

Office of the Building Official External Services



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

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

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

Office or	Office of the Buildin	g Official		
Division:		-		
Classification:	Complex / Highly Te	echnical		
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Any persons who in	tend to construct, erect, alter, repair, convert,		
		ny building may apply for a building permit.		
	REQUIREMENTS	CHECKLIST OF REQUIREMENTS		
1. Set of Plans, Bill	,	Respective Architect/Engineers		
Specifications (Sign				
Respective Archited				
Development Plan	(5 Sets, All			
Original)				
2. Building Permit F		Office of the Building Official		
Sealed by Respecti				
Architect/Engineers) (1 Set, All			
Original)				
3. Relocation Surve		Respective Geodetic Engineer		
Ground Verification				
	graphic Survey with			
Certificate / Structur				
and Sealed by Geo	detic Engineer) (1			
Blueprint/A3)	f all Oi an in a	Description Angleite et/Euroine euro		
4. PRC ID & PTR of		Respective Architect/Engineers		
Architect/Engineers				
Sealed by Architect	r⊑ngineers) (1			
Photocopy)	nee (1 Original	Office of the Zening Administrator		
5. Locational Cleara	ance (1 Original	Office of the Zoning Administrator		
Copy)	of Approval for	Department of Labor and Employment /		
6. DOLE Certificate	or Approval for	Department of Labor and Employment /		



	C PRIMA
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	
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 – ÓBO Copy)	
For Institutional, Commercial and Ind	ustrial only:
1. Electronics Diagram (5 Sets, all	Respective Electronics Engineer
Original)	
For 2-storey & above buildings:	1
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	
Absolute Sale/Lease of Contract/ any	
proof of ownership (1 Photocopy)	
2. Valid I.D. (1 Photocopy)	Applicant
If applicant is a corporation:	/ Applicant
1. Duly notarized Secretary Certificate	Corporation
(10riginal Copy)	Applicant
2. Valid I.D. (1 Photocopy)	Applicant
If done through a representative:	Authorizing Dorty
1. Authorization Letter/Consularized	Authorizing Party
Special Power of Attorney (for	
applicants residing abroad) (1 Original	
and 1 Photocopy)	



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2. Valid I.D. (1 Phot	1.2.7		Party and Repres	entative
	nd renewal applicat			
1. Previous Building		Applicant		
As the case may b				
1. Certificates or cle			, LLDA, DENR, NA	
Different Agency (1			OH, CAAP, DPWH	
2. Notarized Affidav		Applicant		
Original and 1 Phot	осору)			
If applicable:				
1. Developer / HOA	Clearance (1	Developer /	HOA Office	
Original and 1 Phot				
2. Certified True Co	py of Tax	City Assess	or's Office	
Declaration - Land	and Building (1			
Original and 1 Phot	осору)			
Other legal docum	ents as the case ar	ises:		
 Notice of Aw 	ard	Applicant		
 Deed of Don 	ation			
 Authority to (Construct			
 Affidavit of C 	onsent from Lot			
Owner				
 Deed of Usu 	fruct			
 Affidavit of H 	eirs			
 Extra Judicia 	I Settlement of			
Estate				
 Death Certifi 	cate of the			
deceased ov	vner			
 PSA Birth Ce 	ertificate of Heir/s (if			
the decease	d owner is the			
	se/children/etc. of			
applicant)				
Marriage Contract			1	1
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	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			Or
of requirements.	requirements			Officer of the
				Day
				-
2. Submit duly	2.1 Receive and	None	15 minutes	Clerk
accomplished	check documents	None	15 minutes	<i>Clerk</i> Receiving
accomplished form and required		None	15 minutes	Clerk
accomplished form and required documents for	check documents for compliance.			<i>Clerk</i> Receiving Section
accomplished form and required documents for verification and	check documents for compliance. 2.2 Return	None	15 minutes 5 minutes	<i>Clerk</i> Receiving Section <i>Clerk</i>
accomplished form and required documents for verification and evaluation, and if	check documents for compliance. 2.2 Return documents with			<i>Clerk</i> Receiving Section <i>Clerk</i> Receiving
accomplished form and required documents for verification and evaluation, and if compliant, secure	check documents for compliance. 2.2 Return documents with list of lacking			<i>Clerk</i> Receiving Section <i>Clerk</i>
accomplished form and required documents for verification and evaluation, and if compliant, secure Fire Safety	check documents for compliance. 2.2 Return documents with			<i>Clerk</i> Receiving Section <i>Clerk</i> Receiving
accomplished form and required documents for verification and evaluation, and if compliant, secure Fire Safety Inspection	check documents for compliance. 2.2 Return documents with list of lacking			<i>Clerk</i> Receiving Section <i>Clerk</i> Receiving
accomplished form and required documents for verification and evaluation, and if compliant, secure Fire Safety	check documents for compliance. 2.2 Return documents with list of lacking documents to			<i>Clerk</i> Receiving Section <i>Clerk</i> Receiving





