

## 1. Building Permit Application

Any person/juridical entity should secure building permit and its ancillary permits from the City Engineer's Office/Office of the Building Official prior to construction, renovation, repair, demolition, and maintenance.

**Complex Transaction** – Application for building permit in which floor area shall not exceed 1,500 square meters: **[1]** single dwelling residential buildings of not more than three (3) floors/storeys; **[2]** commercial buildings of not more than two (2) floors/storeys; **[3]** renovation within a mall with issued building permit; and **[4]** warehouse storing non-hazardous substance.

<b>Office or Division:</b>	City Engineer's Office (CEO)/Office of the Building Official (OBO)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government	
<b>Who may avail:</b>	Any person/juridical entity intending to construct structure/building	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Principal:</b>		
Duly filled-out and notarized Unified Application Form for Building Permit:		
<ul style="list-style-type: none"> <li>- Unified Application Form</li> <li>- Details to be indicated in the form</li> <li>- Notarization</li> </ul>	CEO/OBO Document Owner Notary Public	
Proof of right over the lot/property where the structure will be constructed		
<ul style="list-style-type: none"> <li>a. Land Title (if owned) (4 certified true copies)</li> <li>b. Lease of Contract (if not owned) (4 certified true copies)</li> <li>c. Signed Apostille Certificate/Document from the country of origin (if foreigner) (1 photocopy and 1 original)</li> </ul>	Registry of Deeds  Lessor  Department of Foreign Affairs or country of origin	
Real Property Tax Receipt (1 original and 3 photocopies)	City Treasurer's Office (CTO)	
Real Property Tax Declaration (4 photocopies)	City Assessor's Office (CAssrO)	
Location Plan (1 original and 3 photocopies)	Any Licensed Geodetic Engineer	
For new construction: Written consent (1 original)	Affected neighborhood within the vicinity (left, right, front and back)	
Certificate of Verification Survey (1 original and 3 photocopies)	Any Licensed Geodetic Engineer	
Tax Clearance for Building Permit (1 original and 3 photocopies)	CTO	
Photos of project site (4 views)	Photo shop/centre	
Building and Design Plans (1 original and 4 blue print copies):		
<ul style="list-style-type: none"> <li>- Architectural</li> <li>- Civil/Structural</li> <li>- Electrical/Electronic</li> </ul>	Any Licensed Professional/s: Architect Civil Engineer Electrical Engineer	

- Mechanical - Sanitary/Plumbing - Geodetic/Survey	Mechanical Engineer Sanitary Engineer Geodetic Engineer
Professional license of all involved professionals (1 photocopy containing 2 specimen signatures)	Professional Regulation Commission (PRC)
Professional tax receipt of all involved professionals (1 photocopy containing 2 specimen signatures)	City Treasurer's Office where the licensed professional practices profession
Bill of materials/cost estimate and material specifications (5 original)	Any Licensed Professional/s (Architect, Civil Engineer, Electrical Engineer, Mechanical Engineer, Sanitary Engineer and Geodetic Engineer)
Structural Design Analysis and Computations for two-storey and above (5 original)	Any Licensed Civil/Structural Engineer
Boring/Soil Test for two-storey with deck and above (5 original)	Any Licensed Civil/Structural Engineer
Contractor's All Risk Policy Insurance with Official Receipt (1 original)	Any Insurance Company
Construction Safety Health Program with Official Receipt (1 original)	Department of Labor and Employment (DOLE)
<b>Representative:</b>	
Duly filled-out and notarized Unified Application Form for Building Permit: - Unified Application Form - Details to be indicated in the form	CEO/OBO Document Owner
Authorization letter (1 original)	Person represented (Applicant)
Special Power of Attorney (1 original)	Person represented (Applicant)
Any valid government ID card of the person represented (1 original)	BIR, Post Office, PSA, SSS, GSIS, COMELEC, LTO
Proof of right over the lot/property where the structure will be constructed a. Land Title (if owned) (4 certified true copies) b. Lease of Contract (if not owned) (4 certified true copies) c. Signed Apostille Certificate/ Document from the Country of origin (if foreigner) (1 photocopy and present original)	Registry of Deeds  Lessor  Department of Foreign Affairs or country of origin

