

# Issuance of Payment Receipt for Use of Municipal Port Terminal

**ABOUT THE SERVICES:** A Certificate of Final Electrical inspection (CFEI) is required before any building/structure is used or occupied. It is usually secured after the completion of electrical installation and issue requirement in securing power service connection from the Sorsogon Electric Cooperative.

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

Sec. 1.2.2.2 of Philippines Electrical Code states that no electrical installation, alteration and or/addition shall be connected or reconnected any power supply or any source of electrical energy without a CFEI obtaining from the Government Authority Concerned.

<b>CLIENT GROUPS:</b>	Individuals, firms or cooperation's seeking an Occupancy Permit
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• Location/Sketch Plan of Electrical Layout for 1-9 outlets only one more than 1620 VA for indigenous dwellings</li><li>• Electrical Permit (NBC Form No. A-03)<ul style="list-style-type: none"><li>• Electrical Plans</li><li>• Electrical Specifications</li></ul></li><li>• Bill of Materials and Cost Estimates</li></ul>
<b>SERVICE SCHEDULE:</b>	Mondays to Fridays 8:00 AM to 12:00 NN, 1:00 PM to 5:00 PM
<b>TOTAL PROCESSING TIME:</b>	1 hour and 50 minutes

<b>TOTAL FEES/CHARGES:</b>	Please refer to the Revised Edition of National Building Code (NCBDO MEMORANDUM CIRCULAR NO. 1, Series of 2004 Schedule of Building Permit Fees and Other Charges)
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Step 1 >> 10 minutes

Present the required supporting documents to any member of the building staff for initial verification of the requirements.

Verifies all necessary plans/documents appropriate to the project and advises the client of the schedule of inspection.

Building Official Engineering Staff

Step 2 >> 15 minutes

Accompany the engineering team during the inspection of the site to answer whatever questions it may have.

Conducts site inspection.

Building Official Engineering Staff

Step 3 >>

Inquire about the results of evaluation and assessment one day after submission of documents.

- a. if there are no deficiencies, proceed to Step 6.
- b. If there are deficiencies, you will be informed of said deficiencies

Informs the client whether the documents and requirements are complete and in order and whether plans and documents require correction.

Building Official Engineering Staff

Step 4 >> 20 minutes

Request for schedule of re-inspection

Receives and reviews submission if any. Re-schedules re-inspection.

Building Official Engineering Staff

Step 5 >> 10 minutes

Accompany the engineering team during the re-inspection of the site.

Conducts re-inspection

Building Official Engineering Staff

Step 6 >>

After the documents/ requirements and/ or corrections have been found to be complete and/or in order, secure an order of payment.

Issues an order of payment.

Building Official Engineering Staff

Step 7 >> 10 minutes

Present the order of payment to the Municipal Treasurer's office, pay the required fees and secure an official receipt

Receives payment and issues official receipt.

Revenue Collection Staff

Step 8 >> 5 minutes

Go back to the Municipal Engineer's office and submit photocopy of the official receipt.

Advice client to come back after one working day to claim the certificate of final electrical inspection.

Building Official Engineering Staff

Step 9 >> 5 minutes

Secure approved Certification

Releases approved certificate of final electrical inspection

Building Official Engineering Staff

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# Issuance of Occupancy Permit

**ABOUT THE SERVICES:** 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.

<b>CLIENT GROUPS:</b>	Individuals, firms or corporations who wish to occupy a newly completed structure or one that has change existing use or occupancy classification.
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• As-Built Plans – 3 copies</li><li>• Specifications – 3 copies</li><li>• Application for Certificate of Occupancy – 3 copies</li><li>• Certification of Completion Form (NBC Form No. B-10) – 5 copies duly signed &amp; sealed and notarized</li><li>• Logbook of the 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 &amp; sealed</li><li>• Final Fire Inspection report/ Fire Inspection certificate</li></ul>
<b>SERVICE SCHEDULE:</b>	Mondays to Fridays 8:00 AM to 12:00 NN, 1:00 PM to 5:00 PM

<b>TOTAL PROCESSING TIME:</b>	2 hours and 10 minutes
<b>TOTAL FEES/CHARGES:</b>	Please refer to the Revised Edition of National Building Code 2005. (NCBDO MEMORANDUM CIRCULAR NO. 1, Series of 2004 – New Schedule of Building Permit Fees and Other Charges)

Step 1 >> 30 minutes

Secure Certificate of Completion Forms. Fill out the forms and submit along with the other requirements for initial verification.

