

LAPU-LAPU CITY CITIZEN'S CHARTER
OFFICE OF THE BUILDING OFFICIAL / CITY ENGINEERING OFFICE

ISSUANCE OF BUILDING PERMIT
(Including Renovation, Repair, and Structures)

The National Building Code of the Philippines

(Presidential Decree 1096), Chapter 3, Section 301

Building Permits

“No person, firm or corporation, including any agency, or, instrumentality, of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to be done without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building is located or the building work is to be done.”

Service

Processing and approval of applications for construction, renovation, repair, or demolition of structures in compliance with the National Building Code of the Philippines (PD 1096).

Office/Division	Office of the Building Official (OBO) / City Engineering Office
Classification	Complex Transaction
Type of Transaction	G2C- Government to Citizens G2B – Government to Businesses G2G- Government to Government
Who May Avail	Developers, Contractors, Individual Project Proponents, Government Agencies

Checklist of Requirements	Where to Secure
<i>Line and Grade</i>	
<p>1. Locational Clearance (from Zoning Office)</p> <p>2. Height Clearance secured from the MCIAA for CAAP building/structures within approach/Departure Zones of Runways of Airports for high rise height limitations – Recommends the actual height needs CAAP clearance.</p> <p>3. Right over Lot Concerned</p> <p>In case the applicant is the registered owner of the lot:</p> <p>a. Certified True Copy of TCT,</p> <p>b. Tax Declaration,</p> <p>c. Current Real Property Tax Receipt</p> <p>In case the applicant is not the registered owner of the lot:</p> <p>a. Duly notarized copy of the Contract of Lease or</p> <p>b. Duly notarized copy of the Deed of Absolute Sale or</p> <p>c. Duly notarized copy of the Contract of Sale</p> <p>4. Lot Plan from a Licensed Surveyor</p> <p>5. Locational Plan</p> <p>6. Site Development Plan</p> <p>7. Barangay Clearance</p> <p>b. Architectural</p> <p>1. Five (5) sets of Plans & Specifications prepared, signed and sealed by a dully licensed Architect/Civil Engineer and/or Structural Plans and details for 2-storey and above structure</p> <p>2. Floor Plan at scales not less than 1:100m</p> <p>3. Elevations at scales not less than 1:100m</p> <p>4. Sections at scales not less than 1:100m</p> <p>5. Reflected Ceiling Plan</p>	<p>City Planning & Development Office</p> <p>CAAP / MCIAA</p> <p>Registry of Deeds (RD)</p> <p>City Assessor</p> <p>City Treasury</p> <p>Lot Owner /Applicant</p> <p>Lot Owner/Applicant</p> <p>Lot Owner/ Applicant</p> <p>Licensed Geodetic Engineer</p> <p>Licensed Architect</p> <p>Licensed Architect</p> <p>Barangay</p> <p>Licensed Architect</p>

<ol style="list-style-type: none"> 6. PWD Provisions and Details 7. Alternative Fire Exit provisions with Details for Multi-Dwelling and Multi-Use Building 8. Schedule of Doors & Windows and Marked on Plan 9. Detail of Stair Design 10. Bill of Material prepared, signed and scaled by a dully licensed Architect/Civil Engineer (2 copies or more) 11. Specifications prepared, signed, and sealed by a dully licensed Architect/Civil Engineer with applicant's signature at least two (2) copies 	
<p>C. Sanitary and plumbing</p> <ol style="list-style-type: none"> 1. Sanitary Plan, Layouts & Details 2. Isometric Layout 3. Detail of Septic Tank 4. Riser Diagram of Drainage 5. Design Analysis, Technical Specification and other details 6. Estimate of Cost 7. Duly Accomplished Plumbing Application Forms and Worksheets 8. Location Plan 9. Lot Plan (Showing the building and septic Tank) 10. Certification from Registered Master Plumber 11. Valid PRC I.D. and PTR of Designing Master Plumber with seal and signature - photocopies 12. Contractor's Tax to paid at City Treasurer's Office 	<p>Sanitary Engineer/ Master Plumber</p>
<p>D. Structural</p> <ol style="list-style-type: none"> 1. Design Analysis/Boring test for 3-storey and above structure 2. PRC I.D. and PTR of Designing Engineer with seal and specimen signature 3. Foundation Plan at scale not less than 1:100m 4. Floor Framing Plan at scale not less than 1:100m 5. Roof Framing Plan at scale not less than 1:100m 6. Details of Footing/Columns at any conventional scale 7. Details of Structural Members at any conventional scale 	<p>Civil Engineer/ Structural Engineer</p>

