

## OFFICE OF THE BUILDING OFFICIAL

### ISSUANCE OF BUILDING PERMIT / RENOVATION PERMIT (INCLUSIVE OF ANCILLARY PERMITS)

<b>Office or Division:</b>	City Building Official
<b>Classification:</b>	<p><b>Simple Transaction</b></p> <ol style="list-style-type: none"><li>1. Construction/erection/addition/alteration/renovation/repair/legalization of the following structures/occupancy under Group J Section 701 Division of the NBCP:<ol style="list-style-type: none"><li>a. Private garage not more than ninety (90) square meters;</li><li>b. Carport;</li><li>c. Sheds not less than six (6) square meters;</li><li>d. Agricultural buildings;</li><li>e. Fences over 1.80 meters in height; and,</li><li>f. Tanks and towers</li></ol></li><li>2. Repairs which do not involve any alteration/changes from the building plans covered by a previously issued Building Permit, Repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit);</li><li>3. Stand-alone permit applications for Building Service Equipment and other support facilities including:<ol style="list-style-type: none"><li>a. Mechanical;</li><li>b. Sanitary;</li><li>c. Electrical;</li><li>d. Electronics; and,</li><li>e. Accelerographs</li></ol></li></ol> <p><b>Complex Transaction</b></p> <p>The construction/erection/addition/alteration/renovation/repair/legalization of any of the following Complex Type of Project Activity/Structures/Occupancy:</p> <ol style="list-style-type: none"><li>1. Interior Renovations covered by an appropriate Building Permit;</li><li>2. Conversion of existing building occupancy classification;</li></ol>

3. Multiple unit residential houses (such as row houses, townhouses, and the like);
4. Single detached residential house not more than seven (7) storeys;
5. Commercial buildings not more than nine (9) storeys;
6. Warehouses not more than nine (9) storeys;
7. Market buildings not more than (9) storeys;
8. Demolition (any type of occupancy/use with area of more than three hundred (300) square meters);
9. Billboard structures; and,
10. All other types Occupancy not more than nine (9) storeys

### **Highly-Technical Transaction**

The

construction/erection/addition/alteration/renovation/repair/legalization of any of the following Highly Technical Type of Project Activity/ Structures/ Occupancy:

1. Commercial buildings exceeding nine (9) storeys;
2. Market buildings exceeding nine (9) storeys;
3. All applications belonging to Group D of the NBCP:
  - a. Mental hospitals, Sanitaria, and Mental Asylums and those belonging to Division D-1 of the NBCP;
  - b. Public and private hospitals (Division D-2 of the NBCP);
  - c. Nursing homes for ambulatory patients, school and home, for children over kindergarten age, orphanages and those belonging to Division D-3 of the NBCP
4. Those belonging to Group H and I of the NBCP:
  - a. Recreational or similar public assembly buildings, such as stadia, sports complex, convention centers, etc.;
  - b. Structures that have a non-regular form, as classified in the Structural Reference Standards; and
  - c. Those buildings/structures whose use has very advanced structural calculation method in design, as classified in the Structural Reference Standards
5. All other types of occupancy of more than nine (9) storeys;
6. All other building/s or structure/s with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council (NDRRMC);

	<p>7. Special Structures such as but not limited to Aerodome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, and Historic Centers/Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized Vehicles and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Photovoltaic (PV) System, Towers and Underground structures and windowless buildings.</p> <p><i>All other transactions not expressly falling under either 'Complex' or 'Highly-Technical' shall, for the purpose of these Guidelines, be considered as 'Simple' consistent with the mandate of R.A. 11032.</i></p>	
<b>Type of Transaction:</b>	Government to citizen	
<b>Who may avail:</b>	<i>Owner of the Building / Contractor who will apply for Building Permit (including Public Buildings)</i>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
SIMPLE TRANSACTION		
Application Form (notarized) duly signed & sealed by an Architect / Engineer, attached with colored photocopies of PRC ID & PTR with original signed & sealed		OBO (One Stop Shop)
Barangay Clearance for Building Permit		OBO (One Stop Shop)
Six (6) sets of Building Plans duly signed and sealed by an Architect / Engineers in their respective fields		Provided by client
Notarized Bill of Materials / Cost Estimate duly signed & sealed by an Architect / Engineers in their respective fields		Provided by client
Specification duly signed & sealed by Engineers in their respective fields		Provided by client
Structural Analysis and Design calculation duly signed by a Structural Engineer (New Construction and Additional or Vertical Expansion)		Provided by client
Electrical Short Circuit Analysis and Voltage Drop Calculation duly signed & sealed by a Professional Electrical Engineer		Provided by client

