

OFFICE OF THE MUNICIPAL ENGINEER

I. GRANTING BUILDING PERMIT APPLICATION

Section 301 of National Building Code states that no person, firm or corporation, including any agency or instrumentality of government, shall construct, alter, convert, use, occupy, move, demolish, and add a building/structure or any portion thereof or cause the same to be done, without first obtaining a Building Permit from the Building Official assigned in the place where the subject building/structure is located or planned to be located.

CLIENT GROUPS:

Any person, firm or corporation, including any agency or instrumentality of the government, who intends to construct, alter, convert, use, occupy, move, demolish, and add a building/structure or any portion thereof or cause the same to be done.

A. REQUIREMENTS:

- 5 copies (NBC FORM NO. B-01) Application for Building Permit Form duly notarized and accomplished
- 5 copies of duly accomplished Ancillary Permit Forms (duly signed and sealed by the designing professional) such as:
 - . Architectural (NBC Form No. A-01)
 - . Civil/Structural (NBC Form No. A-02)
 - . Sanitary (NBC Form No. A-05)
 - . Plumbing (NBC Form No. A-06)
 - . Electrical (NBC Form No. A-03)
 - . Electronics (NBC Form No. A-07), if any
 - . Scaffolding (NBC Form No. B-06)
 - . Sign (NBC Form No. B-07), if any
 - . Demolition (NBC Form No. B-08) - 5 copies duly signed and sealed by the designing professional, if any
- Five (5) copies of Site Development Plan showing Technical Description, boundaries, etc.
- Five (5) sets of Building Plans (Architectural, Civil/Structural, Sanitary, Plumbing, Electrical, Mechanical, Electronics- duly signed and sealed by Designing Professionals.
- Five(5) sets/each of Bill of Materials and Cost Estimates – duly signed and sealed by Designing Professionals.
- Five (5) sets/each of Design Specifications – duly signed and sealed by Designing Professionals.
- Two (2) copies of the Certified True Copy of OCT/TCT
- Two (2) copies of the Deed of Sale/Lease Contract/Contract to Sell, if the OCT/TCT is not in the name of the owner/applicant
- Two (2) copies of the Certified True Copy of Latest Tax Declaration
- Two (2) copies of the Certificate of RPT Payment/Current Tax Receipt.
- Construction Logbook- 1 piece
- Two (2) of the Structural Design Computations with seismic analysis which conform to the latest NSCP for (2) two storeys and above – duly signed and sealed by Designing Professional
- Two (2) copies of the Plate Load Test Analysis for (3) storeys and above
- Two copies of the Soil Boring Test Result for (4) storeys and above
- Two(2) copies of Certification regarding structural stability of existing foundation in case of addition – duly signed and sealed by the Civil/ Structural Engineer.
- Two (2) copies of Previous approved plan or building permit in case of addition, alteration and renovation
- Locational Clearance from Zoning Admin. for all types of buildings/ structures
- Two (2) copies of Clearances from other government agencies exercising regulatory functions. Such regulatory agencies are:
 - HLURB – for zoning and land use of all types of buildings/structures
 - Bureau of Fire Protection – for all types of buildings/structures
 - DPWH – Road Right of Way Clearance along national road for all types of buildings/ structures.
 - PEO – road right of way clearance along provincial road for all types of buildings/ structures
 - LGU – for all types of buildings/ structures
 - DENR-EMB Clearance (ECC/CNC) – for all commercial and industrial buildings
 - DOLE – for industrial buildings
 - DOH – for health hazard-related buildings / structures
 - ATO - for buildings / structures exceeding 40 meters in height
 - Philippine Tourism Authority – for tourist-oriented projects
 - Department of Education – for educational buildings
 - Energy Regulatory Board – for gasoline stations

ORAS NG SERBISYO : Lunes hanggang Biyernes
8:00 AM to 12:00 Noon at 1:00 PM to 5:00 PM

KABUUANG ORAS NG PROSESO : 4 oras at 25 minut0

FEES: Konsultahin ang "Revised Edition of National Building Code 2005. (NCBDO MEMORANDUM CIRCULAR NO. 1, Series of 2004 – New Schedule of Building Permit Fees and Other Charges)"

