO
6. None	6. Approve the order of payment and sign application forms and plans.	None	10 minutes	<i>Head</i> 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	<i>Staff</i> 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 Transaction:	G2C – Government to Citizen	
Who may avail:	Any individual who intend to demolish their structure	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Demolition Forms signed and Sealed by Architect/Engineer (3 Sets)		Office of the Building Official / Respective Architect/Engineers
2. Sketch plan/Lot plan showing area to be demolished (1 Original and 1 Photocopy)		Respective Architect/Engineers
3. Transfer Certificate of Title (TCT) showing that the applicant is the owner of the building to be demolished (1 Photocopy)		Registry of Deeds / Applicant
4. PRC ID&PTR of all Signing Architect/Engineers (1 Photocopy)		Respective Architect/Engineers
5. Barangay Clearance for Demolition (1 Original and 1 Photocopy)		Barangay Office
7. Certified True Copy of Tax Declaration – Land (1 Original and 1 Photocopy)		City Assessor's Office
8. Real Tax Receipt (Current Year) (2 photocopies)		City Assessor's Office
If applicable:		
1. Developer / HOA Clearance (1 Original and 1 Photocopy)		Developer / HOA Office
If applicant is a corporation:		
1. Duly notarized Secretary Certificate (1 Original Copy)		Corporation
2. Valid I.D. (1 Photocopy)		Applicant
If done through a representative:		
1. Authorization Letter/Special Power of Attorney (SPA) (1 Original and 1 Photocopy)		Authorizing Party
2. Valid I.D. (1 Photocopy)		Authorizing Party and Representative
Other legal documents as the case arises:		
<ul style="list-style-type: none"> - Notice of Award - Deed of Donation - Authority to Construct - Affidavit of Consent from Lot Owner - Deed of Usufruct - Affidavit of Heirs - Extra Judicial Settlement of 		Applicant



Estate <ul style="list-style-type: none"> - 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 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	<i>Assistant Building Official Or Officer of the Day OBO</i>
2. Submit duly accomplished form and required documents for verification and evaluation	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk Receiving Section</i>
	2.1 If not compliant, return documents with lists of lacking requirements.		10 minutes	<i>Engineer I Receiving and Releasing Section</i>
3. Wait for the checking and evaluation	3. Evaluate, assess, and compute overall amount of regulatory fees.	None	1 hour	<i>Engineer OBO-Technical Division</i>
	3.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	<i>Field Inspectors</i>
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk Billing Section</i>
5. None	5. Review and recommend payment, then sign forms.	None	5 minutes	<i>Assistant Building Official OBO</i>
6. None	6. Approve order of payment and sign forms.	None	5 minutes	<i>Head OBO</i>
7. Ask for Order of Payment, proceed to City's	7. Receive Photocopy of the official receipt,	Based on PD 1096 Schedule	30 minutes	<i>Staff OBO-Releasing Section</i>



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 Division:	Office of the Building Official
Classification:	Simple / Complex / Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any individual who intend to construct or install mechanical systems/machineries
CHECKLIST OF REQUIREMENTS	
1. Mechanical Forms and Plans Signed and Sealed by Registered/Professional Mechanical Engineer (3 Sets)	Office of the Building Official / Registered/Professional Mechanical Engineer
2. Bill of Materials / Cost of Estimate, Specifications (3 Sets)	Registered/Professional Mechanical Engineer
3. PRC ID & PTR of Registered/Professional Mechanical Engineer (1 Photocopy)	Registered/Professional Mechanical Engineer
4. Barangay Clearance for Installation (1 Original and 1 Photocopy)	Barangay Office
6. Certified True Copy of Tax Declaration (1 Original and 1 Photocopy)	City Assessor's Office
7. Real Tax Receipt (Current Year) (2 photocopies)	City Assessor's Office
If applicant is a corporation:	
1. Duly notarized Secretary Certificate (1 Original Copy)	Corporation
2. Valid I.D. (1 Photocopy)	Applicant
If done through a representative:	
1. Authorization Letter/Special Power of Attorney (SPA) (1 Original and 1 Photocopy)	Person Being Represented
2. Valid ID (1 Photocopy)	Applicant
If applicable:	
1. Developer / HOA Clearance (1 Original and 1 Photocopy)	Developer / HOA Office
Other legal documents as the case arises:	
<ul style="list-style-type: none"> - Notice of Award - Deed of Donation - Authority to Construct - Affidavit of Consent from Lot Owner - Deed of Usufruct - Affidavit of Heirs - Extra Judicial Settlement of 	Applicant