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

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Office or	Office of the Buildin	
Division:		· · · · · · · · ·
Classification:	Simple/ Complex/H	
Type of	G2C – Government	to Citizen
Transaction:		
Who may avail:	-	had been issued a building permit may apply for
		fter the building construction has been
	completed	
	REQUIREMENTS	WHERE TO SECURE
1. Approved Buildin	ig Permit (1	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, Mechanie	cal, Electronic (If	
needed) (3 Sets)	aliantian airmad and	Deepertive Architect/Civil Engineer
	olication signed and	Respective Architect/Civil Engineer
sealed by Architect	Civil Engineer (3	
Sets)	of all aigning	Respective Architect/Engineers
10. PRC ID & PTR Architect/Engineers		Respective Architect/Engineers
Sealed (1 Photocop		
	bection Certificate (1	Bureau of Fire Protection
Original – OBO Co	· · · · · · · · · · · · · · · · · · ·	
12. Pictures showing		Applicant
and inner view of th		
Original Copy)		
If changes were m	ade.	1
1. As-Built Plan		Respective Architect/Engineers
If done through a	renresentative:	
¥	tter / Special Power	Authorizing Party
of Attorney (SPA) (•	
2. Valid I.D. (1 Phot		Authorizing Party and Representative
If applicable:		
1. Approved Electro	onics Permit – if	Applicant
applicable (1 Photo		, , , , , , , , , , , , , , , , , , ,
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As the case may b	e arises:			
1. Certificate from S		Respective	Structural Engine	er
signed and sealed I	0		j	
Engineer (1 Origina				
	ents as the case ar	ises:		
- Notice of Aw		Applicant		
- Deed of Don	ation			
- Authority to (				
	onsent from Lot			
Owner				
- Deed of Usu	fruct			
- Affidavit of H	eirs			
- Extra Judicia	I Settlement of			
Estate				
<ul> <li>Death Certifi</li> </ul>	cate of the			
deceased ov	vner			
	ertificate of Heir/s (if			
	d owner is the			
• •	e/children/etc. of			
applicant)				
Marriage Contract				
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
1.0	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure	1. Provide	None	5 minutes	Assistant
Certificate of	Application Form and list of			Building Official OBO Or
Completion Form with the list of	requirements			Officer of the
requirements.	requirements			Day
2. Submit duly	2. Receive and	None	15 minutes	Clerk
accomplished	check documents	None	To minutes	Receiving
form and required	for compliance			Section
documents for				Coolion
verification and	2.1 Return	None	5 minutes	Clerk
evaluation	documents with			Receiving
	list of lacking			Section
	documents to			
	owner			
				Clerk
	2.2 Prepare	None	5 minutes	Receiving
	Certificate of			Section
	Occupancy			
3. Secure Fire	3. Endorse to	None	5 minutes	Clerk
Safety Inspections	Bureau of Fire			OBO-Receiving
Certificate from	Protection for Fire			Section)
Bureau of Fire	Safety Certificate			
Protection				
4. Wait for the	4. Conduct	None	1 day for	Architect Or
inspection to be	inspection and		Simple	<i>Engineer</i> Or
conducted by the	prepare investigation		5 days for Complex	Staff OBO
Permit and				





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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	Clerk
	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	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	None	10 minutes	<i>Engineer</i> Receiving & Releasing Division
	appeal to DPWH. 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	Assistant Building Official



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	application for payment, and have the certificate of completion and evaluation report signed.			ОВО
7. None	7. Approve the order of payment and sign the Certificate of Occupancy.	None	5 minutes	Head 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	Staff OBO-Releasing Section
	TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day, 2 Hours, and 10 Minutes Complex: 5 Days, 2 Hours, and 10 Minutes Highly	
			Technical: 19 Days, 2 Hours, and 10 Minutes	



# 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 y	who intend to construct a fence.
		WHERE TO SECURE
	Forms (Signed and	Respective Architect/Engineers
Sealed by Architect		
2. Structural Plan S		Respective Engineers
by Engineer (3 Sets		
3. Site Developmen	,	Respective Architect/Engineers
	n of the Lot (3 Sets)	·····
4. Bill of Materials (	· · ·	Respective Architect/Engineers
by Architect/Engine		,
5. Relocation Surve		Respective Geodetic Engineer
Ground Verification		
Vicinity Map (Signe		
Geodetic Engineer)	(1 Original and 1	
Photocopy)		
6. PRC ID & PTR of		Respective Architect/Engineers
Architect/Engineers	s (1 Photocopy)	
7. Barangay Cleara	nce for Fencing	Barangay Office
Construction (1 Orig	ginal and 1	
Photocopy)		
8. Developer / HOA		Developer / HOA Office
applicable) (1 Origii	nal and 1	
Photocopy)		
9. Certified True Co		City Assessor's Office
Declaration (1 Origi	nal and 1	
Photocopy)		
	ax Receipt (Current	City Assessor's Office
Year) (2 Photocopie	es)	
11. Detailed Topog		Respective Geodetic Engineer
	vicinity (signed and	
sealed by Geodetic		
Original and 1 Phot		
For fences higher		Otweet well Englisher
1. Structural Compu	utations (1 Original	Structural Engineer
and 1 Photocopy)	dax applicantia man	
	der applicant's nam	
1. Certified True Co Contract to Sell/Dee		Registry of Deeds
Sale/Lease of Cont	•	
ownership (1 Photo		Applicant
2. Valid I.D. (1 Phot	locopy)	Applicant



I If appliaant is a se	-			
If applicant is a co		1		
1. Duly notarized S	ecretary Certificate	Corporation	1	
(1 Original Copy)				
2. Valid I.D. (1 Phot		Applicant		
If done through a	representative:			
1. Authorization Let	tter / Special Power	Authorizing	Party	
of Attorney (SPA) (	1 Original Copy)	_	-	
2. Valid I.D. (1 Photocopy)		Authorizing	Party and Repres	entative
Other legal docum	nents as the case ar	ises:		
<ul> <li>Notice of Aw</li> </ul>	rard	Applicant		
<ul> <li>Deed of Don</li> </ul>	ation			
- Authority to (				
<ul> <li>Affidavit of C</li> </ul>	Consent from Lot			
Owner				
- Deed of Usu				
- Affidavit of H				
	al Settlement of			
Estate	aata of the			
- Death Certifi				
	ertificate of Heir/s (if			
	d owner is the			
	se/children/etc. of			
applicant)				
- Marriage Co	ntract			
inamage ee				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	AGENCY ACTIONS 1. Provide	FEES TO BE PAID None		PERSON RESPONSIBLE Assistant
CLIENT STEPS 1. Secure Fencing Permit Application	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Secure Fencing	ACTIONS 1. Provide	<b>BE PAID</b>	TIME	RESPONSIBLE Assistant
1. Secure Fencing Permit Application	ACTIONS 1. Provide Fencing Form and	<b>BE PAID</b>	TIME	RESPONSIBLE Assistant Building Official
1. Secure Fencing Permit Application form with the list	ACTIONS 1. Provide Fencing Form and list of	<b>BE PAID</b>	TIME 5 minutes	<b>RESPONSIBLE</b> Assistant Building Official OBO Or
1. Secure Fencing Permit Application form with the list	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and	<b>BE PAID</b>	TIME	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished</li> </ol>	ACTIONS <ol> <li>Provide         Fencing Form and             list of             requirements         </li> <li>Receive and             check documents</li> </ol>	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for</li> </ol>	ACTIONS <ol> <li>Provide         Fencing Form and             list of             requirements         </li> <li>Receive and             check documents             for compliance.</li> </ol>	BE PAID None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete,	BE PAID None	TIME 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for</li> </ol>	ACTIONS <ol> <li>Provide         Fencing Form and             list of             requirements         </li> <li>Receive and             check documents             for compliance.</li> <li>If incomplete,             return documents</li> </ol>	BE PAID None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of	BE PAID None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking	BE PAID None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements.	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and	BE PAID None	TIME 5 minutes 15 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the technical	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 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
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the technical requirements of the National	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 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
<ol> <li>Secure Fencing Permit Application form with the list of requirements.</li> <li>Submit duly accomplished form and required documents for verification and evaluation</li> <li>Wait for the checking and</li> </ol>	ACTIONS 1. Provide Fencing Form and list of requirements 2. Receive and check documents for compliance. 2.1 If incomplete, return documents with lists of lacking requirements. 3. Evaluate and assess if it conforms to the technical requirements of the National	BE PAID None None	TIME 5 minutes 15 minutes 5 minutes	RESPONSIBLE Assistant Building Official OBO Or Officer of the Day Clerk Receiving Section Clerk Receiving Section Architect Or Engineer



