

## OFFICE OF THE BUILDING OFFICIAL

HEAD: **ENGR. MARIELLE MENOR** – MUNICIPAL ENGINEER

STAFF: **JOY ANGELICA BANIAGA** - ENGINEER I, **AMELITO J. DELA CRUZ** – ADMINISTRATIVE AIDE III  
**CONTRACT OF SERVICES:** ENGINEERING ASSISTANT, ADMINISTRATIVE AIDE, MAINTENANCE PERSONNEL

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The Municipal Engineering Office is primarily responsible in the administration and implementation of infrastructure development and public works of the Local Government Unit.

The Municipal Engineer is also mandated to act as the Local Building Official. As such, he shall be responsible in the enforcement of the provisions of the National Building Code (PD 1096) and its IRR, such as but not limited to the administrative control and/or supervision of all activities relating to the processing and issuance of Building Permits and Certificates of Occupancy covering the construction, addition, repair, renovation and/or demolition of buildings/structures within the locality.

### FRONTLINE SERVICES:

- A. **Issuance of Building Permit with its Ancillary Permits** (Architectural, Civil/Structural, Electrical, Mechanical, Sanitary, Plumbing, & Electronics Permits)
- B. **Issuance of Accessory Permits** (Excavation and Ground Preparation, Fencing, & Demolition Permits)
- C. **Issuance of Certificate of Final Electrical Inspection (CFEI)**
- D. **Issuance of Certificate of Occupancy**
- E. **Provision of Engineering Services**

**SCHEDULE OF SERVICE: MONDAY – FRIDAY 8:00AM – 5:00PM**

### A. ISSUANCE OF BUILDING PERMIT WITH ITS ANCILLARY PERMITS

#### ABOUT THE SERVICE:

A Building Permit is issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition, or the other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and its Implementing Rules and Regulations.

The Ancillary Permits duly signed and sealed by the corresponding professionals and the plans and specifications shall be submitted together with the duly notarized application for Building Permit. The Building Permit is null and void if not accompanied by the ancillary permits. The prescribe ancillary forms shall likewise be used whenever applicable.

#### REQUIREMENTS:

1. Five (5) sets of complete plans (Architectural, Civil/Structural, Electrical, Mechanical, Sanitary, Plumbing, & Electronics) duly signed and sealed by Licensed Professional Practitioners.
2. Four (4) copies of Bill of Materials and Estimates duly signed and sealed by Licensed Professional Practitioner.
3. Four (4) copies of Construction/Building Specifications duly signed and sealed by Licensed Professional Practitioner.
4. Two (2) Sets of Structural Analysis and Design (for 2 storey and above) and two (2) sets Soil Analysis (for 3-storey and above) duly signed and sealed by a licensed Professional Practitioner.
5. Four (4) copies of duly accomplished forms (Building Permit and ancillary permits)
6. Photocopy of updated PRC ID and PTR of all professional signatories.
7. Proof of Lot Ownership (Certified True Copy of OCT/TCT/ Deed of Absolute Sale/Contract of Lease/Affidavit of Consent from Lot Owner)
8. Lot Plan/Map
9. Updated Real Property Tax Declaration
10. Current Real Property Tax Receipt (Amiliar)
11. Locational Clearance
12. Fire Safety Evaluation Clearance from BFP
13. Construction Signboard
14. DPWH Clearance if the building is along the Nat'l Highway

- 15. ECC/CNC if applicable
- 16. Barangay Clearance
- 17. Community Tax Receipt of Owner

**SERVICE SCHEDULES:**

Monday to Friday 8:00 am to 5:00 pm

**SCHEDULE OF FEES AND OTHER CHARGES:**

See Annex A.

