



# **OFFICE OF THE MUNICIPAL ENGINEER / BUILDING OFFICIAL**

## **External Services**



**1. ISSUANCE OF THE FOLLOWING TYPES OF CONSTRUCTION PERMITS**

**1. Building Permit for Simple Applications -**  
 Application of Building Permit for projects with total floor area not more than 1,500 square meters of the following:

- a. Single dwelling residential building of not more than three (3) storey;
- b. Commercial buildings of not more than two (2) storeys;
- c. Renovation within a building with issued building permit;
- d. Warehouse of not more than two (2) storeys high, which is not for the storage of hazardous or combustible materials.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Four (4) copies of filled-up Unified Application Form for Building Permit	One Stopshop for Construction Permit (OSCP)
2 Certified true copy of Original Certificate of Title (TCT) covering the subject lot and, in cases where the applicant is not the registered owner of the said lot, a duly notarized copy of Contract of Lease, or Deed of Absolute Sale: of in lieu of the certified true copy of the OCT/TCT, a lot Location Plan generated thru the Parcel Verification Services of the Land Registration Authority (LRA), original or certified copy of the tax declaration of the property, original or certified copy of updated real property tax payments, duly notarized corporate secretary certification of the board resolution authorizing the signatory/ies (if corporation)	
3 Two (2) sets of survey plans, design plans and other documents prepared, signed and sealed over the printed names of duly licensed and registered professionals, as stipulated under Section 302 (3) of the IRR of the National Building Code of the Philippines:	
a. Architectural Documents	
b. Civil / Structural Documents (if applicable)	
Structural Analysis & Design Computation	
Soil Boring Test for 3storey	
Electrical Documents	
c.	
d. Mechanical Documents (if applicable)	
e. Sanitary Documents	
f. Plumbing Documents	
g. Electronics Documents (if applicable)	
h. Geodetic Documents	
i. Fire Protection Plan (if applicable)	
Automatic Fire Suppression System	
Wet Stand Pipe	
Dry Stand Pipe	
Kitchen Hood Suppression	
Fire Detection & Alarm System	
j. Fire Safety Compliance Report	
4 Four (4) photocopies of valid licenses of all involved professionals	
5 Estimated value of the building or structure (bill of materials and labor cost) to be erected as declared by the applicant and duly notarized.	
6 One (1) set of technical Specifications signed and sealed by the professional in-charge of plans and specifications.	
7 Two (2) copies of Construction Safety & Health Program - DOLE approved	
8 DPWH Clearance (if applicable), all structures along Maharlika HW, Alaminos-San Pablo By-pass & Alaminos-Lipa Road	
9 Affidavit of Undertaking for ECC/CNC & LLDA, 30days (if applicable)	

**Processing Period:**  
 Five (5) working days if with complete documents, incomplete documents will not be received.



### HOW TO AVAIL OF THE SERVICE

Client (Steps)	Agency Action	Processing Time	Fee	Persons Responsible
<b>1. Submission of Application Forms &amp; Documentary Requirements</b>				
1.1 Get application forms and list of requirements from receiving staff (Window 1)	Receive Application forms & list of requirements	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>				
1. Present complete application documents at the Receiving Staff (Window 1).  For senior citizens, persons with disability, pregnant women and women with little children, get a priority.	Check for completeness of documents. Give the claim stub to the applicant with instructions on how and when to follow up.	20 minutes	None	(Window 1) Ms Gigi
	Internal Process (Backroom) For process and evaluation of OBO, BFP, MPDC, Assessor's & Treasurer's Office including ocular joint inspection.  If application is compliant, prepare order of payment (OP).	3 working days (3 working days for BFP & 4hrs for MPDC)	Refer to the Schedule of Fees of OBO, BFP, MPDC, Revenue Code	Backroom Ms Ayen (OBO), BFP, MPDC, Assessor's & Treasurer's Office
<i>How to follow up your application</i>				
Wait for our notice thru text message.  Through telephone call at (049) 545-1994 & (0998) 563-4243 or  Through personal visit to this office.	Entertain and update the client the status of the application	5 minutes	None	(Window 1) Ms Gigi
<b>1.3 Receipt of the Order of Payment</b>				
<i>After 4 working days:</i>				
1.4 Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1).  If compliant, get the Order of Payment (OP).	Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window	10 minutes	None	(Window 1) Ms Gigi