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



# 4. Demolition Permit Application

This permit second prior to dismantling/removal of structure.

Office or Division:	Office of the Building Official			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:	Szc – Government to Citizen			
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 p		Respective Architect/Engineers		
to be demolished (1	0			
Photocopy)	- 0			
3. Transfer Certifica	ate of Title (TCT)	Registry of Deeds / Applicant		
	plicant is the owner			
of the building to be				
Photocopy)	,			
4. PRC ID&PTR of	all Signing	Respective Architect/Engineers		
Architect/Engineers	s (1 Photocopy)			
5. Barangay Cleara		Barangay Office		
(1 Original and 1 Pl	hotocopy)			
7. Certified True Co	ppy of Tax	City Assessor's Office		
Declaration – Land	(1 Original and 1			
Photocopy)				
8. Real Tax Receipt (Current Year) (2		City Assessor's Office		
photocopies)				
If applicable:				
1. Developer / HOA	Clearance (1	Developer / HOA Office		
Original and 1 Phot				
If applicant is a co				
1. Duly notarized S	ecretary Certificate	Corporation		
(1 Original Copy)				
2. Valid I.D. (1 Phot	1.7/	Applicant		
If done through a	· · · · · · · · · · · · · · · · · · ·			
1. Authorization Let	•	Authorizing Party		
of Attorney (SPA) (	1 Original and 1			
Photocopy)				
2. Valid I.D. (1 Photocopy)		Authorizing Party and Representative		
	nents as the case ar			
- Notice of Aw		Applicant		
- Deed of Don				
- Authority to (				
-	Consent from Lot			
Owner	£			
- Deed of Usu				
- Affidavit of H				
- Extra Judicia	al Settlement of			





the decease	vner ertificate of Heir/s (if d owner is the se/children/etc. of			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure 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	<i>Engineer I</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	<i>Engineer</i> 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	<i>Clerk</i> Billing Section
5. None	5. Review and recommend payment, then sign forms.	None	5 minutes	Assistant Building Official OBO
6. None	<ol> <li>Approve order of payment and sign forms.</li> </ol>	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



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 /		
Type of	G2C – Government to Citizen		
Transaction:			
Who may avail:	Any individual who 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	ional iviecnanical		
Engineer (3 Sets)	Opent of Entire ato	De viete ve d/Drefe e cien el Macheniael En vineen	
2. Bill of Materials /		Registered/Professional Mechanical Engineer	
Specifications (3 Se		Deviatored/Drofessional Machanical Engineer	
3. PRC ID & PTR of Professor		Registered/Professional Mechanical Engineer	
Registered/Profess			
Engineer (1 Photoc		Barangay Office	
4. Barangay Cleara (1 Original and 1 Pl		Barangay Office	
6. Certified True Co		City Assessor's Office	
Declaration (1 Origi		City Assessor's Onice	
Photocopy)			
7. Real Tax Receip	t (Current Year) (2	City Assessor's Office	
photocopies)			
If applicant is a co	provention:	1	
1. Duly notarized Se		Corporation	
(1 Original Copy)	, - ····2		
2. Valid I.D. (1 Phot	ocopy)	Applicant	
If done through a		· · · ·	
1. Authorization Let		Person Being Represented	
of Attorney (SPA) (	1 Original and 1		
Photocopy)	-		
2. Valid ID (1 Photo	сору)	Applicant	
If applicable:			
1. Developer / HOA		Developer / HOA Office	
Original and 1 Phot			
Other legal documents as the case arises:			
<ul> <li>Notice of Aw</li> </ul>		Applicant	
- Deed of Don			
- Authority to (			
-	onsent from Lot		
Owner	<b>c</b> ,		
- Deed of Usu			
- Affidavit of H			
- Extra Judicia	I Settlement of		





the decease	vner ertificate of Heir/s (if d owner is the se/children/etc. of			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Mechanical Permit Application form with the list of requirements.	1. Provide Mechanical Form and list of requirements	None	5 minutes	<i>Engineer</i> Mechanical Division
2. Submit duly accomplished form and required documents for	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> Receiving Section
verification and evaluation	2.1 If non- compliant, return documents with lists of lacking requirements	None	5 minutes	<i>Clerk</i> Receiving Section
3. Wait for the checking and evaluation	3. Evaluate, assess, and compute overall amount of regulatory fees.	None	1 day for Simple 5 days for Complex 19 days for Highly Technical	<i>Engineer</i> 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	<i>Clerk</i> Billing Section
5. None	5. Review and recommend for payment, and sign the forms, plans and order of payment.		5 minutes	Assistant Building Official OBO
6. None	6. Approve Order of Payment, and sign forms and	None	5 minutes	Head Charge 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.