Resurveyed Lot Plan duly signed & sealed by a Geodetic Engineer (New Construction and Additional or Horizontal Expansion)	Provided by client
Soil Exploration / Boring Test (for 2 floors & above; including mezzanine / loft / roof deck) based on the NSCP 2015 (New Construction and Additional or Vertical Expansion)	Provided by client
Demolition Methodology duly signed & sealed by an Architect and/or Civil Engineer	Provided by client
Excavation Methodology duly signed & sealed by an Architect and/or Civil Engineer	Provided by client
Blue Copy of Transfer Certificate of Title (TCT) / Deed of Absolute Sale / Contract of Lease	Provided by client
Locational Clearance Certificate	Land Use & Zoning Office
Tax Clearance	Assessors, Treasury Department
Contractor's Tax Permit	Business Permit & Licensing Office (BPLO)
Contractor's PCAB License for projects under contract	Provided by client
DOLE Construction Safety & Health Program	Department of Labor & Employment (DOLE)
CENRO, Environmental Clearance Certificate	CENRO
Fire Safety Evaluation Certificate	Bureau of Fire Protection (BFP)
Special Power of Attorney for multiple owners / corporation	Provided by client
Secretary Certificate & Articles of Incorporation (for corporation)	Provided by client
CEDULA	Treasury Department
<b>COMPLEX AND HIGHLY TECHNICAL TRANSACTIONS</b>	

Application Forms; Unified (notarized), Structural, Sanitary, Electrical, Mechanical, Electronics duly signed & sealed; Attached with colored photocopies of PRC ID & PTR with original signed & sealed	OBO (One Stop Shop)
Barangay Clearance for Building Permit	OBO (One Stop Shop)
Six (6) sets of Building Plans duly signed & sealed by an Architect / Engineers in their fields	Provided by client
Notarized Bill of Materials / Cost Estimate duly signed & sealed by an Architect / Engineers in their respective fields	Provided by client
Specification duly signed & sealed by Engineers in their respective fields	Provided by client
Structural Analysis and Design calculation duly signed & sealed by a Structural Engineer (New Construction and Additional or Vertical Expansion)	Provided by client
Certificate of Structural Stability duly signed & sealed by a Structural Engineer (additional floor levels and roof deck towers)	Provided by client
Electrical Short Circuit Analysis and Voltage Drop Calculation duly signed & sealed by a Professional Electrical Engineer	Provided by client
Resurveyed Lot Plan duly signed & sealed by a Geodetic Engineer (New Construction and Additional or Horizontal Expansion)	Provided by client
Soil Exploration / Boring Test (for 2 floors & above; including mezzanine / loft / roof deck) based on the NSCP 2015 (New Construction and Additional or Vertical Expansion)	Provided by client
Demolition Methodology duly signed & sealed by a Structural and/or Civil Engineer	Provided by client
Excavation Methodology duly signed & sealed by a Structural and/or Civil Engineer	Provided by client
Earthquake Recording Instrument (ERI) as per NBCDO MC No. 01 series 2015, if applicable	Provided by client

Blue Copy of Transfer Certificate of Title (TCT) / Deed of Absolute Sale / Contract of Lease	Provided by client
Locational Clearance Certificate	Land Use & Zoning Office
Tax Declaration/ Tax Receipt/ Tax Clearance	Assessors, Treasury Department
Contractor's Tax Permit	Business Permit & Licensing Office (BPLO)
Contractor's PCAB License for projects under contract	Provided by client
Special Power of Attorney for multiple owners / corporation	Provided by client
Secretary Certificate & Articles of Incorporation (for corporation)	Provided by client
DOLE Construction Safety & Health Program	Department of Labor & Employment (DOLE)
CENRO, Environmental Clearance Certificate	CENRO
Fire Safety Evaluation Certificate	Bureau of Fire Protection (BFP)
Authorization Letter of Representative (notarized)	Provided by client
Traffic Impact Analysis (if applicable)	Provided by client
Environmental Compliance Cert. (if applicable)	DENR
Air Traffic Office (ATO) Clearance (for High-Rise Buildings and Towers)	Air Traffic Office (ATO)
CEDULA	Treasury Department

***Whenever necessary, refer to Section 302.12 (Clearances from Other Agencies) of the National Building Code of the Philippines***