	9) for payment.			
<p>If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).</p> <p>Once the documents are corrected &amp; compliant, Return the corrected documents to Window 1 for re-application.</p>	<p>Release the noncompliant documents to the applicant.</p> <p>Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).</p>			
<b># Payment of Fees and Charges</b>				
2. Pay at the Treasurer's Office (Window 9) 1	Issue the official receipt	5 minutes	None	(Window 9) Treasurer's Office
2. Bring the LGU & BFP Official Receipt (O.R.) 3 to the Releasing (Window 1)	Encode and logbook	10 minutes	None	(Window 1) Ms Gigi
<b>3.0 Claiming of the Building Permit</b>				
<b>How to get your building permit</b>				
3. Present the claim stub, a valid ID and a 1 notarized authorization letter (if representative) to the Releasing (Window 1)	Release the approved plans and permits	5 minutes	None	(Window 1) Ms Gigi
<b>END OF TRANSACTION</b>				

## **2. Building Permit for Complex Applications (Highly Technical)**

- a Residential building of four (4) storey and up;
- b Commercial buildings of three (3) storey and up;
- c Warehouse of more than 1,500 sq.m. floor area, which is for the storage of hazardous or combustible materials.

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1 Four (4) copies of filled-up Unified Application Form for Building Permit	One Stopshop for



2	Certified true copy of Original Certificate of Title (TCT) covering the subject lot and, in cases where the applicant is not the registered owner of the said lot, a duly notarized copy of Contract of Lease, or Deed of Absolute Sale: of in lieu of the certified true copy of the OCT/TCT, a lot Location Plan generated thru the Parcel Verification Services of the Land Registration Authority (LRA), original or certified copy of the tax declaration of the property, original or certified copy of updated real property tax payments, duly notarized corporate secretary certification of the board resolution authorizing the signatory/ies (if corporation).	Construction Permit (OSCP)
3	Two (2) sets of survey plans, design plans and other documents prepared, signed and sealed over the printed names of duly licensed and registered professionals, as stipulated under Section 302 (3) of the IRR of the National Building Code of the Philippines:	
a	. Architectural Documents	
b	. Civil / Structural Documents	
	Structural Analysis & Design Computation	
	Soil Boring Test for 3storey & up	
	Structural Design Peer Review for 75meters high & more	
c	. Electrical Documents	
d	. Mechanical Documents	
	Elevator System Plan, Specifications & computation for 4storey & up	
	Accelerogram with baseline parameters & seismic analysis for	
	50meters high, or 10,000 sq.m., or hospital with 50beds & more	
	capacity, schools with 20 classrooms and 3storey & up	
e	. Sanitary Documents	
f	. Plumbing Documents	
g	. Electronics Documents	
h	. Geodetic Documents	
i	. Fire Protection Plan	
	Automatic Fire Suppression System for 4storey & up	
	Wet Stand Pipe	
	Dry Stand Pipe	
	Kitchen Hood Suppression	
	Fire Detection & Alarm System	
j	. Fire Safety Compliance Report	
4	Four (4) photocopies of valid licenses of all involved professionals	
5	Estimated value of the building or structure (bill of materials and labor cost) to be erected as declared by the applicant and duly notarized.	
6	One (1) set of technical Specifications signed and sealed by the professional in-charge of plans and specifications.	
7	Two (2) copies of Construction Safety & Health Program - DOLE approved	
8	DPWH Clearance (if applicable), all structures along Maharlika HW, Alaminos-San Pablo By-pass & Alaminos-Lipa Road	
9	Affidavit of Undertaking for ECC/CNC & LLDA, 30days	

**Processing Period:**

Twenty (20) working days if with complete documents, incomplete documents will not be received.

**HOW TO AVAIL OF THE SERVICE**

Client (Steps)	Agency Action	Processing Time	Fee
<b>Submission of Application Forms &amp; Documentary Requirements</b>			
Get application forms and list of requirements from receiving staff (Window 1).	Receive Application forms & list of requirements.	5 minutes	None
<i>How to file your application</i>			



<p>Present complete application documents at the Receiving Staff (Window 1).</p> <p>For senior citizens, persons with disability, pregnant women and women with little children, get a priority.</p>	<p>Check for completeness of documents.</p> <p>Give the claim stub to the applicant with instructions on how and when to follow up.</p>	<p>20 minutes</p>	<p>None</p>
	<p>Internal Process (Backroom)</p> <p>For process and evaluation of OBO, BFP, MPDC, Assessor's &amp; Treasurer's Office including ocular joint inspection.</p> <p>If application is compliant, prepare order of payment (OP).</p>	<p>18 working days (3working days for BFP &amp; 4hrs for MPDC)</p>	<p>Refer to the Schedule of Fees of OBO, BFP, MPDC, Revenue Code</p>