B. PARAAN NG PAGKUHA NG SERBISYO

1. Kumuha ng kopya ng mga application forms for Building Permit, Ancillary Permit and Accessory Permit sa Municipal Engineer's Office kalakip ang talaan ng mga kailangang dokumento. Ipapaliwanag ng Building Staff ang mga nakasaad sa talaan at ang kaukulang "clearances" na dapat kuhanin sa ibang ahensya na angkop sa proyekto. (10 minuto)
2. Punan ang lahat ng impormasyon na nakasaad sa application forms at isumiti na kasama ang plano at mga dokumento sa Engineering Office para sa inisyal na pagsusuri. Tatanggapin at beberipikahin ang mga kakumpletohan ng mga dokumento ng Building Staff/Official at gagawan ng endorsement para sa ibang ahensya na kailangan ang "Clearances". (20 minuto)
3. Pagkakuha ng kailangang clearances sa ibang ahensya, isumite ito kasama ng mga iba pang kulang na dokumento sa Mun. Engineer's Office. Kung kumpleto at wasto na ang lahat base sa "evaluation" ay Itatakda ng Building Staff/Official ang schedule ng inspeksyon. (25 minuto)
4. Asistihan kung kinakailangan sa oras ng inspeksyon ang Engineering Team/Building Official sapamamagitan ng pagbibigay ng kinakailangan o karagdagang impormasyon ukol sa proyekto. (120 minuto)
5. Makaraan ang 2 araw magsadya muli sa tanggapang ito para malaman ang resulta ng evaluation base sa ginawang inspeksyon. (20 minuto)
 - a. Kung walang "deficiencies" ay dumako na sa Step 7;
 - b. Kung may "deficiencies" ipapaliwanag ng Engineering Staff ang mga kakulangang dokumento o/at mga nararapat na itama sa plano at dokumento.
6. Isumite ang kakulangan at mga pagtatama sa dokumento. Ito ay muling rerepasuhin ng Building Staff/Official
7. Humingi ng kaukulang "Order of Payment" pagkatapos na madetermina ng Building Staff/Official ang kakumpletuhan at kawastuan ng aplikasyon.
8. Magtungo sa Treasurer's Office para sa pagbabayad ng kaukulang "fees". Ipakita ang "Order of Payment" at humingi ng Opisyal na Resibo. Ipa "photo copy" ang resibo.
9. Bumalik sa Engineering Office at ibigay ang photocopy ng Opisyal na Resibo (OR). Aabisuhan ng Engineering Staff kung kailan ang "release" ng Building Permit.
(Sect. 34 of PD 1096 ay nagsasaad na dapat iisyu ng Building Official sa loob ng labinlimang araw ang "approved Building Permit" pagkatapos na mabayaran ang kaukulang "fees")
10. Simula sa itinakdang araw, bumalik sa Engineering Office para kuhanin ang kopya ng "Approved Building Permit".

II. ISSUANCE OF OCCUPANCY PERMIT

ABOUT THE SERVICE: An occupancy permit is required before any building/ structure is used or occupied. It is usually secured after the completion of a structure.

It is also required if there is any change in the existing use or occupancy classification of a building, structure or any portion thereof.

CLIENT GROUPS:

Individuals, firms or corporations who wish to occupy a newly completed structure or one that has changed existing use or occupancy classification.

A. REQUIREMENTS:

- As Built Plans – 3 copies
- Specifications – 3 copies
- Application for Certificate for Occupancy – 3 copies
- Certificate of Completion Form (NBC Form No. B – 10) – 5 copies duly signed sealed and notarized
- Logbook of Building Construction and Building Inspection Sheet duly accomplished by the contractor (if undertaken by contract) and signed and sealed by Architect or Civil Engineer Certificate of Final Electrical Inspection – 5 copies duly signed and sealed
- Final Fire Safety Inspection Report/ Fire Inspection Certificate

ORAS NG SERBISYO : Lunes hanggang Biyernes,
8:00 AM to 12:00 NOON at 1:00 PM to 5:00 PM

KABUUANG ORAS NG PROSESO : 3 oras at 20 minuto

FEES: Kumunsulta sa Revised Edition of National Building Code 2005
(NCBDO MEMORANDUM CIRCULAR NO. 1, Series of 2004 – New
Schedule of Building Permit Fees and Other Charges)

B. PARAAN NG PAGKUHA NG SERBISYO

1. Kumuha ng kopya ng forms para sa aplikasyon ng Cert. of Occupancy at Certificate of Completion at punan lahat ng impormasyon na nakasaad sa forms at isumiti na kasama ang plano at mga kailangang dokumento sa Engineering Office para sa inisyal na pagsusuri. Gagawan ng endorsement sa Bureau of Fire Protection (BFP) para kumuha ng Fire Safety Inspection Certificate. Kapag ang Building/Structure ay Industrial ay eendorso ang request sa DOLE para kumuha ng Safety Inspection at Certificate to Operate. (30 minuto);
2. Pagkakuha ng kailangang clearances sa kinakailangang ahensya, isumite ito kasama ng mga iba pang kulang na dokumento sa Mun. Engineer's Office. Kung kumpleto at wasto na ang lahat base sa "evaluation" ay Itatakda ng Building Staff/Official ang schedule ng inspeksyon. (15 minuto);
3. Samahan o asistihan sa oras ng inspeksyon ang Engineering Team/Building Official. Sa oras na ito ay susuriin kung ang proyekto ay nagawa ng naaayon sa pinagtibay na plano at specifications (90 minuto);
4. Makaraan ang 1 araw magsadya muli sa tanggapang ito para malaman ang resulta ng ginawang inspeksyon. (15 minuto)
 - a. Kung walang "deficiencies" ay dumako na sa Step 7;
 - b. Kung may "deficiencies" ipapaliwanag ng Engineering Staff ang mga kakulangang dokumento o/at mga nararapat na pagtatama sa plano at dokumento.
5. Isumite ang kakulangan at mga pagtatama sa dokumento. Ito ay muling rerepasuhin ng Building Staff/Official at itatakda muli ang araw ng inspeksyon (20 minuto)
6. Samahan at asistihan muli ang Engineering Team/Building Official para sa muling inspeksyon.
7. Humingi ng kaukulang "Order of Payment" pagkatapos na madetermina ng Building Staff/Official ang kakumpletuhan at kawastuan ng mga "corrections" sa plano at dokumento (10 minuto).
8. Magtungo sa Treasurer's Office para sa pagbabayad ng kaukulang "fees". Ipakita ang "Order of Payment" at humingi ng Opisyal na Resibo. Ipa "photo copy" ang resibo. (10 minuto).
9. Bumalik sa Engineering Office at ibigay ang photocopy ng Opisyal na Resibo (OR). Aabisuhan ng Engineering Staff na bumalik makalipas ang isang araw para sa "release" ng Occupancy Permit. (5 minuto)
10. Makalipas ang isang araw, bumalik sa Engineering Office para kuhanin ang kopya ng "Occupancy Permit". (minuto)