	<b>e</b> + / e · · ·	·····	
Office or	Simple / Complex / Highly Technical		
Division:			
Classification:	G2C – Government to Citizen		
Type of	Any individual who intend to install/upgrade electrical		
Transaction:	system/equipment		
Who may avail:			
	REQUIREMENTS	WHERE TO SECURE	
1. Electrical Forms		Office of the Building Official / Registered /	
and Sealed by Regi		Professional Electrical Engineer	
Electrical Engineer)	(3 Sets)		
2. Bill of Materials /		Registered/Professional Electrical Engineer	
Specifications (3 Se	,		
3. PRC ID & PTR c	of	Registered/Professional Electrical Engineer	
Registered/Professi			
Engineer (1 Photoc			
4. Barangay Cleara		Barangay Office	
(1 Original and 1 Ph			
5. Developer / HOA	Clearance (if	Developer / HOA Office	
applicable) (1 Origir	nal and 1		
Photocopy)			
6. Certified True Co	py of Tax	City Assessor's Office	
Declaration (1 Origi	nal and 1		
Photocopy)			
7. Real Tax Receipt	t (Current Year) (2	City Assessor's Office	
photocopies)	· · ·		
If applicant is a co	rporation:		
1. Duly notarized Se		Corporation	
with attached Gover	rnment issued ID		
(if applicant is Corpo	oration) (1 Original		
and 1 Photocopy)	_		
2. Valid ID (1 Photo	сору)	Applicant	
If done through a r			
1. Authorization Let	ter / Special Power	Person Being Represented	
of Attorney (SPA) (1	1 Original Copy)		
2. Valid ID (1 Photo	copy)	Authorizing Party and Representative	
Other legal docum	ents as the case ar		
- Notice of Awa	ard	Applicant	
<ul> <li>Deed of Dona</li> </ul>	ation		
- Authority to C	Construct		
- Affidavit of Consent from Lot			
Owner			
- Deed of Usut	fruct		
- Affidavit of H	eirs		
- Extra Judicia	I Settlement of		
Estate			





the decease	vner ertificate of Heir/s (if d owner is the se/children/etc. of			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure 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	2. Receive and check documents for compliance.	None	15 minutes	<i>Clerk</i> OBO-Receiving Section
verification and evaluation	2.1 If non- compliant, return documents with lists of lacking requirements.	None	5 minutes	<i>Clerk</i> OBO-Receiving Section
3. Wait for the checking and evaluation	3. Evaluate, assess, and compute overall amount of regulatory fees.	Based on PD 1096 Schedule of Fees	1 day for Simple 5 days for Complex	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	<i>Clerk</i> Billing Section
5. None	5. Review and recommend for payment, and sign forms, plans and Order of Payment	None	5 minutes	Assistant Building Official OBO
6. None	6. Approve Order of Payment, and sign forms and plans and permit.	None	5 minutes	Head OBO
7. Ask for Order of Payment, proceed to City's Treasurer's	7. Receive Photocopy of the receipt, prepare and release the	None	30 minutes	Staff OBO-Releasing Section



electrical permit.			
TOTAL:	Based on	Simple: 1 Day,	
	Schedule	1 Hour, and 45 Minutes	
	of Fees		
		-	
		and 45	
		Minutes	
		Highly	
		Technical: 19	
		•	
		TOTAL: Based on PD 1096 Schedule	TOTAL:Based on PD 1096 Schedule of FeesSimple: 1 Day, 1 Hour, and 45 MinutesComplex: 5 Days, 1 Hour, and 45 MinutesComplex: 5 Days, 1 Hour, 