Endorses request to the Bureau of Fire Protection for securing Fire Safety Inspection Certificate. If the structure is an industrial building, endorses request to the DOLE for securing Safety Inspection and DENR Certificate to Operate for industrial/commercial buildings.

Building Official Engineering Staff

Step 2 >> 15 minutes

After securing clearances from the other agencies, submit the duly accomplished forms and related documents clearances that have been secured from the BFP, DOLE and DENR. Submit the duly accomplished forms and related documents, safety certificates, as-built plans (for any deviations from the approved plans) and detailed sketch of location.

Take note of the inspection schedule.

Reviews clearances and documents. Schedules inspection with the client.

Building Official Engineering Staff

Step 3 >>

Accompany the building inspectors/ technical staff during the inspection of the completed structure.

Conducts inspection and check if the structure is built in

accordance with the approved plans and specifications.

Building Official Engineering Staff

Step 4 >> 15 minutes

Inquire about the results of inspection one day after its conduct.

- a. If there are no deficiencies, proceed to Step 7.
- b. If there are deficiencies, you will be informed of said deficiencies.

Informs the client whether the documents and requirements are complete and in order and whether plans and documents require correction.

Building Official Engineering Staff

Step 5 >> 20 minutes

Undertake corrections and/ or additional requirements for review. Request for schedule of re-inspection.

Receives and reviews submission if any. Re-schedules re-inspection.

Building Official Engineering Staff

Step 6 >>

Accompany the engineering team during the re-inspection of the site.

Conducts re-inspection

Building Official Engineering Staff

Step 7 >> 10 minutes

After the documents/requirements and/ or corrections have been found to be complete and/or in order, secure an order of payment.

Issues an order of payment.

Building Official Engineering Staff

Step 8 >> 10 minutes

Present the order of payment to the Municipal Treasurer's office, pay the required fees and secure an official receipt

Receives payment and issues official receipt.

Revenue Collection Staff

Step 9 >> 5 minutes

Go back to the Municipal Engineer's office and submit photocopy of the official receipt.

Advice client to come back after one working day to claim the occupancy permit.

Building Official Engineering Staff

Step 10 >> 5 minutes

Secure approved Occupancy Permit.

Releases approved occupancy permit.

Building Official Engineering Staff

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# **Issuances of Annual Electrical Inspection and Certification of Annual Inspection for Business**

# License and Mayor's Permit

**ABOUT THE SERVICES:** Business enterprises are required to secure Building Inspection Approval from the City Engineer's Office before start of commercial operations and during the annual renewal of business permits. This service is among the processes involved in securing Municipal Permit/ Business License.

<b>CLIENT GROUPS:</b>	Business enterprises intending to start operations or Intending to renew their business permits.
<b>REQUIREMENTS:</b>	<p><b>New Business License / Mayor's Permit:</b></p> <ul style="list-style-type: none"><li>• Location / Sketch Plan with detailed information about business</li><li>• Photocopy of Certificate of Occupancy/ Certificate of use with copy of certificate of Final Electrical Inspection<ul style="list-style-type: none"><li>• Certificate of Completion</li></ul></li></ul> <p><b>Renewal of Business License/ Mayor's Permit:</b></p> <ul style="list-style-type: none"><li>• Photocopy of Certificate of Occupancy/ Certificate of Use with copy of certificate of Annual Electrical Inspection</li><li>• Certification duly signed and sealed of a duly license Professional (Arch, CE, PEE, PME, RMP, SE)<ul style="list-style-type: none"><li>• Certificate of Final Electrical Inspection, if any</li></ul></li></ul>
<b>SERVICE SCHEDULE:</b>	Mondays to Fridays 8:00 AM to 12: NN, 1:00 PM to 5:00 PM
<b>TOTAL PROCESSING TIME:</b>	1 hour and 40 minutes



<b>TOTAL FEES/CHARGES:</b>	Please refer to the Revised Edition of National Building Code 2005. (NCBDO MEMORANDUM CIRCULAR NO. 1, Series of 2004 – New Schedule of Building Permit Fees and Other Charges)
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Step 1 >> 15 minutes

Present the required supporting documents for initial verification.