Estate <ul style="list-style-type: none"> - 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 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 verification and evaluation	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> Receiving Section
	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	<i>Engineer</i> OBO-Mechanical Division
	3.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	<i>Field Inspectors</i> 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	<i>Assistant Building Official</i> OBO
6. None	6. Approve Order of Payment, and sign forms and	None	5 minutes	<i>Head Charge</i> OBO



	plans.			
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	<i>Staff</i> 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 Division:	Simple / Complex / Highly Technical
Classification:	G2C – Government to Citizen
Type of Transaction:	Any individual who intend to install/upgrade electrical system/equipment
Who may avail:	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Electrical Forms and Plans (Signed and Sealed by Registered/Professional Electrical Engineer) (3 Sets)	Office of the Building Official / Registered / Professional Electrical Engineer
2. Bill of Materials / Cost of Estimate, Specifications (3 Sets)	Registered/Professional Electrical Engineer
3. PRC ID & PTR of Registered/Professional Electrical Engineer (1 Photocopy)	Registered/Professional Electrical Engineer
4. Barangay Clearance for Installation (1 Original and 1 Photocopy)	Barangay Office
5. Developer / HOA Clearance (if applicable) (1 Original and 1 Photocopy)	Developer / HOA Office
6. Certified True Copy of Tax Declaration (1 Original and 1 Photocopy)	City Assessor's Office
7. Real Tax Receipt (Current Year) (2 photocopies)	City Assessor's Office
If applicant is a corporation:	
1. Duly notarized Secretary Certificate with attached Government issued ID (if applicant is Corporation) (1 Original and 1 Photocopy)	Corporation
2. Valid ID (1 Photocopy)	Applicant
If done through a representative:	
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)	Person Being Represented
2. Valid ID (1 Photocopy)	Authorizing Party and Representative
Other legal documents as the case arises:	
<ul style="list-style-type: none"> - Notice of Award - 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 	Applicant



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 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	<i>Staff</i> Electrical Division
2. Submit duly accomplished form and required documents for verification and evaluation	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> OBO-Receiving Section
	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 Telegram.	None	19 days for Highly Technical	<i>Field Inspectors</i> OBO
			30 minutes	
4. None	4. If compliant, prepare order of payment.	None	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	<i>Assistant Building Official</i> OBO
6. None	6. Approve Order of Payment, and sign forms and plans and permit.	None	5 minutes	<i>Head</i> OBO
7. Ask for Order of Payment, proceed to City's Treasurer's	7. Receive Photocopy of the receipt, prepare and release the	None	30 minutes	<i>Staff</i> OBO-Releasing Section



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	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 Division:	Office of the Building Official		
Classification:	Simple / Complex / Highly Technical		
Type of Transaction:	G2C – Government to Citizen		
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 towers:			
1. Electronics Forms and Plans (Signed and Sealed by Professional Electrical Engineer) (5 Sets)		Office of the Building Official / Professional Electronics Engineer	
2. Structural Plans and Analysis (Signed and sealed by Civil/Structural Engineer) (2 Sets)		Civil/Structural Engineer	
3. Soil Test (Signed and Sealed by Civil Engineer) (2 Sets)		Civil Engineer	
4. Electrical Forms and Plans (Signed and Sealed by Professional Electrical Engineer) (5 Sets)		Office of the Building Official / Professional Electrical Engineer	
5. Relocation Survey Certificate & Ground Verification Survey Plan with Vicinity Map (Signed and Sealed by Geodetic Engineer) (1 Original)		Geodetic Engineer	
6. Bill of materials/Cost Estimate and Specifications		Respective Architect/Engineers	
7. if submitted Lot Title is not under applicant's Name) (1 Photocopy)		Registry of Deeds	
8. PRC ID & PTR of All signing Engineers (1 Photocopy)		Respective Architect/Engineers	
9. Barangay Clearance for Construction (1 Original and 1 Photocopy)		Barangay Office	
10. Developer / HOA Clearance (if applicable) (1 Original and 1 Photocopy)		Developer / HOA Office	
11. Certified True Copy of Tax Declaration (1 Original and 1 Photocopy)		City Assessor's Office	



