

3. Securing Building Permits

A Building Permit is required prior to construction, erection, alteration, major repair, or renovation or conversion of any building/structure owned by government or private entities. The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple: Residential – Not more the 3-Storey Commercial – Not more than 2-storey Warehouse not storing hazardous substance Complex: All structures not covered in simple transactions Residential – 3-storey and above Commercial – more than 2-storey Highly Technical: 20 days All Structures not mentioned in simple and complex services
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government; G2B – Government to Business Entities
Who may avail:	Government Agencies, Business Entities and Private Individuals with appropriate technical and legal documents to construct
FEES	
<p>PD 1096 SEC. 203, 5 - PRESCRIBE AND IMPOSE THE AMOUNT OF FEES AND OTHER CHARGES AT MAY BE DEEMED NECESSARY THAT THE BUILDING OFFICIAL SHALL COLLECT IN CONNECTION WITH THAT PERFORMANCES OF REGULATORY FUNCTION</p> <p>NEW SCHEDULE OF FEES AND OTHER CHARGES OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)</p> <ol style="list-style-type: none"> 1. Bases of assessment <ol style="list-style-type: none"> a. Character of occupancy or use of building/structure b. Cost of construction c. Floor area d. Height 	

2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.1. On Fixed Cost of Construction per Sq. Meter

LOCATION	GROUP		
	All Cities and Municipalities	A, B, C, D, E, G, H, I	F
P10, 000		P8, 000	P6, 000

Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

a. Division A-1

Area in sq. meters	Fee per sq. meter
i. Original complete construction up to 20.00 sq. meters.....	P 2.00
ii. Additional/renovation/alteration up to 20.00 sq. meters Regardless of floor area of original construction.....	2.40
iii. Above 20.00 sq. meters to 50.00 sq. meters.....	3.40
iv. Above 50.00 sq. meters to 100.00 sq. meters.....	4.80
v. Above 100.00 sq. m to 150 sq. meters.....	6.00
vi. Above 150.00 sq. meters.....	7.20

b. Division A-2

Area in sq. meters	Fee per sq. meter
Original complete construction up to 20.00 sq. meters.....	P 3.00
. Additional/renovation/alteration up to 20.00 sq. meters Regardless of floor area of original construction	3.40
i. Above 20.00 sq. meters to 50.00 sq. meters.....	5.20
/ Above 50.00 sq. meters to 100.00 sq. meters.....	8.00
. Above 150.00 sq. meters.....	8.40

ons B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2,

Area in sq. meters		Fee per sq. meter	
i.	Up to 5,000.....	P	23.00
ii.	Above 5,000 to 6,000.....		22.00
iii.	Above 6,000 to 7,000.....		20.50
iv.	Above 7,000 to 8,000.....		19.50
v.	Above 8,000 to 9,000.....		18.00
vi.	Above 9,000 to 10,000.....		17.00
vii.	Above 1,000 to 1,500.....		16.00
viii.	Above 15,000 to 20,000.....		15.00
ix.	Above 20,000 to 30,000.....		14.00
x.	Above 30,000.....		12.00
NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products.			
d. Divisions C-2/D-1, 2, 3			
Area in sq. meters		Fee per sq. meter	
i.	Up to 5,000.....	P	12.00
ii.	Above 5,000 to 6,000.....		11.00
iii.	Above 6,000 to 7,000.....		10.20
iv.	Above 7,000 to 8,000.....		9.60
v.	Above 8,000 to 9,000.....		9.00
vi.	Above 9,000 to 10,000.....		8.40
vii.	Above 10,000 to 15,000.....		7.20
viii.	Above 15,000 to 20,000.....		6.60
ix.	Above 20,000 to 30,000.....		6.00
x.	Above 30,000.....		5.00
e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).			