<p>E. Electrical</p> <ol style="list-style-type: none"> 1. Complete Electrical Plan with Location Plan and Riser Diagram 2. Duly Accomplished Electrical Application Form and Worksheet 3. Bill of Materials 4. Valid PRC I.D. and updated PTR of Designing Engineer with seal and specimen signature 5. Design Analysis 6. Electrical specifications 	<p>Professional Electrical Engineer</p>
<p>F. Electronics</p> <ol style="list-style-type: none"> 1. Complete Electronics Plan with Location Plan 2. Duly Accomplished Electronics Application Form 3. Bill of Materials 4. Valid PRC I.D. and updated PTR of Designing Engineer with seal and specimen signature 5. Electronics specifications 	<p>Professional Electronics and Communication Engineer</p>
<p>G. Mechanical</p> <ol style="list-style-type: none"> 1. Mechanical Plan <ol style="list-style-type: none"> a. Location Plan and Key Plan b. General Layout Plan not less than 1:100m scale c. Design Computations d. Isometric drawing of all machineries, machinery foundations with details and foundation computations <p>If Applicable:</p> <ol style="list-style-type: none"> e. Detailed plans of Boilers and pressure vessels f. Detailed plans of Fire Suppression System with initiating, monitoring, and alarm devices g. Detailed drawing of duct work installations 1. Dully Accomplished Mechanical Application Form 2. Bill of Materials 3. PTR of Designing Engineer with seal and specimen signature 4. Mechanical Specifications 	<p>Professional Mechanical Engineer</p>

Client Steps	Agency Action	Fees	Processing Time	Person Responsible
1. Secure Application Forms, checklist of Requirements	Provide checklist and give instructions	None	5 minutes	Receiving Staff
2. Submit corresponding plans and requirements as per checklist with filled up permit forms and supporting documents	<ul style="list-style-type: none"> • Receive duly accomplished forms with all supporting documents • Verify the completeness of documents submitted • Record the application details <p>Note :All plans and documents are officially received, no plans and documents will be out of the office premises unless it will be withdrawn by applicant</p>	None	5 minutes	Receiving Staff
3. None	Evaluate and check all submitted documents, plans and requirements per checklist. If found no deficiency Section head indicate "ok" and affix signature on the checklist sheet. Forward to other section. If found with deficiency write on the checklist sheet the comments, deficiency and lacking items. Forward the all documents without affixing signature.	None	10 minutes per section	Line and Grade Section Head Architectural Section Head Sanitary/Plumbing Section Head Electrical Section Head Electronics and Communication Head Mechanical Section Head
4. None	Received back all documents and check	None	3 minutes	Receiving Staff

	its completeness for prepare all documents for return to applicant. Instruct applicant to correct all deficiency and submit lacking requirements			
5. Receive all documents and complies all deficiency indicated on the checklist sheet	Record the initial release of documents for compliance of applicant of the deficiency	None	3 minutes	Receiving Staff
6. Resubmit corrected documents to section head concerned for re checking	Re-check all documents and the correction of deficiency. If found corrected indicate 'ok' and affix signature with date on the checklist sheet. Forward to other concern section. If last section found the document complete, return documents to receiving staff	None	5 minutes	CTO
7. Route documents for billing	Received all corrected documents and route back documents for billing per Section	none	3 minutes	Receiving Staff
	Assess and compute permit fees including surcharges and penalties if any. Forward to all section. And upon complete assessment forward to Receiving Staff	NBC tariff fees	5 minutes per section	Line and Grade Section Head Architectural Section Head Sanitary/Plumbing Section Head Electrical Section Head Electronics and Communication Head