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit all requirements for evaluation	1.1. Receive documents; Attach checklist	Refer to computation of fees below	5 mins.	Admin Aide III	
	1.2. Check completeness of requirements		10 mins.	Admin Asst.	
			15 mins.	Admin Asst.	
			1.3. Check authority on application; Issue application number	5 mins.	Admin Asst.
	1.4. Set schedule of inspection			10 mins. / floor for simple transaction	Architect / Engineers in their field
				15 mins. / floor for complex and highly-technical transaction	
	1.5. Inspection Proper		5 mins. / floor for simple transaction	Evaluators	
	1.6. Assess fees		10 mins. / floor for complex and highly-technical transaction		
			<i>Note: If the plan &amp; documents are found to be inconsistent with the building code, its referral codes &amp; local ordinances, the Building Official will issue a Notice of Disapproval</i>		15 mins.
	1.7. Review, approve, and				

	sign the Order of Payment or Notice of Disapproval  1.8. Advise client when the Order of Payment is ready for release  1.9. Release Order of Payment to the Client		2 mins.    2 mins.	Admin Aide III  Admin Aide III
2. Payment of fees	2.1. Receive payment and issue receipt		5 mins.	Cashier (Treasury Department)
3. Return the Official Receipt to the Office of the Building Official	3.1. Encode the corresponding amount on logbook  3.2. Printing of Building Permit  3.3. Sign the approved Building Permit  3.4. Scanning of all documents  3.5. Profiling of documents		5 mins.  5 mins.  5 mins.  10 mins.  5 mins.	Admin Aide III  Admin Aide III  Department Head  Admin Aide III  Admin Aide III
4. Claim issued Building Permit	4.1. Release of Building Permit		3 mins.	Admin Aide III
<b>TOTAL TRANSACTION TIME*</b>		<b>Simple</b>	<b>107 mins.</b>	
		<b>Complex</b>	<b>117 mins.</b>	



Note: * Total transaction time based on one floor level only; Total transaction time will vary depending on the number of floor levels to be inspected.	Highly-Technical	117 mins.	
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--- END OF TRANSACTION ---

### ACTUAL MINIMUM AMOUNT OF COMPUTATION:

- For Building Permit Fees:**

- a) Residential  
Floor Area x Php 13.00 / sq. m + Php 4.00 / l.m (Line & Grade)  
+ Inspection Fee + Processing Fee + Certificate
- b) Commercial  
Floor Area x Php 23.00 / sq.m + Php 4.00 / l.m (Line & Grade)  
+ Inspection Fee + Processing Fee + Certificate

- For Sanitary / Plumbing Permit Fees:**

Php 296.00 / set of Toilet (1 Lavatory, 1 water closet, 1 Floor drain, & 1 Shower)

- For Electrical Permit Fees:**

- a) Residential : Php 200 + 30/m x total connected load (kVA)
- b) Commercial : Php 200 + 96/m x total connected load (kVA)

- For Mechanical Permit Fees:**

- a) Airconditioning:
  - Packaged Type : Php 90 / ton
  - Window Type : Php 60 / ton
- b) Mechanical Ventilation : Php 40 / kw
- c) Installation of Elevator : Php 5,000 / unit
- d) Installation of Escalator : Php 2,100 / unit
- e) Pump : Php 60 / kw

- For Electronics Permit Fees:**

- a) Central office switching equipment, remote switching unit and other      Php 2.40 per port
- b) Broadcast station for radio and TV & other broadcasting communication      Php 1,000.00 per port

c) Automated teller machines, ticketing, vending & other dispensing machine	Php 10.00 per unit
d) Electronic & communication outlet used for connection & termination	Php 2.40 per outlet
e) Station/ terminal/ control point/ port/ central or remote panel for alarm & security system	Php 2.40 per termination
f) Studio, auditoriums, theater and similar structures for radio and TV broadcast & others	Php 1,000.00 per location
g) Installation of antenna tower and other electronic and communication transmission	Php 1,000.00 per structure
h) Indoor / outdoor electronic display system	Php 50.00 per unit
i) Poles and attachment	Php 20.00
j) Other types or electronically controlled device	Php 50.00 per unit

***\*Refer to National Building Code of the Philippines for the schedule of fees.***

**NOTE:**

After evaluation and inspection and the application is found to be a complex or highly- technical transaction, the client will be required to secure deviation / special Locational Clearance; A **NOTICE OF DISAPPROVAL** will be issued and will be recommended to apply for LZBAA, HLURB or City Council.

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