Verifies and reviews supporting documents

Building Official Engineering Staff

Step 2 >> 15 minutes

After verification of all necessary plans/ documents and clearances applicable to new business enterprise and renewal of mayor's permit, you will be advised of the schedule of inspection.

Schedules inspection

Building Official Engineering Staff

Step 3 >>

Accompany the team during the conduct of the inspection.

Conducts inspection.

Building Official Engineering Staff

Step 4 >> 15 minutes

Inquire about the results one day after the inspection.

a. if there are deficiencies, proceed to step 7.

b. If there are deficiencies, you will be instructed to make the necessary corrections and to comply with the requirements in accordance with PD 1096.

Building Official Engineering Staff

Step 5 >> 10 minutes

After complying with the corrections, inform the Municipal

Engineer's Office and request re-inspection.

Schedules re-inspection

Building Official Engineering Staff

Step 6 >>

Accompany the team during the conduct of re-inspection

Conducts re-inspection

Building Official Engineering Staff

Step 7 >> 10 minutes

Secure an order of payment from Municipal Engineer's Office

Issues an order of payment.

Building Official Engineering Staff

Step 8 >> 10 minutes

Present an order of payment to the Municipal Treasurer's office, pay the required fees and secure an official receipt. Photocopy the official receipt.

Receives payment and issues official receipt.

Revenue Collection Staff

Step 9 >> 5 minutes

Go back to the Municipal Engineer's Office and submit photocopy of the official receipt.

Records official receipt number and advises client to come back after one working day to claim the Certificate of Annual Inspection and Certificate of Electrical Inspection

Building Official Engineering Staff

Step 10 >> 5 minutes

Secure approved Certificate of Annual Inspection and Certificate of Electrical Inspection.

Releases APPROVED Certificate of Electrical Inspection.

Building Official Engineering Staff

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# Granting Permits Supplementary to a Building Permit

**ABOUT THE SERVICES:** The following permits are required to secure a building permit:

## **Ancillary Permits**

The Ancillary Permits duly signed and sealed by the corresponding profession and the plans and specifications shall be submitted together with duly notarized application for Building Permit is null and void if not accompanied by the Ancillary Permits. The prescribed Ancillary and other Accessory Permits/forms shall likewise be used whenever applicable. The Ancillary Permit are the following:

- Architectural Permit
- Civil/Structural Permit
- Electrical Permit
- Mechanical Permit
- Sanitary Permit
- Plumbing Permit
- Electronics Permit

## **Accessory Permits**

Accessory Permits are issued by the Building Official for accessory parts of project with very special functions or use which are indicated in the plans and specifications that the building permit application. These may include, among others:

back and record vaults; swimming pool; firewall separate from the building/structure; towers; silos; smokestacks; chimneys; commercial/industrial fixed ovens; industrial kilns/furnaces; water/waste treatment tanks, septic vaults; concrete and steel tanks; booths, kiosks and stages; and tombs, mausoleums and niches.

Accessory permits are issued by the Building Official for activities being undertaken prior to or during the processing of the building permit. The coverage is spelled out in the accessory permit for including the expiry period. These shall be signed by the owner/applicant and by the concerned professionals. These permits include, among others, ground preparation and excavation, encroachment of foundation to public area, fencing, for fence not exceeding 1.80 meters high, sidewalk construction, temporary sidewalk enclosure and occupancy, erection of scaffolding, erecting, repair, removal of sign; and demolition.

<b>CLIENT GROUPS:</b>	Individuals, firms or cooperation's seeking a building permit
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**Fencing Permit**

This permit is secured prior to an actual construction of fence.