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 Different Agency (as the case maybe arises) (1 Photocopy)	PHILVOCS, LLDA, DENR, NAPOCOR, CENRO, DOH, CAAP, DPWH, NTC, BFP, DICT, DILG
15. Construction Logbook	Applicant
16. Annex 2 of JMC (signed and sealed by Engineer) – <i>for existing building/rooftop</i>	Revised JMC No. 1, Series of 2021, "Streamlined Guidelines for the Issuance of Permits, Licenses, And Certificates For The Construction of PTTIs"
17. Annex 3 of JMC (signed and sealed by Geodetic Engineer and stamped by CAAP) – <i>for vacant lots/greenfield</i>	Revised JMC No. 1, Series of 2021, "Streamlined Guidelines for the Issuance of Permits, Licenses, And Certificates For The Construction of PTTIs"
For underground cabling:	
1. Electronics Forms and Plans (Signed and Sealed by Professional Electrical Engineer) (5 Sets)	Office of the Building Official / Professional Electronics Engineer
2. Excavation Plans and Details (Signed and sealed by Civil Engineer) (5 Sets)	Respective Engineers
3. Underground/Excavation (Fiber Optic Cables, Manholes, Ducting, etc.) Recommendation Letter (1 Photocopy)	City Engineering Office
4. Bill of materials/Cost Estimate and Specifications (5 Sets)	Respective Engineers
5. PRC ID & PTR of All signing Engineers (1 Photocopy)	Respective Engineers
6. Barangay Clearance for Underground Cabling (1 Original and 1 Photocopy)	Barangay Office
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	City Engineering Office / Applicant
For aerial cabling:	
1. Electronics Forms and Plans (Signed and Sealed by Professional Electrical Engineer) (5 Sets)	Office of the Building Official / Professional Electronics Engineer
27. Request to Attach from Utility Pole Owner (2 photocopies)	Utility Pole Owner
2. Aerial Attachments (Utilities) Recommendation Letter (1 Photocopy)	City Engineering Office
3. Bill of materials/Cost Estimate and Specifications (5 Sets)	Professional Electronics Engineer
4. PRC ID & PTR of All signing Engineers (1 Photocopy)	Professional Electronics Engineer



5. Barangay Clearance (1 Original and 1 Photocopy)	Barangay Office			
6. DOLE Clearance	Department of Labor and Employment			
7. Recommendation and Report from City Engineering Office	City Engineering Office / Applicant			
If submitted Lot Title is not under applicant's name:				
1. Certified True Copy of Title (with Attached Contract to Sell/Deed of Absolute Sale/Lease of Contract/ any proof of ownership (1 Photocopy)	Registry of Deeds:			
If applicant is a corporation:				
1. Duly notarized Secretary Certificate (1 Original Copy)	Corporation			
2. Valid ID (1 Photocopy)	Applicant			
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)	Person being represented			
2. Valid ID (1 Photocopy)	Authorizing Party and representative			
If the need arises:				
1. Certificates or clearances from Different Agency (as the case maybe arises) (1 Photocopy)	PHILVOCS, LLDA, DENR, NAPOCOR, CENRO, DOH, CAAP, DPWH, NTC, BFP, DICT, DILG, Provincial Government			
If applicable:				
1. Developer / HOA Clearance (1 Original and 1 Photocopy)	Developer / HOA Office			
Other legal documents as the case arises:				
<ul style="list-style-type: none">- Notice of Award- 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	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent to Office of the Mayor	1. Receive Letter of intent for approval/comment s/recommendation	None	None	Staff Mayor's Office
	1.1 Endorse to	None	None	Staff