#### 7. Electronics Permit Application

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

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

Office or	Office of the Building Official			
Division:				
Classification:	Simple / Complex / Highly Technical			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:		intend to install/construct cell site tower or install		
	cabling system			
	REQUIREMENTS	WHERE TO SECURE		
For cell site tower				
1. Electronics Form		Office of the Building Official / Professional		
(Signed and Sealed	•	Electronics Engineer		
Electrical Engineer		Civil/Structural Engineer		
(Signed and sealed	•			
Engineer) (2 Sets)				
3. Soil Test (Signed	and Sealed by	Civil Engineer		
Civil Engineer) (2 S		- <b>J</b>		
4. Electrical Forms		Office of the Building Official / Professional		
and Sealed by Prof		Electrical Engineer		
Engineer) (5 Sets)				
5. Relocation Surve		Geodetic Engineer		
Ground Verification				
Vicinity Map (Signe				
Geodetic Engineer				
6. Bill of materials/0	Cost Estimate and	Respective Architect/Engineers		
Specifications	Fitle is not under	Degistry of Deede		
7. if submitted Lot 7		Registry of Deeds		
applicant's Name) ( 8. PRC ID & PTR (		Respective Architect/Engineers		
Engineers (1 Photo				
9. Barangay Cleara		Barangay Office		
Construction (1 Orig				
Photocopy)				
10. Developer / HOA Clearance (if		Developer / HOA Office		
applicable) (1 Original and 1				
Photocopy)				
11. Certified True C	Copy of Tax	City Assessor's Office		
Declaration (1 Original and 1				
Photocopy)				
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	PHILL
12. Real Tax Receipt (Current Year) (2	City Assessor's Office
photocopies)	
13. Neighbor's Consent with attached Government issued ID of neighbors	Adjacent Neighbors / Applicant
14. Certificates or clearances from	PHILVOCS, LLDA, DENR, NAPOCOR,
Different Agency (as the case maybe	CENRO, DOH, CAAP, DPWH, NTC, BFP,
arises) (1 Photocopy)	DICT, DILG
15. Construction Logbook	Applicant
16. Annex 2 of JMC (signed and	Revised JMC No. 1, Series of 2021,
sealed by Engineer) – for existing	"Streamlined Guidelines for the Issuance of
building/rooftop	Permits, Licenses, And Certificates For The
	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)	Devenue office
6. Barangay Clearance for	Barangay Office
Underground Cabling (1 Original and 1	
Photocopy) 7. DOLE Clearance	Department of Labor and Employment/
	Department of Labor and Employment/
8 Undertaking for Construction	Applicant
<ol> <li>8. Undertaking for Construction</li> <li>9. Recommendation and Report from</li> </ol>	Office of the Building Official / Applicant 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)	
2. Aerial Attachments (Utilities)	City Engineering Office
Recommendation Letter (1 Photocopy)	
3. Bill of materials/Cost Estimate and	Professional Electronics Engineer
Specifications (5 Sets)	
4. PRC ID & PTR of All signing	Professional Electronics Engineer
Engineers (1 Photocopy)	
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5. Barangay Cleara 1 Photocopy)	nce (1 Original and	Barangay C	office	
6. DOLE Clearance		Department of Labor and Employment		
7. Recommendation		City Engineering Office / Applicant		
City Engineering Of				
	tle is not under app	licant's nam	ne:	
1. Certified True Co		Registry of		
Attached Contract t				
Absolute Sale/Leas	e of Contract/ any			
proof of ownership	•			
If applicant is a co		1		
1. Duly notarized Se		Corporation		
(1 Original Copy)	<b>,</b>			
2. Valid ID (1 Photo		Applicant		
If done through a				
1. Authorization Let		Person beir	ig represented	
of Attorney (SPA) (	•		. <u>.</u>	
2. Valid ID (1 Photo		Authorizing Party and representative		
If the need arises:				
1. Certificates or cle	earances from	PHILVOCS	, LLDA, DENR, NA	POCOR.
Different Agency (a			OH, CAAP, DPWH	-
arises) (1 Photocop	•		, Provincial Gover	
If applicable:	]/		,	
1. Developer / HOA	Clearance (1	Developer /	HOA Office	
Original and 1 Phot		Developer,		
	ients as the case ar	ises:		
- Notice of Aw		Applicant		
- Deed of Don				
- Authority to (				
	onsent from Lot			
Owner				
- Deed of Usu	fruct			
- Affidavit of H	eirs			
	I Settlement of			
Estate				
- Death Certifi	cate of the			
deceased ov	vner			
- PSA Birth Ce	ertificate of Heir/s (if			
	d owner is the			
parent/spous	se/children/etc. of			
applicant)				
Marriage Contract				
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
1. Submit Letter of	1. Receive Letter	r None None Staff		
Intent to Office of	of intent for	Mayor's Office		
the Mayor	approval/comment			-
	s/recommendation			
	1.1 Endorse to	None	None	Staff



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	City Engineering Office			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	<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</i> Or <i>Staff</i> 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	<i>Clerk</i> 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
8. None	8. Approve the order of payment, sign forms and plans.	None	30 minutes	Head OBO





9. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt . Return to OBO and wait for the release of approved permit	9. Receive Photocopy of the official receipt, prepare and release permit., prepare and release the permits.	Based on PD 1096 Schedule of Fees	30 minutes	<i>Staff</i> Releasing Section
	TOTAL:	Based on PD 1096 Schedule of Fees	Simple: 1 Day, 2 Hours, and 15 Minutes* Complex: 5 Days, 2 Hours, and 15 Minutes* Highly Technical: 19 Days, 2 Hours and 15 Minutes*	



# 8. Sign Permit Application

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

Office or	Office of the Buildin	g Official		
Division:				
Classification:	Highly Technical			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:		intend to install signage		
	REQUIREMENTS	WHERE TO SECURE		
New Application:				
1. Signage Forms a		Office of the Building Official / Respective		
and Sealed by Arch	itect/Engineer) (3	Architect/Engineer		
Sets)				
2. Bill of Materials /	-	Respective Architect/Engineer		
Specifications (3 Se				
	gned and sealed by	Geodetic Engineer		
Geodetic Engineer				
4. Structural Analys		Civil/Structural Engineer		
sealed by Civil/Stru	ctural Engineer) (2			
Sets)				
5. PRC ID & PTR o		Respective Architect/Engineer		
Engineer (1 Photoc				
6. Barangay Cleara		Barangay Office		
(1 Original and 1 Pr	notocopy)			
7. Certified True Co		City Assessor's Office		
Declaration (1 Origi	nal and 1			
Photocopy)				
8. Real Tax Receip	t (Current Year) (2	City Assessor's Office		
photocopies)				
9. Building Permit o	f Base Building (1	Applicant		
Photocopy)				
	mit of Base Building	Applicant		
(1 Photocopy)				
11. Joint Structural		Applicant		
Certification (1 Phot	tocopy)			
12. Consent from A		Applicant		
Lot/Property Owner				
Government issued	· · · · · · · · · · · · · · · · · · ·			
13. DPWH Clearan	ce	Department of Public Works and Highways /		
		Applicant		
14. PHIVOLCS Clea	arance	PHIVOLCS / Applicant		
Renewal of Applic	ation:			
1. Previous Sign Pe		Applicant		
2. PRC ID & PTR o	f all signing	Respective Architect/Engineer		
Engineer (1 Photoc	ору)			
3. Barangay Cleara	nce for Installation	Barangay Office		
(1 Original and 1 Ph	notocopy)			
4. Certified True Co	py of Tax	City Assessor's Office		
L		· · ·		