Requirements:

- Fencing Permit Form (NBC Form No. B-03) – 5 copies duly signed, sealed and notarized
  - Fencing Plan – 5 copies
  - Bill of Materials and Cost Estimates – 5 copies
  - Specifications – 5 copies
- Lot Plan with Certification of Geodetic engineer that the preference will not encroach on adjoining properties
- Transfer Certificate Title (TCT)/Original Certificate Title (Original Copies)
- Deed of Sale/Lease Contract/ Contract to Sell, if the OCT/TC in the name of the owner/applicant – 2 copies
  - Certified true copy of Latest Tax declaration – 2 copies
  - Certificate of real Property Tax payment/ Current Tax Receipt copies

**Demolition Permit**

This permit is secured prior to systematic dismantling or destructs a building or structure in whole or in part.

Requirements:

- Demolition Permit Form (NBC Form No. B-08) – 5 copies duly signed and sealed & notarized
  - Sketch Plan/ Vicinity Map/ Location Plan – 5 copies
  - Certified true copy of Latest Tax Declaration – 2 copies
- Certificate of Real Property Tax Payment/ Current Tax Receipt copies
  - Certified True Copy of OCT/TCT – 2 copies

**Permit for Temporary Service Connection**

This permit is secured for temporary service connection to a power for lighting and power construction, testing etc.

Requirements:

- Permit for Temporary Service Connection form (NBC Form – 3 Copies
  - Building Permit (for new construction) – 3 copies
  - Electrical Plan/Layout – 3 copies

**Temporary Sidewalk Enclosure and Occupancy Permit**

This permit is secured prior to the construction and repair of sidewalks.

Requirements:

- Temporary Sidewalk Connection and Occupancy Permit Form (NBC Form No. B-05) – 3 Copies
  - Sketch Plan of sidewalk to be constructed/repaired

**Scaffolding Permit**

This permit is secured prior to the installation, erection, attachment painting of any form of signage's.

Requirements:

- Sign permit Form (NBC Form No. B-07) – 5 copies duly signed & sealed and notarized
- Building Permit Form whenever there is a concrete/steel structure – 5 copies duly signed & sealed and notarized
  - Zoning Clearance
- Electrical Permit (NBC Form No. B-03) whenever there is an electrical connection – 5 copies duly signed & sealed
  - Fire Clearance whenever there is an electrical connection
    - Sketch Plan of signage/s to be installed/erected
    - Location/Vicinity Plan/Site Development Plan
    - Lot Documents whenever it occupies a private lot
    - DPWH clearance (for national roads/highways)
  - Specifications and Cost Estimates – 5 Copies duly signed and sealed
  - Certified true copy of Latest Tax Declaration – 2 copies
- Certificate of Real Property Tax Payment/Current Tax Receipt – 2 copies
  - Contract of Lease, if not owned

**Excavation and Growth Preparation Permit**

This permit is secured prior to ground preparation and excavation after the building line is established.

Requirements:

- Accomplished Permit Form – 3 copies
- Sketch Plan – 3 copies

**REQUIREMENTS:**

<b>SERVICE SCHEDULE:</b>	Mondays to Fridays 8:00 AM to 12: NN, 1:00 PM to 5:00 PM
<b>TOTAL PROCESSING TIME:</b>	1 hour and 40 minutes
<b>TOTAL FEES/CHARGES:</b>	Please refer to the Revised Edition of National Building Code 2 (NCBDO Memorandum Circular No. 1, Series of 2004 – New Schedule of Building Permit Fees and Other Charges)

Step 1 >> 10 minutes

Request for the appropriate permit forms from any member of the Building Staff

Issues appropriate permit forms and gives briefing on the service.

Building Official Engineering Staff

Step 2 >> 15 minutes

Accomplish the forms and submit the same along with other requirements.

Assesses and evaluates the submitted documents and verifies completeness of plans.

Building Official Engineering Staff

Step 3 >> 15 minutes

Inquire about the results of evaluation and assessment one day after the submission of documents.

- a. If there are no deficiencies, proceed to Step 5.
- b. If there are deficiencies, you will be informed of lacking documents. You will also be asked to retrieve the plans and documents that need correction.

Informs the client whether the documents and requirements are complete and whether plans and documents require correction.