	City Engineering Office			Mayor's Office
2. Ocular Inspection together with City Engineering Office (for Underground and Aerial Cabling Only)	2. Schedule an Ocular Inspection for the proposed area for cabling	None	None	<i>Staff</i> CEO
	2.1 Submit report or recommendation letter to OBO	None	None	<i>Staff</i> 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	<i>Engineer</i> Electronics Division Or <i>Officer of the Day</i>
4. Submit duly accomplished form and required documents for verification and evaluation	4. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> Receiving Section
	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	<i>Engineer Or</i> <i>Staff</i> OBO
	5.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	<i>Field Inspectors</i> OBO
6. None	6. If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk</i> Billing Section
7. None	7. Review and recommend for payment, and sign forms, plans and order of payment.	None	10 minutes	<i>Assistant Building Official</i> OBO
8. None	8. Approve the order of payment, sign forms and plans.	None	30 minutes	<i>Head</i> 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 Division:	Office of the Building Official	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Any individual who intend to install signage	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application:		
1. Signage Forms and Plans (Signed and Sealed by Architect/Engineer) (3 Sets)	Office of the Building Official / Respective Architect/Engineer	
2. Bill of Materials / Cost of Estimate, Specifications (3 Sets)	Respective Architect/Engineer	
3. Location Plan (signed and sealed by Geodetic Engineer	Geodetic Engineer	
4. Structural Analysis (Signed and sealed by Civil/Structural Engineer) (2 Sets)	Civil/Structural Engineer	
5. PRC ID & PTR of all signing Engineer (1 Photocopy)	Respective Architect/Engineer	
6. Barangay Clearance for Installation (1 Original and 1 Photocopy)	Barangay Office	
7. Certified True Copy of Tax Declaration (1 Original and 1 Photocopy)	City Assessor's Office	
8. Real Tax Receipt (Current Year) (2 photocopies)	City Assessor's Office	
9. Building Permit of Base Building (1 Photocopy)	Applicant	
10. Occupancy Permit of Base Building (1 Photocopy)	Applicant	
11. Joint Structural Stability Certification (1 Photocopy)	Applicant	
12. Consent from Adjacent Lot/Property Owners with attached Government issued ID (1 Photocopy)	Applicant	
13. DPWH Clearance	Department of Public Works and Highways / Applicant	
14. PHIVOLCS Clearance	PHIVOLCS / Applicant	
Renewal of Application:		
1. Previous Sign Permit (1 Photocopy)	Applicant	
2. PRC ID & PTR of all signing Engineer (1 Photocopy)	Respective Architect/Engineer	
3. Barangay Clearance for Installation (1 Original and 1 Photocopy)	Barangay Office	
4. Certified True Copy of Tax	City Assessor's Office	



Declaration (1 Original and 1 Photocopy)				
5. Real Tax Receipt (Current Year) (2 photocopies)	City Assessor's Office			
6. Joint Structural Stability Certification (1 Photocopy)	Applicant			
7. Consent from Adjacent Lot/Property Owners with attached Government issued ID (1 Photocopy)	Applicant			
8. DPWH Clearance	Department of Public Works and Highways / Applicant			
If submitted Lot Title is not under applicant's name:				
1. Certified True Copy of Title (with Attached Contract to Sell/Deed of Absolute Sale/Lease of Contract/ any proof of ownership if submitted (1 Photocopy)	Registry of Deeds			
If applicant is a corporation:				
1. Duly notarized Secretary Certificate (1 Original Copy)	Corporation			
2. Valid ID	Applicant			
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)	Authorizing Party			
2. Valid ID	Authorizing Party and representative			
If applicable:				
1. Developer / HOA Clearance (1 Original and 1 Photocopy)	Developer / HOA Office			
Other legal documents as the case arises:				
<ul style="list-style-type: none"> - Notice of Award - 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) 	Applicant			
Marriage Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Sign Permit Application	1. Provide Sign Form and list of	None	5 minutes	Engineer Sign Division