Real Property Tax Receipt (1 original and 3 photocopies)	CTO
Real Property Tax Declaration (4 photocopies)	CAssrO
Location Plan (1 original and 3 photocopies)	Any Licensed Geodetic Engineer
For new construction: Written consent (1 original)	Affected neighborhood within the vicinity (left, right, front and back)
Certificate of Verification Survey (1 original and 3 photocopies)	Any Licensed Geodetic Engineer
Tax Clearance for Building Permit (1 original and 3 photocopies)	CTO
Photos of project site (4 views)	Photo Shop/Centre
Building and Design Plans (1 original and 4 blue print copies): - Architectural - Civil/Structural - Electrical/Electronic - Mechanical - Sanitary/Plumbing - Geodetic/Survey	Any Licensed Professional/s: Architect Civil Engineer Electrical Engineer Mechanical Engineer Sanitary Engineer Geodetic Engineer
Professional license of all involved professionals (1 photocopy containing 2 specimen signatures)	Professional Regulation Commission (PRC)
Professional Tax receipt of all involved professionals (1 photocopy containing 2 specimen signatures)	City Treasurer's Office where the licensed professional practice profession
Bill of materials/cost estimate and material specifications (5 original)	Any Licensed Professional (Architect, Civil Engineer, Electrical Engineer, Mechanical Engineer, Sanitary Engineer and Geodetic Engineer)
Structural Design Analysis and Computations for two-storey and above (5 original)	Any Licensed Civil/Structural Engineer
Boring/Soil Test for two-storey with deck and above (5 original)	Any Licensed Civil/Structural Engineer
Contractor's All Risk Policy Insurance with Official Receipt (1 original)	Any Insurance Company
Construction Safety Health Program with Official Receipt (1 original)	Department of Labor and Employment (DOLE)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the duly accomplished and notarized Unified Application Form for Building Permit together with the complete requirements at Window 1, Room 311 or OSSCPAS, CEO/OBO.</p>	<p>1. Acknowledge receipt of the application form together with the complete requirements.</p>	None	30 Minutes	<p>RAFAEL P. ISLES <i>Engineering Aide,</i> (CEO/OBO)</p>
	<p>1.1 Encode application in the system.</p>			<p>or</p> <p>ARMAN P. BERNABE <i>Administrative Aide IV,</i> (OSSCPAS, CEO/OBO)</p>
	<p>1.2 Issue claim stub for client's application reference.</p>			
	<p>1.3 Process Fire Safety Evaluation Clearance (FSEC) and Locational Clearance (LC).</p>	None	4 Days (waiting time prior to issuance of FSEC and LC)	<p><i>OFFICERS OF THE DAY,</i> City Planning and Development Office and Local Bureau of Fire Protection (OSSCPA)</p>
	<p>1.4 Evaluate plans and documents using the Compliance Evaluation Sheet.</p>	None	1 Day	<p>ENGR. JOHARI G. RANGIRIS <i>OIC-City Engineer/Building Official,</i> (CEO/OBO)</p> <p>ENGR. CARL BENEDICT A. CABANSAG <i>Engineer III,</i></p>
<p>1.5 Assess fees to be paid if</p>				

	<p>plan is compliant; otherwise, return for correction.</p> <p>1.6 Conduct field inspection to verify entries in the submitted documents.</p> <p>1.7 Process the application.</p>	None	1 Day	<p>(OSSCPAS, CEO/OBO)</p> <p>ENGR. CRISANTO M. MARTINEZ <i>Engineer II,</i> (OSSCPAS, CEO/OBO)</p> <p>ENGR. SALVADOR T. VILLARIN III <i>Engineer IV,</i> (OSSCPAS, CEO/OBO)</p> <p>ARCH. IAN C. APOSTOL <i>Architect II,</i> (OSSCPAS, CEO/OBO)</p> <p>ENGR. ERWIN G. MAGTUBA <i>Engineer III,</i> (OSSCPAS, CEO/OBO)</p> <p>ENGR. MARVIN A. MONSALE <i>Engineer I,</i> (OSSCPAS, CEO/OBO)</p> <p>ENGR. NEREUS ALDRIN C. SANTIAGO <i>Engineer III,</i> (OSSCPAS, CEO/OBO)</p> <p>ENGR. JERSON</p>
--	---	------	-------	---