*How to follow up your application*

<p>Wait for our notice thru text message.</p> <p>Through telephone call at (049) 545-1994 &amp; (0998) 563-4243 or</p> <p>Through personal visit to this office.</p>	<p>Entertain and update the client the status of the application.</p>	<p>5 minutes</p>	<p>None</p>
<p>Receipt of the Order of Payment</p>			

*After 19 working days:*

<p>Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1).</p> <p>If compliant, get the Order of Payment (OP).</p> <p>If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).</p> <p>Once the documents are corrected &amp; compliant, Return the corrected documents to Window 1 for re-application.</p>	<p>Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment.</p> <p>Release the noncompliant documents to the applicant.</p> <p>Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).</p>	<p>10 minutes</p>	<p>None</p>



<b>Payment of Fees and Charges</b>			
Pay at the Treasurer's Office (Window 9).	Issue the official receipt.	5 minutes	None
Bring the LGU & BFP Official Receipt (O.R.) to the Releasing (Window 1).	Encode and logbook.	10 minutes	None
<b>Claiming of the Building Permit</b>			

*How to get your building permit*

Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1)	Release the approved plans, permits & clearances.	5 minutes	None
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**END OF TRANSACTION**

### 3. Certification of Occupancy / Use for Simple Application

Application of Certificate of Occupancy for those with Building Permit:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Four (4) copies of filled-up Unified Form	One Stopshop for Construction Permit (OSCP)
2 Three (3) copies of Certificate of Completion (duly notarized, signed by owner/applicant and signed & sealed by the duly licensed Architect or Civil Engineer in-charge of construction together with approved pla & specification.	
3 One (1) copy of construction logbook	
4 One (1) photocopy of valid licenses of all involved professionals	
5 Photograph of the completed structure showing front, sides and rear areas.	
6 Filled-up application fro tax Declaration	
7 Fire Safety Compliance and Commissioning Report (FSCCR) for CFEI Application	
8 Yellow Card issued by Meralco Business Center-San Pablo City	
9 Two (2) copies of ECC/CNC & LLDA, (if applicable)	

#### Processing Period:

Five (5) working days if with complete documents, incomplete documents will not be received.

#### HOW TO AVAIL OF THE SERVICE

Client (Steps)	Agency Action	Processing Time	Fee	Persons Responsible
<b>1. Submission of Application Forms &amp; Documentary Requirements</b>				
1. Get application forms and list of requirements from receiving staff (Window 1)	Receive Application forms & list of requirements	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>				
1. Present complete application documents at the Receiving Staff (Window 1).  For senior citizens, persons with disability, pregnant women and women with little children, get a priority.	Check for completeness of documents. Give the claim stub to the applicant with instructions on how and when to follow up.	20 minutes	None	(Window 1) Ms Gigi
	Internal Process	3 working days	Refer to the	Backroom Ms Ayen



	(Backroom) For process and evaluation of OBO, BFP, MPDC, Assessor's & Treasurer's Office including ocular joint inspection. If application is compliant, prepare order of payment (OP).	(3working days for BFP & 4hrs for MPDC)	Schedule of Fees of OBO, BFP, MPDC, Revenue Code	(OBO), BFP, MPDC, Assessor's & Treasurer's Office
<i>How to follow up your application</i>				
Wait for our notice thru text message.  Through telephone call at (049) 545-1994 & (0998) 563-4243 or  Through personal visit to this office.	Entertain and update the client the status of the application.	5 minutes	None	(Window 1) Ms Gigi
1. Receipt of the Order of Payment 3				
<i>After 4 working days:</i>				
1. Present claim stub, valid ID and notarized 4 authorization letter (if representative) to receiving staff (Window 1).  If compliant, get the Order of Payment (OP).  If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).  Once the documents are corrected & compliant, Return the corrected documents to Window 1 for re-application.	Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment. Release the noncompliant documents to the applicant.  Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).	10 minutes	None	(Window 1) Ms Gigi
<b># Payment of Fees and Charges</b>				