form with the list of requirements.	requirements			
2. Submit duly accomplished form and required documents for verification and evaluation	2. Receive and check documents for compliance. 2.1 If non-compliant, return documents with lists of lacking requirements.	None None	15 minutes 5 minutes	<i>Clerk</i> Receiving Section <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. 3.1 Conduct site inspection and send pictures and remarks through Telegram.	None None	1 day for Simple 5 days for Complex 19 days for Highly Technical 30 minutes	<i>Engineer</i> Sign Division <i>Field Inspectors</i> OBO
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk</i> OBO-OBO-Billing Section
5. None	5. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	<i>Assistant Building Official</i> OBO
6. None	6. Approve the order of payment, and sign forms and plans.	None	5 minutes	<i>Head</i> 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 approved permit	7. Receive Photocopy of the official receipt, prepare and release permit.	Based P.D. 1096 Schedule of Fees	30 minutes	<i>Staff</i> Releasing Section



	TOTAL:	None	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	
--	---------------	-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--



9. Excavation Permit Application

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

Office or Division:	Office of the Building Official			
Classification:	Simple / Complex / Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any individual who intend to excavate			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Excavation Forms and Plans (Signed and Sealed by Engineer) (5 Sets)		Office of the Building Official / Respective Engineer		
2. Bill of Materials / Cost of Estimate, Specifications (5 Sets)		Respective Engineer		
3. PRC ID & PTR of all signing engineers (1 Photocopy)		Respective Engineer		
4. Barangay Clearance for Excavation (1 Original and 1 Photocopy)		Barangay Office		
If submitted Lot Title is not under applicant's name:				
1. Certified True Copy of Title (with Attached Contract to Sell/Deed of Absolute Sale/Lease of Contract/ any proof of ownership (1 Photocopy)		Registry of Deeds		
If applicable:				
1. Developer / HOA Clearance (1 Original and 1 Photocopy)		Developer / HOA Office		
If applicant is a corporation:				
1. Duly notarized Secretary Certificate (1 Original Copy)		Corporation		
2. Valid ID (1 Photocopy)		Applicant		
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA)		Authorizing Party		
2. Valid ID (1 Photocopy)		Authorizing Party and representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Excavation Permit Application form with the list of requirements.	1. Provide Excavation Form and list of requirements	None	5 minutes	<i>Assistant Building Official OBO Or Any Officer of the Day</i>
2. Submit duly accomplished form and required documents for verification and evaluation	2.1 Receive and check documents for compliance.	None	15 minutes	<i>Clerk OBO-Receiving Section</i>
	2.2 Return documents with lists of lacking	None	10 minutes	<i>Engineer OBO-Receiving and Releasing</i>



	requirements 2.3 For Government roads, endorse application to City Engineering Office	None	10 minutes	<i>Section Clerk OBO-Receiving Section</i>
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 Technical Division</i>
	3.2 Conduct site inspection and send pictures and remarks through Telegram. 3.3 Send pictures and Remarks thru Telegram	None	30 minutes	<i>Field Inspectors</i>
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk OBO-OBO- Billing Section</i>
5. None	5. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	<i>Assistant Building Official OBO</i>
6. None	6. Approve the order of payment, and sign forms and plans.	None	5 minutes	<i>Officer-in- Charge OBO</i>
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.	Based on PD 1096 Schedule of Fees	30 minutes	<i>Staff OBO-Releasing Section</i>



	TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day and 2 Hours Complex: 5 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 Transaction:	G2C – Government to Citizen			
Who may avail:	Any individual who intend to refund their excavation bond			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pictures of excavation works (before, during, and after) (1 Original Copy)		Applicant		
2. Sketch of Location (1 Original Copy)		Applicant		
3. Official Receipt for Excavation Bond (1 Original Copy and 1 Photocopy)		Applicant		
4. Request Letter for Refund (1 Original Copy)		Applicant		
5. Recommendation and Report letter of City Engineering Office (1 Original Copy)		City Engineering Office / Applicant		
If applicant is a company:				
1. Duly notarized Secretary Certificate (1 Original Copy)		Corporation		
2. Valid ID (1 Photocopy)		Authorizing Party and representative		
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)		Authorizing Party		
2. Valid ID (1 Photocopy)		Authorizing Party and representative		
Other legal documents as the case arises:				
<ul style="list-style-type: none"> - Notice of Award - 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 		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR GOVERNMENT ROADS AND TURNED-OVER SUBDIVISIONS				