2. *Electrical Fees*

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

1. Total Connected Load (kVA)

	Fee		
i. 5 kVA or less.....	200.00		
ii. Over 5 kVA to 50 kVA.....	200.00	+ P	20.00/kVA
iii. Over 50 kVA to 300 kVA.....	1,100.00	+	10.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	3,600.00	+	5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	9,600.00	+	2.50/kVA
vi. Over 6,000 kVA.....	20,850.00	+	1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

	Fee		
i. 5 kVA or less.....	40.00		
ii. Over 5 kVA to 50 kVA.....	40.00	+ P	4.00/kVA
iii. Over 50 kVA to 300 kVA.....	220.00	+P	2.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	720.00	+ P	1.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	1,920.00	+ P	0.50/kVA
vi. Over 6,000 kVA.....	4,170.00	+ P	0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

c. Pole/Attachment Location Plan Permit

i. Power Supply Pole Location.....	P	30.00/pole
------------------------------------	---	------------

ii. Buying Attachment.....P 30.00/attachment

This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

USE OR CHARACTER OF OCCUPANCY	ELECTRIC METER	WIRING PERMIT ISSUANCE
Residential	P 15.00	P 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

Mechanical Fees

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

- i. Refrigeration (cold storage), per ton or fraction thereof..... P 40.00
- ii. Ice Plants, per ton or fraction thereof..... 60.00
- iii. Packaged/Centralized Air Conditioning Systems:
 - Up to 100 tons, per ton..... 90.00
 - iv. Every ton or fraction thereof above 100 tons..... 40.00

v. Window type air conditioners, per unit.....		60.00
vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent.....		40.00
vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.		
b. Escalators and Moving Walks, funiculars and the like:		
i. Escalator and moving walk, per kW or fraction thereof.....	P	10.00
ii. Escalator and moving walks up to to 20.00 lineal meters or fraction thereof.....		20.00
iii. Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....		10.00
iv. Funicular, per kW or fraction thereof.....		200.00
(a) Per lineal meter travel.....		20.00
v. Cable car, per kW or fraction thereof.....		40.00
(a) Per lineal meter travel.....		5.00
c. Elevators, per unit:		
i. Motor driven dumbwaiters.....	P	600.00
ii. Construction elevators for material.....		2,000.00
iii. Passenger elevators.....		5,000.00
iv. Freight elevators.....		5,000.00
v. Car elevators.....		5,000.00
g. Boilers, per kW:		
i. Up to 7.5 kW.....	P	500.00
ii. Above 7.5 kW to 22 kW.....		700.00
iii. Above 22 kW to 37 kW.....		900.00
iv. Above 37 kW to 52 kW.....		1,200.00
v. Above 52 kW to 67 kW.....		1,400.00
vi. Above 67 kW to 74 kW.....		1,600.00
vi. Every kW or fraction thereof above 74 kW.....		5.00

e.	Pressurized water heaters, per unit	P	200.00
f.	Water, sump and sewage pumps for commercial/industrial use, Per kW or fraction thereof.....	P	60.00
g.	Automatic fire sprinkler system, per sprinkler head	P	4.00
h.	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:		
i.	Every kW up to 50 kW.....	P	25.00
ii.	Above 50 kW up to 100 kW.....		20.00
iii.	Every kW above 100 kW.....		3.00
i.	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet.....	P	20.00
j.	Gas Meter, per unit.....	P	100.00
k.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher.....	P	4.00
l.	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:		
i.	Up to 50 kW.....	P	10.00
ii.	Above 50 kW to 100 kW.....		12.00
iii.	Every above 100 kW or fraction thereof		3.00
m.	Pressure Vessels, per cu. meter or fraction thereof.....	P	60.00
n.	Other Machinery/Equipment for commercial/ Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof.....	P	60.00
o.	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like,		

per lineal metes or fraction thereof..... P 10.00

Weighing Scale Structure, per ton or fraction thereof.....P 50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

3. Plumbing Fees

a. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".

b. Every fixture in excess of one unit:

- i. Each water closet..... P 7.00
- ii. Each floor drain..... 3.00
- iii. Each sink..... 3.00
- iv. Each lavatory..... 7.00
- v. Each faucet..... 2.00
- vi. Each shower head..... 2.00

c. Special Plumbing Fixtures:

- i. Each slop sink..... P 7.00
- ii. Each urinal..... 4.00
- iii. Each bath tub..... 7.00
- iv. Each grease trap..... 7.00
- v. Each garage trap..... 7.00
- vi. Each bidet..... 4.00
- vii. Each dental cuspidor..... 4.00
- viii. Each gas-fired water heater..... 4.00
- ix. Each drinking fountain..... 2.00
- x. Each bar or soda fountain sink..... 4.00
- xi. Each laundry sink..... 4.00

xii. Each laboratory sink.....	4.00	
xiii. Each fixed-type sterilizer.....	2.00	
d. Each water meter.....		P 2.00
i. 12 to 25 mm	P 8.00	
ii. Above 25 mm	10.00	
e. Construction of septic tank, applicable in all Groups		
i. Up to 5.00 cu. meters of digestion chamber.....	P 24.00	
ii. Every cu. meter or fraction thereof		
In excess of 5.00 cu. meters.....	7.00	
7. <i>Electronics Fees</i>		
a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications.....		P 2.40 per port
b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global Positioning and personnel/vehicle location		P 1,000.00 per location
c. Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing		

purposes and other similar electronic or electronically-controlled apparatus or devices, whether located indoor or outdoors..... P 10.00 per unit

d. Electronics and communications outlets

used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user

terminal is connected P 2.40 per outlet

e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected..... P 2.40 per

termination

f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities P 1,000.00 per location

f. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception.....P 1,000.00 per structure

h. Electronic or electronically-controlled indoor and outdoor signage's and display systems, including TV monitors, multi-media signs, etc. P 50.00 per unit

i. Poles and attachment:

i. Per Pole (to be paid by pole owner)..... P 20.00

ii. Per attachment (to be paid by any entity who attaches to the pole of others) 20.00

j. Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above P 50.00 per unit

8. *Accessories of the Building/Structure Fees*
- a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).
- b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.

c. Bank and Records Vaults with interior volume		
up to 20.00 cu. meters.....	P	20.00
i. In excess of 20.00 cu. meters.....		8.00
d. Swimming Pools, per cu. meter or fraction thereof:		
i. GROUP A Residential.....	P	3.00
ii. Commercial/Industrial GROUPS B, E, F, G.....		36.00
iii. Social/Recreational/Institutional GROUPS C, D, H, I.....		24.00
iv. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.		
v. Swimming pool shower rooms/locker rooms:		
(a) Per unit or fraction thereof	P	60.00
(b) Residential GROUP A.....		6.00
(c) GROUP B, E, F, G,.....		18.00
(d) GROUP C, D, H ,.....		12.00
e. Construction of firewalls separate from the building:		
i. Per sq. meter or fraction thereof.....	P	3.00
ii. Provided, that the minimum fee shall be		48.00

f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:			
Use or Character of Occupancy	Self-Supporting	Trilon (Guyed)	
i. Single detached dwelling units.....	P 500.00	P 150.00	
ii. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	2,400.00	240.00	
a. Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00	
iii. Educational/Recreational//Institutional (Groups C, D, H, I) up to 10.00 meters in height.....	1,800.00	120.00	
a. Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00	
g. Storage Silos, up to 10.00 meters in height.....	P 2,400.00		
i. Every meter or fraction thereof in excess of 10.00 meters.....	150.00		
ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule			
h. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:			
i. Smokestacks, up to 10.00 meters' in height, measured from the base.....	P 240.00		
a) Every meter or fraction thereof in excess of 10.00 meters.....	12.00		
ii. Chimney up to 10.00 meters in height, measured from the base.....	48.00		
a) Every meter or fraction thereof in excess of 10.00 meters.....	2.00		
i. Construction of Commercial/Industrial Fixed Ovens,			

per sq. meters or fraction thereof of interior floor areas	P	48.00
j. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume		12.00
k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters.....		12.00
i. u. m or fraction thereof in excess of 2.00 cu. meters.....	P	12.00
ii. n Groups A and B up to 10.00 cu. meters.....		480.00
a) Every cu. meter or fraction thereof in 0.00 cu. meters.....		24.00
I. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume.....		
	P	7.00
m. Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:		
i. Above ground, up to 10.00 cu. meters.....	P	480.00
Every cu. m or fraction thereof in excess of 10.00 cu. meters.....		24.00
ii. Underground, up to 20.00 cu. meters.....		540.00
Every cu. meter or fraction thereof in excess of 20.00 cu.meters.....		24.00
n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:		
i. Underground, per cu. meter or fraction hereof of excavation.....	P	3.00
ii. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank.....		3.00
iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.		