	1.8 Notify the client within seven days to secure Order of Payment.	None	5 Minutes	<p>VINCENT T. TECSON <i>Engineer I,</i> (OSSCPAS, CEO/OBO)</p> <p>ENGR. RHANDY L. FARRE <i>Engineer II,</i> (OSSCPAS, CEO/OBO)</p> <p>RAFAEL P. ISLES <i>Engineering Aide,</i> (OSSCPAS, CEO/OBO)</p> <p>Or</p> <p>ARMAN P. BERNABE <i>Administrative Aide IV,</i> (OSSCPAS, CEO/OBO)</p>
2. Upon receipt of notification, return to Window 2, Room 311, OSSCPAS, CEO/OBO to secure Order of Payment for the processing of Building Permit application.	2. Issue Order of Payment to the client.	None	5 Minutes	<p>LLOYD B. SORO <i>Administrative Aide IV,</i> (OSSCPAS, CEO/OBO)</p> <p>Or</p> <p>ROBERTO D. BERDIN <i>Administrative Assistant I</i> (OSSCPAS, CEO/OBO)</p>
3. Proceed to Window 3, Room 311, OSSCPAS,	3. Issue official receipt (OR) to the client.	Please see table below re: schedule	5 Minutes	CASHIER (OSSCPA)

CEO/OBO, and pay the fees due.		of fees.		
4. Proceed to Window 4, Room 311, OSSCPAS, CEO/OBO to present OR, and claim building permit.	4. Verify OR, and release the building permit.	None	5 Minutes	MA. LUZ T. NAZARREA <i>Administrative Aide I,</i> (OSSCPAS, CEO/OBO)  or  MELANIE ANN R. ABRACOSA <i>Administrative Aide I,</i> (OSSCPAS, CEO/OBO)
<b>TOTAL:</b>		*BF + EF + EcF + P/SF + MF + LGF + PF + CF = TF	6 Days and 50 Minutes	

**\*Legend:**

BF (Building Fee) + EF (Electrical Fee) + EcF (Electronic Fee) + P/SF (Plumbing/Sanitary Fee) + MF (Mechanical Fee) + LGF (Line & Grade Fees) + PF (Paving Fee) + CF (Computerization Fee) = TF (Total Fees)

<b><u>SCHEDULE OF FEES</u></b>	
<b>1. BF (Building Fee)</b>	
For Residential Buildings: Floor Area x PHP 8.40/square meter For Commercial and Industrial Buildings: BF = A x Rate A = Total floor area for Commercial and Industrial Buildings	
Floor Area for Commercial and Industrial Buildings	Rate
Up to 5000 square meters	PHP 23/square meter
Above 5000 to 6000 square meters	PHP 22/square meter
Above 6000 to 7000 square meters	PHP 20.50/square meter
Above 7000 to 8000 square meters	PHP 19.50/square meter
Above 8000 to 9000 square meters	PHP 18/square meter

Above 9000 to 10000 square meters	PHP 17/square meter
Above 10000 to 15000 square meters	PHP 16/square meter
Above 15000 to 20000 square meters	PHP 15/square meter
Above 20000 to 30000 square meters	PHP 14/square meter
Above 30000 square meters	PHP 12/square meter

## 2. EF (Electrical Fee)

$$EF = (KVA \times Rate) + \text{Filing Fee}$$

Note: For 5 KVA or less, minimum Electrical Fee is PHP 200

Total Electrical Load (KVA)	Rate ( PHP/KVA)	Filing Fee
Over 5 to 50 KVA	PHP 20/KVA	PHP 200/KVA
Over 51 to 300 KVA	PHP 10/KVA	PHP 1,100/KVA
Over 301 to 1,500 KVA	PHP 5/KVA	PHP 3,600/KVA
Over 1,501 to 6000 KVA	PHP 2.50/KVA	PHP 9,600/KVA
Over 6000 KVA	PHP 1.25/KVA	PHP 20,850/KVA