1. Submit Sketch of Location and Pictures of excavation works	1. Receive documents and endorse application to City Engineering Office.	None	5 minutes	<i>Clerk OBO-Receiving Section</i>
2. Wait for the inspection of City Engineering Office	2. Conduct inspection for the excavation works	None	None	<i>City Engineering Office Staff</i>
3. Wait for the evaluation of City Engineering Office	3. Submit endorsement letter to OBO regarding the findings	None	None	<i>City Engineering Office Staff</i>
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	<i>ClerkOBO- Receiving Section</i>
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	<i>City Engineering Office Staff</i>
6. Follow up application to City Treasurer's Office	6. Release check	None	None	<i>City Treasurer's Office Staff</i>
	TOTAL:	None	15 Minutes, excluding processing time from other departments	
FOR PRIVATE SUBDIVISIONS				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Sketch of Location and Pictures of excavation works	1. Receive documents for endorsement	None	5 minutes	<i>Clerk OBO-Receiving Section</i>
2. Wait for the inspection	2. Conduct inspection for the excavation works	None	30 minutes	<i>Field Inspector</i>
4. Approved:	4. Approved:	None	10 minutes	<i>ClerkOBO-</i>



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	<i>Field Inspector</i>
6. Follow up application to City Treasurer's Office	6. Release check	None	None	<i>City Treasurer's Office Staff</i>
	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 Building Official			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All residential, commercial, institutional and industrial buildings			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of Applicants (emailed)		MERALCO		
2. Building Permit (1 Photocopy)		Applicant		
3. Duly Accomplished Electrical permit application duly signed and sealed by Registered Master electrician/Electrical Engineer (if applicable) (1 Original)		Office of the Building Official / Respective Registered Master electrician/Electrical Engineer		
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)		Authorizing Party		
2. Valid ID (1 Photocopy)		Authorizing Party and representative		
Other legal documents as the case arises:				
<ul style="list-style-type: none"> - Notice of Award - 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		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply to MERALCO	1. Check if application is emailed	None	5 minutes	<i>Clerk</i> Receiving Section
2. Wait for the inspection to be conducted by the OBO-Electrical Division	2. Conduct Inspection to check if the application and site complies with the provision of	None	5 days	<i>Staff</i> Electrical Division



	existing Philippine Electrical Code.			
3. None	3. Evaluation and Assessment and computation of overall amount of regulatory fees.	None	30 minutes	<i>Staff Electrical Division</i>
4. None	4. If found to be compliant, prepare order of payment and prepare Certificate of Temporary Electrical Connection	None	10 minutes	<i>Clerk Billing Section</i>
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	<i>Head OBO</i>
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	<i>Clerk Billing Section</i>
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	<i>Clerk Releasing Section</i>



	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 Division:	Office of the Building Official			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All residential, commercial, institutional and industrial buildings			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. List of Applicants (emailed)		MERALCO		
2. Duly Accomplished Electrical permit application duly signed and sealed by Registered Master electrician/Electrical Engineer (if applicable) (1 Original)		Office of the Building Official / Respective Registered Master electrician/Electrical Engineer		
3. CUDHO Certification (1 Original Copy)		City Urban and Development Housing Office / Applicant		
If applicable:				
1. Occupancy Permit (1 Photocopy)		Applicant		
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)		Authorizing Party		
2. Valid ID (1 Photocopy)		Authorizing Party and representative		
Other legal documents as the case arises:				
<ul style="list-style-type: none"> - Notice of Award - 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) 		Applicant		
Marriage Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply to MERALCO	1. Check if application is emailed.	None	5 minutes	Clerk OBO-Receiving Section
2. Wait for the inspection to be conducted by the	2. Conduct Inspection to check if the	None	5 days	Staff OBO-Electrical Division