2.1	Pay at the Treasurer's Office (Window 9).	Issue the official receipt.	5 minutes	None	(Window 9) Treasurer's Office
2.2	Bring the LGU & BFP Official Receipt (O.R.) to the Releasing (Window 1).	Encode and logbook.	10 minutes	None	(Window 1) Ms Gigi
<b>3.0</b>	<b>Claiming of the Certificate of Occupancy / Use</b>				
<i>How to get your Certificate of Occupancy / Use</i>					
3.1	Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1).	Release the Certificate of Occupancy / Use.	5 minutes	None	(Window 1) Ms Gigi
<b>END OF TRANSACTION</b>					

#### **4. Certificate of Occupancy for Complex Applications (Highly Technical)**

Application of Certificate of Occupancy for those with Building Permit:

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1 Four (4) copies of filled-up Unified Form	One Stopshop for Construction Permit (OSCP)
2 Three (3) copies of Certificate of Completion (duly notarized, signed by owner/applicant and signed & sealed by the duly licensed Architect or Civil Engineer in-charge of construction together with approved pla & specification.	
3 One (1) copy of construction logbook	
4 One (1) photocopy of valid licenses of all involved professionals	
5 Photograph of the completed structure showing front, sides and rear areas.	
6 Filled-up application fro tax Declaration	
7 Fire Safety Compliance and Commissioning Report (FSCCR) for CFEI Application	
8 Yellow Card issued by Meralco Business Center-San Pablo City	
9 Two (2) copies of ECC/CNC & LLDA, (if applicable)	

#### **Processing Period:**

Twenty (20) working days if with complete documents, incomplete documents will not be received.

#### **HOW TO AVAIL OF THE SERVICE**

<b>Client (Steps)</b>	<b>Agency Action</b>	<b>Processing Time</b>	<b>Fee</b>	<b>Persons Responsible</b>
<b>Submission of Application Forms &amp; Documentary Requirements</b>				
Get application forms and list of requirements from receiving staff (Window 1).	Receive Application forms & list of requirements.	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>				
Present complete application documents at the Receiving Staff (Window 1).  For senior citizens, persons with disability, pregnant women and women with little children, get a priority.	Check for completeness of documents. Give the claim stub to the applicant with instructions on how and when to follow up.	20 minutes	None	(Window 1) Ms Gigi



	<p>Internal Process (Backroom) For process and evaluation of OBO, BFP, MPDC, Assessor's &amp; Treasurer's Office including ocular joint inspection.</p> <p>If application is compliant, prepare order of payment (OP).</p>	<p>18 working days (3 working days for BFP &amp; 4hrs for MPDC)</p>	<p>Refer to the Schedule of Fees of OBO, BFP, MPDC, Revenue Code</p>	<p>Backroom Ms Ayen (OBO), BFP, MPDC, Assessor's &amp; Treasurer's Office</p>
<i>How to follow up your application</i>				
<p>Wait for our notice thru text message.</p> <p>Through telephone call at (049) 545-1994 &amp; (0998) 563-4243 or</p> <p>Through personal visit to this office.</p>	<p>Entertain and update the client the status of the application.</p>	<p>5 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
<p>Receipt of the Order of Payment</p>				
<i>After 19 working days:</i>				
<p>Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1).</p> <p>If compliant, get the Order of Payment (OP).</p> <p>If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).</p> <p>Once the documents are corrected &amp; compliant, Return the corrected documents to Window 1 for re-application.</p>	<p>Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment. Release the noncompliant documents to the applicant.</p> <p>Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).</p>	<p>10 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
<p><b>Payment of Fees and Charges</b></p>				



Pay at the Treasurer's Office (Window 9).	Issue the official receipt.	5 minutes	None	(Window 9) Treasurer's Office
Bring the LGU & BFP Official Receipt (O.R.) to the Releasing (Window 1).	Encode and logbook.	10 minutes	None	(Window 1) Ms Gigi
<b>Claiming of the Certificate of Occupancy</b>				
<i>How to get your Certificate of Occupancy</i>				
Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1).	Release the Certificate of Occupancy.	5 minutes	None	(Window 1) Ms Gigi
<b>END OF TRANSACTION</b>				

## 5. Application of Electrical Permit or Certificate of Final Electrical Inspection

Electrical Permit with Certificate of Occupancy (CO) and Business Permit (BP)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Four (4) copies of filled up Electrical Permit Form and Electrical Plan.	One Stopshop for Construction Permit (OSCP)
2 Photocopy of Building Permit (BP).	
3 Yellow Card issued by Meralco Business Center-San Pablo City	
4 If not owned, provide original notarized letter of consent from the lot owner.	
5 Two (2) copies of Photocopy of PTR and PRC ID of Electrical Professional with 3 original specimen signature.	
6 Photo of Site while OBO indicated those documents as one of the requirements.	