o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:			
i.	Construction of permanent type.....	P	10.00
ii.	Construction of temporary type.....		5.00
iii.	Inspection of knock-down temporary type, per unit		24.00
p. Construction of buildings and other accessory structures within cemeteries and memorial parks:			
i.	Tombs, per sq. meter of covered ground areas.....	areas	P 5.00
ii.	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area.		5.00
iii.	Totally enclosed mausoleums, per sq. meter of floor area		12.00
iv.	Totally enclosed mausoleums, per sq. meter of floor area		5.00
v.	Columbarium, per sq. meter.....		18.00
9. Accessory Fees			
a.	Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters.....P		24.00
i.	Every meter or fraction thereof in excess of 10.00 meters.....		2.40
b. Ground Preparation and Excavation Fee			

i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.

c. Fencing Fees:

i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof.....	P	3.00	
ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof		4.00	
iii. Made of indigenous materials, barbed, chicken or hog wires, per linear meter.....		2.40	
d. Construction of Pavements, up to 20.00 sq. meters.....	P	24.00	
e. In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like	P	3.00	
(a) Inspection and Verification Fee			P 200.00
(b) Per cu. meters of excavation			3.00
(c) Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit			50.00
(d) Per cu. meter of excavation for foundation with basement.....			4.00
(e) Excavation other than foundation			

or basement, per cu. meter..... 3.00

(f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment 250.00

f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month P 240.00

i. sq. meter or fraction thereof in excess of 20.00 sq. meters P 12.00

g. Erection of Scaffoldings Occupying Public Areas, per calendar month

i. meters in length..... P 150.00

ii. sq. meter or fraction thereof in excess of 10.00 meters 12.00

h. Sign Fees:

i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area..... P 120.00

Every sq. meter or fraction thereof in excess of 4.00 sq. meters..... 24.00

ii. Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00	P 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min. fee shall be P 124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P 72.00	P 38.00, min. fee shall be P 150.00
Others	P 12.00, min. fee shall be P 40.00	P 20.00, min. fee shall be P 110.00
Painted-on	P 8.00, min. fee shall be P 30.00	P 12.00, min. fee shall be P 100.00

i. Repairs Fees:

- i. Alteration/renovation/improvement on vertical dimensions of buildings/structures per square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups..... P 5.00
- ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups 5.00
- iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 10% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

j. Raising of Buildings/Structures Fees:

- i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
- ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:	
i. Buildings in all Groups per sq. meter floor area.....	P 3.00
ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	4.00
iii. Structures of up to 10.00 meters in height.....	800.00
a) Every meter or portion thereof in excess of 10.00 meters	50.00
iv. Appendage of up to 3.00 cu. meter/unit.....	50.00
a) Every cu. meter or portion thereof in excess of 3.00 cu. meters.....	50.00
v. Moving Fee, per sq. meter of area of building/ structure to be moved	3.00
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>Lot Property Documents</u></p> <p>A) In case the applicant is the registered owner of the lot</p> <ul style="list-style-type: none"> • Certified true Copy of Original Certificate of Title/Transfer Certificate of title, on file with the Registry of Deeds, • Tax Declaration (Lot Property) • Current Real Property Tax Receipt • Barangay Construction Clearance (Municipal Ordinance) <p>B.) In case the applicant is not the registered owner of the lot, in addition to the above; <i>duly notarized copy of the Contract of Lease, or Deed of Absolute Sale</i></p>	<ul style="list-style-type: none"> • Client/Tax Payer
<p><u>PLANS (Blue Printed or A3 size Documents)</u></p> <p>Five (5) sets of survey plans, design plans, specifications and other document prepared, signed and sealed over the printed names of a duly licensed and registered professionals.</p> <p>a. GEODETIC ENGINEER, <i>In case of Lot Survey Plans;</i></p> <p>b. ARCHITECT, In case of Architectural Documents (In case architectural Interior/Interior design documents, either an ARCHITECT or INTERIOR DESIGNER (Licensed) may signed.</p> <p>c. CIVIL ENGINEER, <i>In case of Civil/Structural design documents</i></p> <p>d. PROFESSIONAL ELECTRICAL ENGINEER, <i>In case of Electrical documents</i></p> <p>e. PROFESSIONAL MECHANICAL ENGINEER, <i>In case of Mechanical documents</i></p> <p>f. SANITARY ENGINEER, <i>In case of sanitary documents.</i></p> <p>g. MASTER PLUMBER, <i>In case of plumbing documents.</i></p>	<ul style="list-style-type: none"> • Design Professional