## 3. EcF (Electronic Fee)

$$EcF = \text{Rate} \times \text{Item/s Electronic Load}$$

## 4. PS/F (Plumbing/Sanitary Fees)

$$PS/F = A, \text{ or } A + B$$

A = Installation Fee for one (1) unit consisting of the following: (1 water closet, 2 floor drains, 1 lavatory, 1 sink, 3 faucets & 1 shower head) = PHP 24

B = Excess of one set of A, summation of Plumbing Fixtures x corresponding rate

Plumbing Fixtures	Rate
Each water closet	PHP 7
Each floor drain	PHP 3
Each kitchen sink	PHP 3
Each lavatory	PHP 7
Each faucet	PHP 2
Each shower head	PHP 2
Each urinal	PHP 4
Each bath tub	PHP 7
Each grease trap	PHP 7

Each bidet	PHP 4
Each laundry sink	PHP 4
Each slop sink	PHP 7
Each laboratory sink	PHP 4
Each drinking fountain	PHP 2
Each Water Meter 12 to 25 mm diameter	PHP 8
Each Water Meter above 25 mm diameter	PHP 10
Septic Tank	PHP 24

### 5. MF (Mechanical Fee)

MF = Mechanical Load x Rate

Mechanical Load	Rate
Refrigeration for cold storages	PHP 40/ton
Ice Plants	PHP 60/ton
Packaged/ Centralized Air conditioning System	Up to 100 tons PHP 90 Fraction thereof PHP 40
Window type Air conditioning unit	PHP 60/unit
Mechanical Ventilation (blowers or fan)	PHP 40/kw
Elevators (Car, Passenger & Freight)	PHP 5,000/unit
Dumbwaiters (motor driven)	PHP 600/unit
Construction Elevator	PHP 2,000/unit
Boilers Up to 7.5 Kw Above 7.5 kw to 22 kw Above 22 kw to 37 kw Above 37 kw to 52 kw Above 52 kw to 67 kw Above 67 kw to 74 kw	PHP 500/unit PHP 700/unit PHP 900/unit PHP 1,200/unit PHP 1,400/unit PHP 1,600/unit
Pressurized water heaters	PHP 200/unit
Water, sump and sewage pumps for commercial /industrial use	PHP 60/kw
Automatic Fire Sprinkler-sprinkle head	PHP 4/unit excluding the pump
Generator–diesel/gasoline/steam/hydro/ nuclear or solar generating units Up to 50 kw	PHP 25/kw

Above 50 up to 100 kw Every kw above 100 kw	PHP 20/kw PHP 3/kw
Compressed Air for Commercial, Industrial and Institutional Use, per unit Gas meter per unit	PHP 20/unit PHP 100/unit
Pressure Vessel	PHP 60/unit
Exhaust duct works	PHP 10 lineal meter
Weighing Scale Structure	PHP 50/ton
Internal combustion engine (forklift, loader, mixers, compressors trucks per kw) Up to 50 kw Above 50 up to 100 kw Every fraction above 100 kw	PHP 10/unit PHP 12/unit PHP 3/unit

#### 6. LGF (Line and Grade Fees)

Case #1: LGF = A + C

A = Frontage of Lot up to 10 meters

PHP 24

C = Other sides total length

PHP 1.20/m

Case #2: LG = A + B + C

A = Frontage of Lot up to 10 meters

PHP 24

B = Every meter or fraction in excess of 10 meters

PHP 2.40/m

C = Other sides total length

PHP 1.20/m

#### 7. PF (Paving Fee)

PF = D x PHP 2/square meter

D = Area of yard and open spaces of the building

#### 8. CF (Computerization Fee) = PHP 20

**Highly Technical Transaction** – Application for building permit involving construction, renovation, repair, demolition and maintenance of residential, commercial, industrial and institutional buildings with the following categories:

- Four (4)-storey and above residential building
- Three (3)-storey and above commercial & institutional buildings
- Commercial and industrial buildings with more than 1,500 square meter
- Ground Preparation Permit

Annual Building Inspection Permit