4.2 Electrical Permit without Certificate of Occupancy (CO) and Business Permit (BP)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Four (4) copies of filled up Electrical Permit Form.	One Stopshop for Construction Permit (OSCP)
2 Original Electrical Plan/Layout.	
3 Yellow Card issued by Meralco Business Center-San Pablo City	
4 If not owned, provide original notarized letter of consent from the lot owner.	
5 Two (2) copies of Photocopy of PTR and PRC ID of Electrical Professional with 3 original specimen signature.	
6 Photo of Site while OBO indicated those documents as one of the requirements.	

### Processing Period:

Seven (7) working days if with complete documents, incomplete documents will not be received.

### HOW TO AVAIL OF THE SERVICE

Client (Steps)	Agency Action	Processing Time	Fee	Persons Responsible
<b>1.0 Submission of Application Forms &amp; Documentary Requirements</b>				
1.1 Get application forms and list of requirements from receiving staff (Window 1).	Receive Application forms & list of requirements.	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>				



<p>1.2 Present complete application documents at the Receiving Staff (Window 1).</p> <p>For senior citizens, persons with disability, pregnant women and women with little children, get a priority.</p>	<p>Check for completeness of documents. Give the claim stub to the applicant with instructions on how and when to follow up.</p>	<p>20 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
	<p>Internal Process (Backroom) For process and evaluation of OBO, BFP, MPDC, Assessor's &amp; Treasurer's Office including ocular joint inspection.</p> <p>If application is compliant, prepare order of payment (OP).</p>	<p>5 working days (3working days for BFP &amp; 4hrs for MPDC)</p>	<p>Refer to the Schedule of Fees of OBO, BFP, MPDC, Revenue Code</p>	<p>Backroom Ms Ayen (OBO), BFP, MPDC, Assessor's &amp; Treasurer's Office</p>
<p><i>How to follow up your application</i></p>				
<p>Wait for our notice thru text message.</p> <p>Through telephone call at (049) 545-1994 &amp; (0998) 563-4243 or</p> <p>Through personal visit to this office.</p>	<p>Entertain and update the client the status of the application.</p>	<p>5 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
<p>1.3 Receipt of the Order of Payment</p>				
<p><i>After 6 working days:</i></p>				
<p>1.4 Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1).</p> <p>If compliant, get the Order of Payment (OP).</p> <p>If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).</p>	<p>Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment. Release the noncompliant documents to the applicant.</p>	<p>10 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>



	Once the documents are corrected & compliant, Return the corrected documents to Window 1 for re-application.	Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).			
<b>#</b>	<b>Payment of Fees and Charges</b>				
2.1	Pay at the Treasurer's Office (Window 9).	Issue the official receipt.	5 minutes	None	(Window 9) Treasurer's Office
2.2	Bring the LGU & BFP Official Receipt (O.R.) to the Releasing (Window 1).	Encode and logbook.	10 minutes	None	(Window 1) Ms Gigi
<b>3.0</b>	<b>Claiming of the Electrical Permit / CFEI</b>				
<i>How to get your electrical permit / CFEI</i>					
3.1	Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1).	Release the Electrical Permit & Certificate of Final Electrical Inspection.	5 minutes	None	(Window 1) Ms Gigi

**END OF TRANSACTION**

**6. Application for Mechanical Permit**

Application for those with Building Permit / Certificate of Occupancy:

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1 Notarized Authorization Letter and Contact Number (For Applicant's Representative) and photocopy of applicant's ID	One Stopshop for Construction Permit (OSCP)
2 Two (2) copies of filled up Application forms for Mechanical Permit	
3 Two (2) copies of Photocopy of PTR and PRC ID of Electrical Professional with 3 original specimen signature.	
4 Two (2) sets of complete mechanical plans, details and computations, signed & sealed	
5 Bill of Materials with sign & sealed	
6 Fire Safety Clearance	

**Processing Period:**

Seven (7) working days if with complete documents, incomplete documents will not be received.