The Client shall	The Service Provider shall	It will take	Responsible Person/s
1. Secure application forms and other requirements	Brief the client regarding the requirements	15 minutes	Administrative Aide / Building Official
2. Submit duly accomplished application forms and complete documentary requirements	Check for completeness of documents	15 minutes	Administrative Aide
	Evaluate and verify submitted duly accomplished forms, complete plans, and other required documents	30 minutes	Building Official
	Endorse Building Permit Application to the Bureau of Fire Protection (BFP) together with one (1) set of Building Plans, one (1) copy of Bill of Materials & Detailed Estimates, and one (1) copy of Building Specifications for evaluation, review and/or recommendation	5 minutes	Building Official
	If the application is compliant, assess the required fees and issue Order of Payment to be collected by the Municipal Treasurer's Office	5 minutes	Building Official
3. Proceed to the Treasurer's Office and pay the Building Permit Fees.	Receive payment and issue Official Receipt	10 minutes	Municipal Treasurer
4. Submit one (1) set of Building Plans, one (1) copy of Bill of Materials & Detailed Estimates, and one (1) copy of Building Specifications to the BFP and pay required fees	Receive, review the required documents, assess fees, receive payment and issue official receipt	10 minutes	BFP Personnel
5. Present the Official Receipt from the Treasury Office for record	Photocopy the Official Receipt for record and completely fill up the application forms and prepare the permit for approval	30 minutes	Administrative Aide
	Approve and issue the permit	10 minutes	Building Official
<i>Accomplish the Client Feedback Form &amp; Drop at designated drop box at the Municipal Hall</i>			
TOTAL RESPONSE TIME: 2 hours and 10 minutes			

**B. ISSUANCE OF ACCESSORY PERMITS**

**ABOUT THE SERVICE:**

Accessory Permits are issued by the Building Official for accessory parts of the project with very special functions or use which are indicated in the plans and specifications that accompany the building permit application. This may include, among others: bank and records vaults; swimming pools; firewalls 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 building permit. The coverage is spelled out in the accessory permit form including the expiry period. These shall be signed by the concerned owner/applicant and by the concerned professionals. These permits among others, ground preparation and

excavation, encroachment of foundation to public area, fencing, for fence not exceeding 1.80m high, sidewalk construction, temporary sidewalk enclosure and occupancy, erection of scaffolding, erecting, repair, removal of sign; and demolition.

**REQUIREMENTS:**

**For Fencing Permit Application**

1. Proof of Lot Ownership (Certified True Copy of OCT/TCT/ Deed of Absolute Sale /Affidavit of Consent from Lot Owner)
2. Updated Real Property Tax Declaration
3. Current Real Property Tax Receipt (Amiliar)
4. Barangay Clearance
5. Four (4) copies of duly accomplished form
6. Photocopy of updated PRC ID and PTR of all professional signatories.
7. Lot Plan (indicating length of fence, location and width of the gate/opening
8. Five (5) sets of complete plans duly signed and sealed by Licensed Professional Practitioners.

**For Demolition Permit Application**

1. Proof of Lot Ownership (Certified True Copy of OCT/TCT/ Deed of Absolute Sale /Affidavit of Consent from Lot Owner)
2. Updated Real Property Tax Declaration (lot and building)
3. Barangay Clearance
4. Four (4) copies of duly accomplished form
5. Photocopy of updated PRC ID and PTR of all professional signatories.

**For Ground Preparation and Excavation Permit Application**

1. Proof of Lot Ownership (Certified True Copy of OCT/TCT/ Deed of Absolute Sale /Affidavit of Consent from Lot Owner)
2. Updated Real Property Tax Declaration (lot)
3. Four (4) copies of duly accomplished form
4. Photocopy of updated PRC ID and PTR of all professional signatories.
5. Five (5) sets of complete plans duly signed and sealed by Licensed Professional Practitioners.

**SERVICE SCHEDULES:**

Monday to Friday 8:00 am to 5:00 pm

**SCHEDULE OF FEES AND OTHER CHARGES:**

See Annex A.

The Client shall	The Service Provider shall	It will take	Responsible Person/s
1. Secure application forms and other requirements	Brief the client regarding the requirements	15 minutes	Administrative Aide / Building Official
2. Submit duly accomplished application forms and complete documentary requirements	Check for completeness of documents	15 minutes	Administrative Aide
	Evaluate and verify submitted duly accomplished forms, complete plans, and other required documents	30 minutes	Building Official
	If the application is compliant, assess the required fees and issue Order of Payment to be collected by the Municipal Treasurer's Office	5 minutes	Building Official
3. Proceed to the Treasurer's Office and pay the Accessory Permit Fees.	Receive payment and issue Official Receipt	10 minutes	Municipal Treasurer
4. Present the Official Receipt from the	Photocopy the Official Receipt for record and completely fill up the application forms and prepare the permit	30 minutes	Administrative Aide

Treasury Office for record	for approval		
	Approve and issue the permit	10 minutes	Building Official
<i>Accomplish the Client Feedback Form &amp; Drop at designated drop box at the Municipal Hall</i>			
TOTAL RESPONSE TIME: 1 hour and 55 minutes			

**C. ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)**

**ABOUT THE SERVICE:**

The Certificate of Final Electrical Inspection (CFEI) is required prior to the actual occupancy of the building. No installation, alteration and/or addition shall be connected to any service or other source of electrical energy by the utility company concerned without this Certificate.