			PHILI	
Declaration (1 Origi	nal and 1			
Photocopy)				
5. Real Tax Receipt photocopies)	t (Current Year) (2	City Assess	or's Office	
6. Joint Structural S (1 Photocopy)	tability Certification	Applicant		
7. Consent from Ad	iacent Lot/Property	Applicant		
Owners with attach		, approand		
issued ID (1 Photoc				
8. DPWH Clearance	9		t of Public Works a	and Highways /
If out mitted Lat Ti	tle is not under app	Applicant		
1. Certified True Co Attached Contract to		Registry of	Deeus	
-				
Absolute Sale/Leas				
proof of ownership i	ii submitted (1			
Photocopy)	rnoration:			
1. Duly notarized Se		Corporation	•	
	chelary Certificate	Corporation	1	
(1 Original Copy) 2. Valid ID		Applicant		
If done through a i	ronrosontativo:	Applicant		
1. Authorization Let		Authorizing	Party	
of Attorney (SPA) (	•	Authorizing Party		
2. Valid ID		Authorizing	Party and represe	ntativo
If applicable:		Autionzing	raity and represe	
1. Developer / HOA	Clearance (1	Developer /	HOA Office	
Original and 1 Phot		Developer /		
	ients as the case ar	isos:		
- Notice of Aw		Applicant		
- Deed of Don		Applicant		
- Authority to (				
	onsent from Lot			
Owner				
- Deed of Usu	fruct			
- Affidavit of H				
	I Settlement of			
Estate				
- Death Certifi	cate of the			
deceased ow				
	ertificate of Heir/s (if			
	d owner is the			
	se/children/etc. of			
applicant)				
Marriage Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Sign	1. Provide Sign	None	5 minutes	Engineer
Permit Application	Form and list of			Sign Division
		1	1	2.3.1 2.1.0.011



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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	<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	Assistant Building Official OBO
6. None	6. Approve the order of payment, and sign forms and plans.	None	5 minutes	Head OBO
7. Ask for Order of Payment, proceed to City's Treasurer's Office, present the order of payment, pay prescribed fee/s and receive official receipt. Return to OBO and wait for the release of approved permit	7. Receive Photocopy of the official receipt, prepare and release permit.	Based P.D. 1096 Schedule of Fees	30 minutes	Staff 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	Office of the Building Official			
Division:				
Classification:	Simple / Complex /		nical	
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Any individual who	intend to exc		
	REQUIREMENTS		WHERE TO SEC	
1. Excavation Form			e Building Official /	Respective
(Signed and Sealed Sets)	by Engineer) (5	Engineer		
2. Bill of Materials /	Cost of Estimate,	Respective	Engineer	
Specifications (5 Se			U	
3. PRC ID & PTR o		Respective	Engineer	
engineers (1 Photo		•	0	
4. Barangay Cleara		Barangay C	Office	
(1 Original and 1 Pl				
	itle is not under app	licant's nam	ne:	
1. Certified True Co		Registry of		
Attached Contract t		l togioti y or i		
Absolute Sale/Leas				
	ownership (1 Photocopy)			
If applicable:	( · · · · · · · · · · · · · · · · · · ·	1		
1. Developer / HOA	Clearance (1	Developer / HOA Office		
Original and 1 Phot	<b>`</b>			
If applicant is a co		1		
1. Duly notarized S		Corporation		
(1 Original Copy)				
2. Valid ID (1 Photo	conv)	Applicant		
If done through a		Applicant		
1 Authorization Let	ter / Special Power	Authorizing	Party	
of Attorney (SPA)			i arty	
2. Valid ID (1 Photo	copy)	Authorizing	Party and represe	ntative
· · · · · ·		FEES TO		PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Secure	1. Provide	None	5 minutes	Assistant
Excavation Permit	Excavation Form			Building Official
Application form	and list of			OBO
with the list of	requirements			Or
requirements.		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			OBO-Receiving
evaluation	lists of lacking			and Releasing
	neto or idolarily			and iteroacing





	requirements			Section
	2.3 For Government roads, endorse application to City Engineering Office	None	10 minutes	Clerk OBO-Receiving Section
3. Wait for the checking and evaluation	3.1 Evaluation and Assessment and computation of overall amount of regulatory fees.	None	1 day for Simple 5 days for Complex 19 days for Highly Technical	<i>Engineer</i> Technical Division
	<ul> <li>3.2 Conduct site inspection and send pictures and remarks through Telegram.</li> <li>3.3 Send pictures and Remarks thru Telegram</li> </ul>	None	30 minutes	Field 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 approved permit	7. Receive Photocopy of the official receipt, prepare and release permit.	Based on PD 1096 Schedule of Fees	30 minutes	Staff OBO-Releasing Section



		<b>O PRIME</b>	
TOTAL:	Based on PD 1096 Schedule	Simple: 1 Day and 2 Hours	
	of Fees	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 Buildin	g Official		
Classification:	Simple			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	Any individual who	intend to refu	nd their excavatio	n bond
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE
1. Pictures of excav	ation works	Applicant		
(before, during, and	l after) (1 Original			
Copy)				
2. Sketch of Location	on (1 Original Copy)	Applicant		
3. Official Receipt for	or Excavation Bond	Applicant		
(1 Original Copy an	d 1 Photocopy)			
4. Request Letter for	or Refund (1	Applicant		
Original Copy)				
5. Recommendation		City Engine	ering Office / Appl	icant
of City Engineering	Office (1 Original			
Сору)				
If applicant is a co		1		
1. Duly notarized Se	ecretary Certificate	Corporation		
(1 Original Copy)				
2. Valid ID (1 Photo		Authorizing	Party and represe	entative
If done through a		1		
1. Authorization Let of Attorney (SPA) (	ter / Special Power 1 Original Copy)	Authorizing	Party	
2. Valid ID (1 Photo		Authorizing	Party and represe	entative
	nents as the case ar			
- Notice of Aw		Applicant		
- Deed of Don	ation			
- Authority to (	Construct			
<ul> <li>Affidavit of C</li> </ul>	onsent from Lot			
Owner				
<ul> <li>Deed of Usu</li> </ul>	fruct			
- Affidavit of H				
<ul> <li>Extra Judicia</li> </ul>	al Settlement of			
Estate				
- Death Certifi				
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
parent/spouse/children/etc. of				
applicant)				
- Marriage Co			PROFESSIVE	DEDGON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR GOVERNMEN	NT ROADS AND TU	RNED-OVER	SUBDIVISIONS	





			TA, PHILIT	
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</i> 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	<i>Clerk</i> OBO- 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		1		
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	Clerk OBO-Receiving Section
2. Wait for the inspection	2. Conduct inspection for the excavation works	None	30 minutes	Field Inspector
4. Approved:	4. Approved:	None	10 minutes	ClerkOBO-