Building Official Engineering Staff

Step 4 >> 20 minutes

Submit corrected documents/additional requirements for review.

Receives and reviews submission.

Building Official Engineering Staff

Step 5 >> 10 minutes

After the documents have been found to be complete and in order, secure an order of payment.

Issues an order of payment.

Building Official Engineering Staff

Step 6 >> 5 minutes

Proceed to the Municipal Treasurer's Office, present the order of payment and pay the requisite fees. Secure an official receipt.

Receives payment and issues official receipts

Revenue Collection Clerk

Step 7 >> 20 minutes

Go back to the Municipal Engineer's Office and presents the official receipt. Take note of advice on the date of release of the permit.

Issues an order of payment

Building Official Engineering Staff

(Section 134 of the National Building Code or PD 1096 states that when the application for Ancillary and Building related Permits and the plans and the specifications submitted conforms to the requirements of the Code and its IRR, the building official shall issue the building permit within 15 days from payment of required fees.

Step 8 >> 10 minutes

On the appointed date go back to the Municipal Engineer's Office and secure the permit.

Releases the approved permit

Building Official Engineering Staff

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# Granting a Building Permit

**ABOUT THE SERVICES:** Section 301 of the National Building Code states that No person, firm or corporation, including any agency or instrumentality of government, shall construct, alter, 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.

Any person desiring to obtain a building permit and any ancillary/accessory permit/s together with said Building Permit shall file the application/s on the prescribed application forms in the Latest Implementing Rules and regulations of the National Building Code of the Philippines (PD 1096).

<b>CLIENT GROUPS:</b>	Any person, firm or corporation, including any agency or instrumentality of 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.
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**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)
    - 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)
      - Mechanical (NBC Form No. A-04)
      - Electronics (NBC Form No. A-04)
      - Electronics (NBC Form No. A-07)
      - Scaffolding (NBC Form No. B-06)
        - Sign (NBC Form No. B-07)
    - Demolition (NBC Form No. B-08) – 5 copies duly signed and sealed by the designing professional
  - Five (5) copies of Site Development Plan showing Technical Description boundaries, orientation and positions of non-architectural horizontal structure such as sewage treatment plant, towers, fences, etc., building/structure in relation to the lot, existing or proposed access road and driveways indicating the backyard distances at the front, sides, and back with perspective.
  - Five (5) sets of Building Plans (Architectural, Civil/Structural, Sanitary, Plumbing, Electrical, Electronics –duly signed and sealed by Designing Professionals)
  - Five (5) sets/ each of Bill of Materials and Cost Estimates – duly signed by Designing Professionals
    - Five (5) sets/ each of Design Specifications – duly signed by Designing Professionals
  - Two (2) copies of the Certified true copy (Original Certificate of Title/Transfer Certificate Title)
  - 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 the Latest Tax Declaration
    - Two (2) copies of the Certificate of Real Property Tax Payment/ Current Tax receipt
      - Construction Logbook – 1 piece
  - Two (2) copies of the Structural Design Computations with seismic analysis which conform to the latest NSCP for (2) two storeys and above or 1 storey with attic/mezzanine/roof deck/penthouse – duly signed and sealed by Designing Professional
  - Two (2) copies of the Plate Load Test analysis for (3) storey or two storey with attic, mezzanine/roof deck/penthouse
    - Two (2) copies of the Soil Boring Test result for (4) storeys and above or 3 storeys with attic, mezzanine/roof deck/penthouse
  - Two (2) copies of the 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
  - Municipal Planning and Development Office – Clearance for Municipal Zoning and land use of all types of buildings/structures
  - Two (2) copies of clearances from other government agencies exercising regulatory functions. Such regulatory functions.
    - Such regulatory agencies are:
      - HLURB for zoning and land use of all types of building/structures
      - Bureau of Fire Protection – for all types of buildings and/structures
      - DPWH – Road Right of Way Clearance along national road for all types of building/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
          - DepEd – for educational buildings
        - Energy Regulatory Board – for gasoline stations
- To facilitate processing, please take note of the following before submitting the plans and the other requirements above to the CEO:
- Requirements of the Revised 2005 National Building Code (PD1096) & its Implementing Rules and Regulations
    - Laws and City Ordinance affecting the design/project
  - Requirements of the referral codes (Architectural Code, Philippine Electrical Code [PEC], Revised Plumbing Code, Structural Code [NSCP] Mechanical Engineering Code [PSME])
  - Compliance with BP 344 (Accessibility Law) should be indicated in detail on plans for commercial, institutional and public buildings
    - If setback/yard requirements are not met on the side and the back rear the Firewall (strictly no opening) extending up to at least 1 meter from roof level shall be provided. It shall be indicated on the site development plan with owner's conformity
  - Grease Trap/oil Separators shall be provided for hotels, restaurants eateries, terminals, gasoline stations, auto repair shops, bakeries, and other similar establishments
    - All revisions/addition made in the plans shall have an acknowledgement
  - Special power of Attorney/Authority to construct shall be provided if the owner is not the signatory in all application forms, plans and documents
  - Forms and Letters, Plans Specifications, Bill of Materials and Cost Estimates and other pertinent documents must be signed and sealed by the designer and signed by the owner
  - All application forms and letters must be properly filled-up with all necessary information available