OBO-Electrical Division	application and site complies with the provision of existing Philippine Electrical Code.			
3. None	3. Evaluate, assess, and compute regulatory fees.	None	30 minutes	<i>Staff OBO-Electrical Division</i>
4. None	4. If found to be compliant, prepare order of payment and prepare certificate of Final Electrical Inspection	None	10 minutes	<i>Clerk OBO-Billing Section</i>
5. None	5. Review and recommend for payment, and sign forms, plans, certificate, and order of payment.	None	5 minutes	<i>Assistant Building Official OBO</i>
6. None	6. Approve the order of payment, and sign Certificate of Final Electrical Inspection	None	5 minutes	<i>Officer-in- Charge OBO</i>
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	<i>Clerk OBO-Billing Section</i>
8. Coordinate with MERALCO for their Service Connection.	8. Forward approved Certificate of Final Electrical Inspection (CFEI) to MERALCO thru	None	30 minutes.	<i>Clerk OBO-Releasing Section</i>



	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 Building Official			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All residential, commercial, institutional and industrial buildings			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Investigation Form or Construction Order (1 Original Copy)		Water Service Provider		
2. Barangay Clearance for Water Connection (1 Original Copy)		Barangay		
3. Recommendation and Report Letter from City Engineering Office (1 Original Copy)		City Engineering Office / Applicant		
If applicable:				
1. Developer / HOA Clearance (1 Original Copy)		Developer/HOA Office		
If applicant is a corporation:				
1. Duly notarized Secretary Certificate (1 Original Copy)		Corporation		
2. Valid ID (1 Photocopy)		Applicant		
If done through a representative:				
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)		Authorizing Party		
2. Valid ID (1 Photocopy)		Authorizing Party and representative		
If excavation is along a National Highway:				
1. DPWH Clearance (1 Original Copy)		DPWH		
Other legal documents as the case arises:				
<ul style="list-style-type: none"> - Notice of Award - 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) 		Applicant		
Marriage Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON 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	<i>Clerk OBO-Receiving Section</i>
2. Fill out Waiver / Pagpapaubaya	2. Provide Waiver Pagpapaubaya and receive filled-out waiver after and other pertinent documents.	None	5 minutes	<i>Clerk OBO-Receiving Section</i>
3. None	3. Signing Of Concerned Division	None	15 minutes	<i>Officer-in-Charge OBO Or Assistant Building Official</i>
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	<i>Clerk OBO-Receiving Section</i>
5. None	5. If found to be compliant, prepare order of payment and permit.	None	10 minutes	<i>Clerk OBO-Billing Section</i>
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	<i>Officer-in-Charge OBO</i>
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 OBO-Releasing Section</i>



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 Division:	Office of the Building Official
Classification:	Simple / Complex / Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any individual/enterprise who intend to start business
CHECKLIST OF REQUIREMENTS	
1. Building Permit of Building (1 Photocopy)	Applicant
2. Duly accomplished Unified Clearance for Business (1 Original Copy)	Business Permits and Licensing Office / Applicant
3. Barangay Clearance for Business (1 Photocopy)	Barangay Office
4. Pictures of Location of Business (front, rear and sides) (1 Original Copy)	Applicant
If submitted Lot Title is not under applicant's Name:	
1. Certified True Copy of Title (with Attached Contract to Sell/Deed of Absolute Sale/Lease of Contract/ any proof of ownership) (1 Photocopy)	Registry of Deeds
If applicable:	
6. Occupancy Permit of Building (if applicable) (1 Photocopy)	Applicant
7. Safety Certification for Building (Civil, Structural, Electrical, Mechanical) (1 Photocopy)	Applicant
8. Developer / HOA Clearance (1 Photocopy)	Developer / HOA Office
If done through a representative:	
1. Authorization Letter / Special Power of Attorney (SPA) (1 Original Copy)	Authorizing Party
2. Valid ID (1 Photocopy)	Authorizing Party and representative
Other legal documents as the case arises:	
<ul style="list-style-type: none"> - Notice of Award - 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 	Applicant