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



# 11. Temporary Electrical Connection Application

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

Office or	Office of the Building Official			
Division:	O			
Classification:	Complex	ta 0:4:		
Type of	G2C – Government	to Citizen		
Transaction:	A 11 · · · · · ·			
Who may avail:	All residential, com	nercial, instit		
CHECKLIST OF I			WHERE TO SEC	URE
1. List of Applicants	· · · · ·	MERALCO		
2. Building Permit (1		Applicant		
3. Duly Accomplishe			Building Official /	
application duly sign		•	Master electrician/	Electrical
Registered Master e		Engineer		
Engineer (if applicable) (1 Original) If done through a representative:				
			Dortu	
1. Authorization Let		Authorizing	Party	
of Attorney (SPA) (1		Authorizing	Darty and represe	ntativa
2. Valid ID (1 Photocopy) Authorizing Party and representative				
Other legal documents as the case arises:				
- Notice of Awa		Applicant		
- Deed of Dona				
- Authority to C	onsent from Lot			
- Andavit of C				
- Deed of Usut	fruct			
- Affidavit of H				
	I Settlement of			
Estate				
- Death Certific	cate of the			
deceased ow				
	ertificate of Heir/s (if			
	d owner is the			
	e/children/etc. of			
applicant)				
Marriage Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply to	1. Check if	None	5 minutes	Clerk
MERALCO	application is			Receiving
	emailed			Section
2. Wait for the	2. Conduct	None	5 days	Staff
inspection to be	Inspection to		e aayo	Electrical
conducted by the	check if the			Division
OBO-Electrical	application and			
Division	site complies with			
	the provision of			



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



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	TOTAL:	Based on	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 Building Official			
Division:	Querry law			
Classification:	Complex			
Type of	G2C – Government	to Citizen		
Transaction:				
Who may avail:	All residential, comr	nercial, instit		
	REQUIREMENTS WHERE TO SECURE			
1. List of Applicants	· · · · · · · · · · · · · · · · · · ·	MERALCO		
2. Duly Accomplishe			e Building Official /	
application duly sign		•	Master electrician/	Electrical
	electrician/Electrical	Engineer		
Engineer (if applicable) (1 Original)				
3. CUDHO Certifica	ition (1 Original	•	and Development	Housing Office /
Сору)		Applicant		
If applicable:				
1. Occupancy Perm		Applicant		
If done through a representative:				
1. Authorization Let	•	Authorizing	Party	
of Attorney (SPA) (				
2. Valid ID (1 Photo			Party and represe	entative
Other legal documents as the case arises:				
- Notice of Aw		Applicant		
- Deed of Don				
- Authority to (				
	onsent from Lot			
Owner	<b>.</b> .			
- Deed of Usu				
- Affidavit of H				
	I Settlement of			
Estate				
- Death Certifi				
deceased ow				
	ertificate of Heir/s (if			
	d owner is the			
	e/children/etc. of			
applicant)				
Marriage Contract			DDOOFOOINO	
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.			Section
2. Wait for the	2. Conduct	None	5 days	Staff
inspection to be	Inspection to		-	OBO-Electrical
conducted by the	check if the			Division



	1			
OBO-Electrical	application and			
Division	site complies with			
	the provision of			
	existing Philippine			
	Electrical Code.			
3. None	3. Evaluate,	None	30 minutes	Staff
	assess, and			OBO-Electrical
	compute			Division
	regulatory fees.			
4. None	4. If found to be	None	10 minutes	Clerk
	compliant,			OBO-Billing
	prepare order of			Section
	payment and			
	prepare certificate			
	of Final Electrical			
	Inspection			
5. None	5. Review and	None	5 minutes	Assistant
	recommend for			Building Official
	payment, and sign			OBO
	forms, plans,			
	certificate, and			
	order of payment.			
6. None	6. Approve the	None	5 minutes	Officer-in-
	order of payment,			Charge
	and sign			OBO
	Certificate of Final			
	Electrical			
	Inspection			
7. Ask for Order of	7. Receive	Based on	5 minutes	Clerk
Payment and	photocopy of the	PD 1096		OBO-Billing
Certificate of Final	receipt and	Schedule		Section
Electrical	encode details of	of Fees		
Inspection,	payment.			
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.				
8. Coordinate with	8. Forward	None	30 minutes.	Clerk
MERALCO for	approved			OBO-Releasing
their Service	Certificate of Final			Section
Connection.	Electrical			
	Inspection (CFEI)			
	to MERALCO thru			



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



## 13. Water Connection Application

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

Office or	Office of the Building Official			
Division:	Complex			
Classification:	Complex			
Type of	G2C – Government	to Citizen		
Transaction:	All regidential com	moroial institu	utional and industr	ial huildinga
Who may avail:	All residential, comi		WHERE TO SEC	
		Water Servi		UKE
1. Investigation For Order (1 Original C		Water Servi		
2. Barangay Cleara Connection (1 Orig		Barangay		
3. Recommendatio from City Engineeri	n and Report Letter	City Engine	ering Office / Appl	icant
Original Copy)				
If applicable:		<u> </u>		
1. Developer / HOA	Clearance (1	Developer/H	IUA Office	
Original Copy)				
If applicant is a co		Corporation		
1. Duly notarized S	ecretary Certificate	Corporation		
(1 Original Copy)		Applicant		
2. Valid ID (1 Photo If done through a		Applicant		
	tter / Special Power	Authorizing	Portu	
of Attorney (SPA) (	•	Authorizing	Faily	
2. Valid ID (1 Photo		Authorizing	Party and represe	ntativo
	ong a National High		r arty and represe	
1. DPWH Clearanc		DPWH		
	nents as the case ar			
- Notice of Aw		Applicant		
- Deed of Don		, applicant		
- Authority to				
	Consent from Lot			
Owner				
<ul> <li>Deed of Usu</li> </ul>	fruct			
<ul> <li>Affidavit of H</li> </ul>				
	al Settlement of			
Estate				
- Death Certifi				
deceased ov				
	ertificate of Heir/s (if			
	d owner is the			
applicant)	se/children/etc. of			
Marriage Contract				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ACTIONS			RESPUNSIBLE