8. None	Prepares the collection for applicant. Notify applicant for payment of fees	none	10 minutes	Receiving Staff
9. Secure collection sheet and pay building permit fees at City Treasurer's office	Instruct applicant for the payment of fees	none	3 minutes	Assessment Staff
10. Present the Official Receipt of payment	Prepare endorsement letter to Bureau of Fire Protection (BFP)	none	15 minutes	Assessment Staff
11. Received the endorsement letter and proceed to BFP and secure Fire Evaluation Certificate (FSEC)				
12. Upon receipt of FSEC from BFP submit all remaining copies of document	Received all documents together with the FSEC. Prepare all documents for OBO Head signature and issuance of Building Permit	none	15 minutes	Assessment Staff
13. Received all documents and submit to for OBO Head for signature and issuance of Building Permit	Review and Sign Building Permit for issuance	none	15 minutes	OIC Building Official
14. Claim Issued Building Permit	Segregate documents and record building permit . Release the Building Permit to applicant	none	10 minutes	Releasing Staff
	TOTAL			

**ISSUANCE OF OCCUPANCY PERMIT
(Including Renovation, Repair, and Structures)**

Occupancy Permit

“No building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until building Official has issued a Certificate of Occupancy therefore as provided in this Code..”

Service

Provision of Occupancy Certificate for owners of residential and commercial buildings).

Office/Division	Office of the Building Official (OBO) / City Engineering Office
Classification	Complex Transaction
Type of Transaction	G2C- Government to Citizens G2B – Government to Businesses G2G- Government to Government
Who May Avail	Developers, Contractors, Individual Project Proponents, Government Agencies

Checklist of Requirements	Where to Secure
1. Copy of the Complete Set of Building Permit and Building Plans	Applicant/Owner
2. Fire Safety Inspection Certificate (FSIC) from the Bureau of Fire Protection (BFP)	BFP
3. Duly Accomplished Certificate of Completion	Supervising Professionals

Client Steps	Agency Action	Fees	Processing Time	Person Responsible
1. Submit requirements and request for inspection	Receive documents and set schedule for inspection	None	5 minutes	Receiving Staff

2. Payment of Occupancy Fee and Inspection Fee	Received all required documents	None	3 minutes	Receiving Staff
3. Present Official Receipt	<ul style="list-style-type: none"> • Prepare Certificate of Occupancy • Prepare of Mission Order • Countersign if Chief of Enforcement Division • Sign by the Building Official 	None	10 minutes	Receiving Staff
4. Received notification on the schedule of site inspection through call or text message	Inform applicant on the schedule through call or text message	None	5 minutes	Building Official
5. Be present during the scheduled inspection	Check Structure as to compliance with the approved plans and specification	none	30 minutes	Line and Grade Inspector Architectural Inspector Sanitary/Plumbing Inspector Electrical Inspector Electronics and Communication Inspector
	Affix signature as to compliance with specification on Certificate of Final Inspection	none	5 minutes	Line and Grade Inspector Architectural Inspector Sanitary/Plumbing Inspector Electrical Inspector Electronics and Communication Inspector
6. Submit the Occupancy inspection Report	Check the Occupancy Inspection report and advise applicant for the necessary correction of Deficiency	none	5 minutes	Assessment Staff

7. Comply Deficiency indicated in the Occupancy Report	Records payment details in the logbook. Prepare Transmittal for City Assessor's Office Countersign of the Chief of Enforcement Division Sign by the Building Official	none	5 minutes	Assessment Staff
8. Submit the Official Receipts of Payments	Record Payment details in logbook. Prepare Occupancy	none	5 minutes	Assessment Staff
9. None	Review and Sign Occupancy Permit	none	5 minutes	OIC Building Official
10. Sign and receive the approved Certificate of Occupancy	Release Certificate of Occupancy together with the owner's cop of the plans other related documents	none	5 minutes	Releasing Staff
	TOTAL			