**REQUIREMENTS:**

1. Photocopy of the approved Building Permit
2. Photocopy of the approved Electrical Permit
3. Approved Electrical Plans
4. Four (4) copies of duly accomplished form
5. Photocopy of updated PRC ID and PTR of all professional signatories.

**SERVICE SCHEDULES:**

Monday to Friday 8:00 am to 5:00 pm

**SCHEDULE OF FEES AND OTHER CHARGES:**

See Annex A.

The Client shall	The Service Provider shall	It will take	Responsible Person/s
1. Request for inspection	Receive request and schedule inspection	10 minutes	Administrative Aide / Building Official
2. Be present during the inspection	Inspect the installed Electric Meter Base and wiring connections	30 minutes	Engineering Assistant / Building Official
3. Submit duly accomplished application forms and complete documentary requirements	Check for completeness of documents	15 minutes	Administrative Aide
	Evaluate and verify submitted duly accomplished forms, complete plans, and other required documents	30 minutes	Building Official
	If the application is compliant, assess the required fees and issue Order of Payment to be collected by the Treasury Office	5 minutes	Building Official
5. Proceed to the Treasury Office and pay the required Fees.	Receive payment and issue Official Receipt	10 minutes	Municipal Treasurer
4. Present the Official Receipt from the Treasury Office for record	Photocopy the Official Receipt for record and completely fill up the application forms and prepare the permit for approval	30 minutes	Administrative Aide
	Approve and issue the permit	10 minutes	Building Official
<i>Accomplish the Client Feedback Form &amp; Drop at designated drop box at the Municipal Hall</i>			
TOTAL RESPONSE TIME: 2 hour and 20 minutes			

**D. ISSUANCE OF CERTIFICATE OF OCCUPANCY**

**ABOUT THE SERVICE:**

A Certificate of Occupancy 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.

**REQUIREMENTS:**

1. Fire Safety Inspection Certificate (FSIC)
2. Fully accomplished Certificate of Completion signed and sealed by respective licensed professionals, duly signed and notarized
3. Pictures of completed building
4. Three (3) sets of As Built Plan if there is a deviation in the approved plan
5. Construction Logbook duly signed by supervising Engineer/Architect

**SERVICE SCHEDULES:**

Monday to Friday 8:00 am to 5:00 pm

**SCHEDULE OF FEES AND OTHER CHARGES:**

See Annex A.

The Client shall	The Service Provider shall	It will take	Responsible Person/s
6. Secure application forms and other requirements and request for final inspection	Brief the client regarding the requirements and schedule an inspection	10 minutes	Administrative Aide / Building Official
5. Be present during the inspection	Inspect the Building Structure	30 minutes	Engineering Assistant /Building Official
6. Submit duly accomplished application forms and complete documentary requirements	Check for completeness of documents	15 minutes	Administrative Aide
	Evaluate and verify submitted duly accomplished forms, and other required documents	30 minutes	Building Official
	If the application is compliant, assess the required fees and issue Order of Payment to be collected by the Treasury Office	5 minutes	Building Official
7. Proceed to the Treasury Office and pay the required Fees.	Receive payment and issue Official Receipt	10 minutes	Municipal Treasurer
7. Present the Official Receipt from the Treasury Office for record	Photocopy the Official Receipt for record and completely fill up the application forms and prepare the Certificate of Occupancy for approval	30 minutes	Administrative Aide
	Approve and issue the certificate	10 minutes	Building Official
<i>Accomplish the Client Feedback Form &amp; Drop at designated drop box at the Municipal Hall</i>			
TOTAL RESPONSE TIME: 2 hour and 20 minutes			