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1. Submit Investigation Form or Construction Order and other pertinent documents.	<ol> <li>Receive and check documents</li> <li>1.1 Provide Waiver/ Pagpapaubaya</li> </ol>	None	5 minutes	Clerk OBO-Receiving Section
2. Fill out Waiver /	2. Provide Waiver	None	5 minutes	Clerk
Pagpapaubaya	Pagpapaubaya and receive filled- out waiver after and other pertinent documents.	None	Jinnutes	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	<i>Clerk</i> OBO-Releasing Section



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



# 14. Building Clearance for Business Establishment

This clearance shall be secured for Business Applications

Office or Division:	Office of the Building Official				
Classification:	Simple / Complex / Highly Technical				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:					
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Building Permit of Photocopy)	of Building (1	Applicant			
2. Duly accomplish Clearance for Busir Copy)		Business Permits and Licensing Office / Applicant			
3. Barangay Cleara Photocopy)	nce for Business (1	Barangay Office			
4. Pictures of Locat (front, rear and side Copy)		Applicant			
If submitted Lot T	itle is not under app	blicant'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:	ait of Duilding (if	Applicant			
6. Occupancy Pern applicable) (1 Phote		Applicant			
7. Safety Certificati (Civil, Structural, El Mechanical) (1 Pho	on for Building ectrical, tocopy)	Applicant			
8. Developer / HOA Photocopy)	Clearance (1	Developer / HOA Office			
If done through a	representative:				
1. Authorization Let of Attorney (SPA) (	tter / Special Power 1 Original Copy)	Authorizing Party			
2. Valid ID (1 Photo		Authorizing Party and representative			
	nents as the case ar				
<ul> <li>Notice of Award</li> <li>Deed of Donation</li> <li>Authority to Construct</li> <li>Affidavit of Consent from Lot Owner</li> <li>Deed of Usufruct</li> <li>Affidavit of Heirs</li> <li>Extra Judicial Settlement of Estate</li> <li>Death Certificate of the</li> </ul>		Applicant			
deceased ov	vner				



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

#### Note:

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

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



### 15. Annual Inspection of Business Establishment

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

06				
Office or	Office of the Building Official			
Division:	1 Bach - Taskai al			
Classification:	Highly Technical G2C – Government	ta Citizan		
Type of	G2C – Government	to Cilizen		
Transaction:		ia an adminia	tratar ar an auroar	of a building
Who may avail:	Any individual who i	is an adminis		
	REQUIREMENTS	A	WHERE TO SEC	URE
1. Approved Plans		Applicant		
Structural, Electrica	•			
Electronics, Mecha		Applicant		
2. Approved Certific		Applicant	Duilding Official /	Applicant
3. Notice for Annua			e Building Official /	Applicant
appointment) (1 Ori	• • • •	Applicant		
4. List of Machineric	esr⊑quipment (1	Applicant		
Original Copy)				
If applicable:	chadula (1 Original	Applicant		
	chedule (1 Original	Applicant		
Copy)				
- Notice of Aw	ents as the case ar			
- Deed of Don		Applicant		
- Authority to (	Construct			
Owner				
- Deed of Usu	fruct			
<ul> <li>Affidavit of H</li> </ul>				
	al 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 Co	ntract			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	<b>BE PAID</b>	TIME	RESPONSIBLE
2. Submit Annual	2. Receive Annual	None	5 minutes	Clerk
Inspection Notice	Inspection Notice			OBO-Receiving
with requirements	with requirements	nents Sectio		Section
and schedule for				
	ocular inspection.			
3. Accompany the	3. Conduct Ocular	None	1 day for	Architect Or
inspectors for	Inspection		Simple	<i>Engineer</i> Or
checking and				Staff



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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	



### 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 /	Hiahlv Techr	nical	
Type of	G2C – Government			
Transaction:				
Who may avail:	Any individual who	is an adminis	trator or an owner	of a building
	REQUIREMENTS		WHERE TO SEC	
1. Mechanical Form	is and Plans	Respective	Engineer / Applica	Int
(signed and sealed	by Respective		0 11	
Engineer) (3 Sets)				
2. Electrical Forms	and Plans (signed	Respective	Engineer / Applic	ant
and sealed by Resp	bective Engineer) (3			
Sets)				
3. PRC ID and PTR	of All Signing	Respective Engineer		
	engineers (1 Photocopy)			
4. Bill of Materials/C	Cost of Estimate	Respective	Engineer	
and Specifications (				
by Respective Engi			1	
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





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



ΤΟΤΑ	L: 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	



## **17. Complaints and Disputes**

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

	Office of the Duildin			
Office or	Office of the Building Official			
Division:				
Classification:	Simple	1. O't'		
Type of	G2C – Government	to Citizen		
Transaction:				<b>C 1 1 1</b>
Who may avail:	Any individual who i	is an adminis		
	REQUIREMENTS		WHERE TO SEC	URE
•	int (1 Original Copy,	Complainar	It	
1 Receiving Copy)		Derevery		
	m Barangay Office /	Barangay /	HUA	
HOA Office (1 Origi				Analiaant
3. Notice of invitation	on (1 Original Copy)		Building Official /	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1. Receive	None	10 minutes	Clerk
Complaint letter	Complaint Letter			OBO-Receiving
	and prepare			Section
	endorsement to			
	City Legal Office			
	for schedule of			
	technical			
	conference.			
	1.1 Conduct site	None	30 minutes	Field Inspectors
	inspection and send pictures and remarks through Telegram.			OBO
	1.2 Prepare	None	10 minutes	Clerk
	Notice of Invitation			OBO-Receiving
	for schedule of			Section
	meeting			
	1.3 Deliver Notice	None	30 minutes	Field Inspectors
	of Invitation to			OBO
	complainant and			
	respondent			
2. Submit Notice	2. Attend technical	None	3 hours	OBO
of Invitation	conference			Legal Office
	TOTAL:	None	4 Hours and 20 Minutes	