<b>SERVICE SCHEDULE:</b>	Mondays to Fridays 8:00 AM to 12:00 NN, 1:00 PM to 5:00 PM
<b>TOTAL PROCESSING TIME:</b>	8 hours and 20 minutes
<b>TOTAL FEES/CHARGES:</b>	Please refer to the Revised Edition of National Building Code 2005. (NCBDO) MEMORANDUM CIRCULAR NO. 1 Series of 2004 – New Schedule of Building Permit Fees and Other Charges

Step 1 >> 10 minutes

Proceed to the Municipal Engineer's Office and secures application forms for Building Permit, Ancillary Permit and Accessory Permit.

Provides checklist of requirements, including the requirements specific to concerned agencies.

Briefs client on the process of securing a building permit and on the necessary agency clearances appropriate to their construction project.

Building Official Engineering Staff

Step 2 >> 20 minutes

Submit the plans and the required supporting documents to any member of the Building Staff for initial verification of the requirements

Receives documents and verifies completeness of plans and gives an endorsement to their offices/agencies for securing other required clearances

Building Official Engineering Staff

Step 3 >> 30 minutes

After securing clearances from other regulatory agencies, submit all necessary plans, documents and clearances appropriate on the project. Take note of the schedule of inspection.

Provides a duly signed copy of the evaluation sheet and advice client of the schedule of inspection.

Building Official Engineering Staff

Step 4 >>

Extend the necessary assistance and provide the necessary

information to the engineering team during the inspection.

Conducts inspection.

Engineering Staff

Step 5 >> 20 minutes

Inquire about the results of the evaluation and assessment three working days after the inspection.

a. If there are no deficiencies, proceed to Step 7.

b. If there are deficiencies, you will be informed of lacking documents.

Informs the client whether the documents and requirements are complete and in order or whether plans and documents require correction.

Building Official Engineering Staff

Step 6 >> 20 minutes

Submit lacking documents/ corrected plans for review.

Receives and review submission

Building Official Engineering Staff

Step 7 >> 20 minutes

Secure an order of payment after the application has been determined to be complete and in order.

Issues an order of payment

Building Official Engineering Staff

Step 8 >> 5 minutes

Proceed to the Municipal Treasurer's Office and presents the order of payment. Pay the required fess and secure an official receipt. Photocopy the official receipt.

Issue Official Receipt

Revenue Collection Clerk

Step 9 >> 5 minutes

Return to the Municipal Engineer's Office and submit photocopy of the official receipt.

Advice client of the date of release of the building permit.

Building Official Engineering Staff

(Section 134 of the National Building Code or PD 1096 that when the application for the building permit and the plans and the specifications submitted conforms to the requirements of the Code and its IRR, the building official shall issue the building permit within 15 days from payment of required fees.)

Step 10 >> 10 minutes

On scheduled date, proceed to the Municipal Engineer's Office. Receive the approved building permit.

Releases the approved building permit

Building Official Engineering Staff