

Service : Processing and Issuance of Building Permit and Ancillary Permit Applications

Who may avail of the service : Any person, firm or corporation, including any agency or instrumentality of the government desiring to obtain a building permit and any ancillary permits

Schedule of Service Availability : Monday to Friday, 8:00 AM - 5:00 PM

Requirements : 1. Accomplished prescribed application forms, plans and specifications prepared, signed and sealed of the duly licensed and registered professionals:

- a. Duly notarized application for Building Permit
- b. Architectural Permit
- c. Civil/Structural Permit
- d. Electrical Permit
- e. Mechanical Permit
- f. Sanitary Permit
- g. Plumbing Permit
- h. Electronics Permit

2. In case the applicant is the registered owner of the lot:

- a. Certified true copy of OCT/TCT, on file with the Registry of Deeds
- b. Tax Declaration
- c. Current Real Property Tax Receipt

3. In case the applicant is not the registered owner of the lot, in addition to No.2

- a. Duly notarized copy of the Contract of Lease
- b. Duly notarized copy of Deed of Absolute Sale
- c. Duly notarized Affidavit of Consent and Authority

4. Lot Survey Plan (by the Geodetic Engineer)

5. Locational Clearance (from the HLURB)

6. Zoning Certification (from the MPDC)

7. Log book for the Daily Activities of the Construction

8. Detailed Estimates

9. Structural Analysis and Design (for Buildings or structures of 2 storeys and above)

10. Seismic Analysis

11. Boring and Load Tests (for Buildings or structures of three [3] storeys and higher)

12. Barangay Clearance

13. Environmental Compliance Certificate (ECC) for critical areas/projects and/or Certificate of Non-Coverage (CNC) for non-critical areas/projects (online application at <http://www.emb.gov.ph>)

14. DPWH Clearance (for buildings/structures/improvements within the National RROW)

15. Written Clearances from the various authorities exercising and enforcing regulatory functions affecting buildings/structures, whenever necessary.

Fees : In accordance to NBCDO Memorandum Circular No.1 Series 2004 "New Schedule of Building Permit Fees and Other Charges" of the Revised IRR of the NBC (PD 1096)

HOW TO AVAIL THE SERVICE:

| STEP | Applicant/Client (Do the following) | Service Provider | Duration of Activity (Under Normal Circumstances) | Person In Charge | Fees | Location |
|------|---|---|---|--------------------|------|--|
| 1 | Get Application forms and checklist of necessary documents | Give copy of the application forms and checklist of necessary documents | 5 minutes | Cherryl B. Andicoy | None | 2nd floor, Municipal Engineer's Office, New Municipal Hall |
| 2 | Submit accomplished prescribed application forms, plans and other | I. Verify and check the submitted documents for conformity and | 15 - 30 minutes | Cherryl B. Andicoy | None | 2nd floor, Municipal Engineer's Office, New Municipal Hall |