<ul style="list-style-type: none"> - PSA Birth Certificate of Heir/s (if the deceased owner is the parent/spouse/children/etc. of applicant) - Marriage Contract 				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Unified Clearance for Business	1. Receive the required document and check for completeness	None	None	<i>Business Permits and Licensing Office Staff</i>
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 OBO-Business Section</i>
	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 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		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		
If applicable:				
1. Electrical Load Schedule (1 Original Copy)		Applicant		
Other legal documents as the case arises:				
<ul style="list-style-type: none">- Notice of Award- 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		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Annual Inspection Notice with requirements	2. Receive Annual Inspection Notice with requirements and schedule for ocular inspection.	None	5 minutes	Clerk OBO-Receiving Section
3. Accompany the inspectors for checking and	3. Conduct Ocular Inspection	None	1 day for Simple	Architect Or Engineer Or Staff



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	<i>Assistant Building Official</i> OBO
	5. Approval and Signing of the Building Official on the Order of Payment	None	10 minutes	<i>Head</i> 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 permit, and encode details of payment (to be incorporated in the yearly renewal of business).	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 and 1 Hour Complex: 5 Days and 1 Hour Highly Technical: 19 Days and 1 Hour	



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
- l) Internal Combustion Engine
- m) Machinery
- n) Elevator / Dumbwaiter
- o) Escalator
- p) Air-conditioning / Refrigeration

Office or Division:	Office of the Building Official			
Classification:	Simple / Complex / 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. Mechanical Forms and Plans (signed and sealed by Respective Engineer) (3 Sets)		Respective Engineer / Applicant		
2. Electrical Forms and Plans (signed and sealed by Respective Engineer) (3 Sets)		Respective Engineer / Applicant		
3. PRC ID and PTR of All Signing engineers (1 Photocopy)		Respective Engineer		
4. Bill of Materials/Cost of Estimate and Specifications (signed and sealed by Respective Engineers)		Respective Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Electrical/ Mechanical Permit Application form with the list of requirements.	1. Provide Application Form and list of requirements	None	5 minutes	<i>Staff Electrical Division Or Engineer Mechanical Division Or Any Officer of the day</i>



2. Submit duly accomplished form and required documents for verification and evaluation	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk OBO-Receiving Section</i>
	2.1 If non-compliant, return documents with list of lacking requirements.	None	5 minutes	<i>Clerk OBO-Receiving Section</i>
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 Mechanical Division Or Staff OBO-Electrical Division</i>
	3.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	<i>Field Inspectors OBO</i>
4. None	4. If found to be compliant, prepare order of payment.	None	10 minutes	<i>Clerk OBO-Billing Section</i>
5. None	5. Review and recommend for payment, and sign forms, plans and order of payment.	None	5 minutes	<i>Assistant Building Official OBO</i>
6. None	6. Approve the order of payment, and sign forms, plans, and certificates.	None	5 minutes	<i>Officer-in- Charge OBO</i>
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	<i>Staff OBO-Releasing Section</i>



	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 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. Letter of Complaint (1 Original Copy, 1 Receiving Copy)		Complainant		
2. Endorsement from Barangay Office / HOA Office (1 Original Copy)		Barangay / HOA		
3. Notice of Invitation (1 Original Copy)		Office of the Building Official / Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Complaint letter	1. Receive Complaint Letter and prepare endorsement to City Legal Office for schedule of technical conference.	None	10 minutes	<i>Clerk</i> OBO-Receiving Section
	1.1 Conduct site inspection and send pictures and remarks through Telegram.	None	30 minutes	<i>Field Inspectors</i> 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	<i>Field Inspectors</i> OBO
2. Submit Notice of Invitation	2. Attend technical conference	None	3 hours	OBO Legal Office
	TOTAL:	None	4 Hours and 20 Minutes	