h. ELECTRONIC ENGINEER, <i>In case of Electronics Documents</i> i. AGRICULTURAL ENGINEER, <i>In case of Agricultural Structures</i> <i>“ALL FORMS MUST BE COMPLETELY FILLED UP, SIGNED AND NOTARIZED.”</i> <ul style="list-style-type: none"> Photocopy of PRC ID & updated PTR of ALL practitioners with 3 specimen signed and sealed 				<ul style="list-style-type: none"> Design Professional
APPLICATION FORMS (Original Copies) a. 5 copies of Unified Building permit Form b. 5 copies each of the following: i. Architectural permit ii. Structural permit iii. Plumbing permit iv. Sanitary permit (If applicable) v. Electrical permit vi. Mechanical permit (If applicable) vii. Electronic permit (If applicable) <i>“ALL FORMS MUST BE COMPLETELY FILLED UP, SIGNED AND NOTARIZED.”</i>				<ul style="list-style-type: none"> Municipal Engineering Office/Office of the Building Official
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Building Permit Forms and it's checklist requirements from the Office of the Building Official/Municipal Engineering Office	1.1 Facilitate client/s and review the list of requirements provided	NONE	30 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i>

				Municipal Engineering Office
2. Submit the accomplished forms and plans together with the complete list of requirements to the Municipal Engineering Office/Office of the Building Official	2.1 Check as to completeness of requirements and receive	NONE	20 minutes	<i>Engineer III</i> Municipal Engineering Office
	2. Returned Plans and Documents (<i>OPTIONAL, if there are no deficiencies, proceed to step no. 2.3</i>)		10 minutes	Or <i>Electrician I</i> Municipal Engineering Office
	2.3 Schedule site Inspection and Verification		10 minutes	Or <i>Engineering Assistant</i> Municipal Engineering Office
	2.4 Fire endorsement prepare and issue by the Municipal Engineering Office/Office of the Building Official staff		1-3 days (after the receipt of the Municipal Fire Marshall)	<i>Engineering Assistant</i> Municipal Engineering Office And Bureau of Fire Safety and Protection (BFP) Staff

	2.5 Conduct Site inspection and verification	None	3 - 4 hours (depend on the location)	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office
3. Submit lacking Documents/Corrected Plans to any Building Office Staff	3.1 Check and evaluate the lacking documents/corrected plans	None	20 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
4. Pay the required fees to the Municipal Treasurer's Office <i>Note: Payment will vary depending on the size and complexity of the project</i>	4.1 Evaluate and Assess the Plans to ensure compliance 4.2 Hand-in to client the Order of Payment	Please refer above for the table of fees, As per mandated by National Building Code of the Philippines (PD 1096)	20 minutes 10 minutes	<i>Engineering Assistant</i> Municipal Engineering Office <i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office

				<i>Or</i> Engineering Assistant Municipal Engineering Office
5. Present the Official Receipt (O.R) to the Building Official/Municipal Engineering Office	5.1 Receive the Official Receipt	None	5 minutes	<i>Engineering Assistant</i> Municipal Engineering Office
	5.2 Entry the Building Permit number to the official logbook		1 hour	<i>Engineer III</i> Municipal Engineering Office <i>Or</i> <i>Electrician I</i> Municipal Engineering Office <i>Or</i> <i>Engineering Assistant</i> Municipal Engineering Office
	5.3 Final Approval of Building Permits		30 minutes	<i>Engineering Assistant</i> Municipal Engineering Office <i>Municipal Engineer</i> Municipal Engineering Office
6. Received the approved building permit and sign logbook for acknowledgment	6.1 Release of approved permit	NONE	15 minutes	<i>Engineer III</i> Municipal Engineering Office <i>Or</i> <i>Electrician I</i> Municipal Engineering Office <i>Or</i> <i>Engineering Assistant</i> Municipal Engineering Office

7. Accomplish Client's Satisfaction Survey and drop it in the Feedback box	7.1 Request client to Client Satisfaction Survey	None	10 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office Or <i>Admin Aide I</i> Municipal Engineering Office
TOTAL:		As per mandated by National Building Code of the Philippines (PD 1096)	3 Days, 7 Hours, 30 minutes	
End of Transaction				