



2. Issuance of Building Permit and Ancillary Permits (Sanitary Permit, Electrical Permit, Mechanical Permit, Electronics Permit and Fencing Permit)

All owners of the structures to be constructed must secure a building permit before the construction of the building. It is issued to individuals or contractors applying for building permits at the Office of the Municipal Engineer/Building Official.

Office/Division:	Municipal Engineering Office
Classification:	Simple/Complex/Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All owners of structure to be constructed
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Approved Locational Clearance	Mun. Planning & Development Office
Approved Survey/Lot Plan	Geodetic Engineer
Plan with Bill of Materials and Work Specification (5 Sets)	
Architectural / Structural Plan	Duly signed and sealed by a licensed Architect or Civil Engineer
Electrical Plan	Signed and Sealed by Professional Electrical Engineer
Sanitary / Plumbing Plan	Signed and Sealed by Professional Sanitary Engineer
Mechanical Plan	Signed and Sealed by a Professional Mechanical Engineer
Structural Analysis and design for a two (2) storey building and above	Signed and Sealed by an Accredited Structural Engineer
Soil Boring test for three (3) Storey Building and above	Signed and Sealed by a Geodetic Engineer
Proof of Ownership <ul style="list-style-type: none"> • Certified true copy of Transfer Certificate of Title • Contract to Sell/ Deed of Absolute Sale/ Deed of Installment Sale / Deed of Conditional Sale/ Contract of Lease/ Land Owner's Affidavit of Consent or any equivalent (with valid ID of the registered land owner and if the applicant is not the registered owner) • National Housing Authority (NHA) Lot Award and others 	Registry of Deeds (Provincial Capitol) Applicant NHA
Certified true copy of Tax Declaration	Assessor's Office (Municipal Hall)
Updated Tax Receipt	Treasurer's Office (Municipal Hall)
Updated Community Tax Certificate (Cedula)	Treasurer's Office (Municipal Hall)
Clearances from other Government Agencies (i.e. DPWH if along National Road, PEO if along Provincial Road)	DPWH / Provincial Engineering Office CAAP / DENR, etc.



Power Line Operator Clearance (RA 11361 aka Anti Obstruction of Power Lines Act, AOPLA)		MERALCO		
Approved Construction Safety and Health Program Certificate (PD 442 Labor Code of the Philippines)		DOLE		
Others: <ul style="list-style-type: none"> • Secretary Certificate (for Corp.) • Special Power of Attorney (SPA) • Affidavit of Undertaking, Consent, Etc. 				
For Telecom Infrast – Tower, etc. (Ref. ARTA, DICT, DILG, DHSUD, BFP, FDA, DOH, NTC, CAAP & DPWH Revised Joint Memorandum Circular No. 01 Series of 2021: <ul style="list-style-type: none"> • CAAP Height Clearance Permit if the Structure exceeds 50m height - 2 copies • Notarized Affidavit of Undertaking (AOU) by a Geodetic Engineer certifying that the structure is outside CAAP critical areas, signed and sealed, attached photocopy of PTR and PRC IDs • HOA's Consent, if there is an existing HOA near the structure -2 copies • Certificate from the Owner that there is no existing HOA near the structure - 2 copies • Others, whichever is applicable 		CAAP Geodetic Engineer HOA Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completed requirements together with the filled out application form	1. Review the completeness of the received documents. 1.1 If complete, the application will be forwarded for assessment and evaluation. Advise the client to return after 3/5/20 days depending on the complexity of the transaction and for the issuance of the Order of Payment. If incomplete, return to the client or applicant	None None	10 Minutes 3 minutes	Engineering Staff Cubicle 3 Business One Stop Shop



	<p>1.2 Assess and evaluate the application, prepare Order of Payment and recommend approval to the Building Official</p> <p>1.3 Building Official to review the application, if deemed compliant, sign the application form, Order of Payment and endorsement to Bureau of Fire Protection (BFP)</p> <p>1.4 Officer of the day will then endorse the application to BFP for Fire Safety Evaluation</p> <p>1.5 Wait for the issuance of the Fire Safety Evaluation from BFP, if compliant, issue Order of Payment to the applicant, if not, return to the applicant</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>3/5/20 days</p>	<p>Engineering Technical Staff (Evaluator)</p> <p>Building Official</p> <p>Engineering Staff</p> <p>Engineering Staff</p>
2. Return on the date scheduled for the result of assessment and issuance of the Order of Payment and proceed to Cubicle 5 & 6 for payment	2. Issue Order of Payment	Assessment based on NBCP Table of Fees & Charges	10 Minutes	Engineering Staff Cubicle 3 or 4 Collection Clerk Cubicle 5 & 6 Business One Stop Shop
3. Submit Photocopy of the Official Receipt to Cubicle 3 or 4	3. Release the Approved Building Permit, Client's Copy of the Approved Application and Construction Billboard	Assessment based on NBCP Table of Fees & Charges	3 Minutes	Engineering Staff Cubicle 7 Bus. One Stop Shop
TOTAL:		Based on Bldg.Code	3/5/20 days	

Issuance of Building Permit is covered under National Building Code of the Philippines (PD 1096) and NBCDO Memorandum No. 1. It is also qualified for multi-stage processing