**HOW TO AVAIL OF THE SERVICE**

<b>Client (Steps)</b>	<b>Agency Action</b>	<b>Processing Time</b>	<b>Fee</b>	<b>Persons Responsible</b>
<b>1.0 Submission of Application Forms &amp; Documentary Requirements</b>				
1.1 Get application forms and list of requirements from receiving staff (Window 1).	Receive Application forms & list of requirements.	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>				



<p>1.2 Present complete application documents at the Receiving Staff (Window 1).</p> <p>For senior citizens, persons with disability, pregnant women and women with little children, get a priority.</p>	<p>Check for completeness of documents. Give the claim stub to the applicant with instructions on how and when to follow up.</p>	<p>20 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
	<p>Internal Process (Backroom). For process and evaluation of OBO, BFP, MPDC, Assessor's &amp; Treasurer's Office including ocular joint inspection.</p> <p>If application is compliant, prepare order of payment (OP).</p>	<p>5 working days (3working days for BFP &amp; 4hrs for MPDC)</p>	<p>Refer to the Schedule of Fees of OBO, BFP, MPDC, Revenue Code</p>	<p>Backroom Ms Ayen (OBO), BFP, MPDC, Assessor's &amp; Treasurer's Office</p>
<p><i>How to follow up your application</i></p>				
<p>Wait for our notice thru text message.</p> <p>Through telephone call at (049) 545-1994 &amp; (0998) 563-4243 or</p> <p>Through personal visit to this office.</p>	<p>Entertain and update the client the status of the application.</p>	<p>5 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
<p>1.3 Receipt of the Order of Payment</p>				
<p><i>After 6 working days:</i></p>				
<p>1.4 Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1).</p> <p>If compliant, get the Order of Payment (OP).</p> <p>If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).</p>	<p>Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment. Release the noncompliant documents to the applicant.</p>	<p>10 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>



	Once the documents are corrected & compliant, Return the corrected documents to Window 1 for re-application.	Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).			
<b>#</b>	<b>Payment of Fees and Charges</b>				
2.1	Pay at the Treasurer's Office (Window 9).	Issue the official receipt.	5 minutes	None	(Window 9) Treasurer's Office
2.2	Bring the LGU & BFP Official Receipt (O.R.) to the Releasing (Window 1).	Encode and logbook.	10 minutes	None	(Window 1) Ms Gigi
<b>3.0</b>	<b>Claiming of the Mechanical Permit</b>				
<i>How to get your mechanical permit</i>					
3.1	Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1).	Release the Certificate of Use / Operate.	5 minutes	None	(Window 1) Ms Gigi
<b>END OF TRANSACTION</b>					
<b>7. Building Permit for Passive Telecommunications Tower Infrastructure (PTTI)</b>					
Application of Building Permit for projects with total floor area not more than 1,500 square meters of the following:					

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1 Four (4) copies of filled-up Unified Application Form for Building Permit	One Stopshop for Construction Permit (OSCP)
2 Certified true copy of Original Certificate of Title (TCT) covering the subject lot and, in cases where the applicant is not the registered owner of the said lot, a duly notarized copy of Contract of Lease, or Deed of Absolute Sale: of in lieu of the certified true copy of the OCT/TCT, a lot Location Plan generated thru the Parcel Verification Services of the Land Registration Authority (LRA), original or certified copy of the tax declaration of the property, original or certified copy of updated real property tax payments, duly notarized corporate secretary certification of the board resolution authorizing the signatory/ies (if corporation)	
3 - <u>Height Clearance Permit (HCP)</u> from Civil Aviation of the Philippines (CAAP) for 50meters & higher and within CAAP Critical Areas.	
- <u>Affidavit of Undertaking</u> for 49meters & below it shall be certified with geodetic Engineer (Standard Format) attesting that the proposed structure will be built outside the CAAP critical areas, it shall be received & evaluated by CAAP which shall be posted in their websites.	
4 Homeowners Association (HOA) consent / certificate.	
3 Four (4) sets of survey plans, design plans and other documents prepared, signed and sealed over the printed names of duly licensed and registered professionals, as stipulated under Section 302 (3) of the IRR of the National Building Code of the Philippines:	
a. Architectural Documents	
b. Civil / Structural Documents	



Structural Analysis & Design Computation
Soil Boring Test
c. Electrical Documents
d. Mechanical Documents (if applicable)
g. Electronics Documents
h. Geodetic Documents
i. Fire Protection Plan (if applicable)
j. Fire Safety Compliance Report
4 Two (2) copies of Accessories Permits, (if Applicable)
a. Ground Preparation and Excavation
b. Fencing Permit (for fence not exceeding 1.8meters high)
Temporary Sidewalk Enclosure and Occupancy.
c. Erection of Scaffolding;
d. Erection, Repair, Removal of Sign and Demolition:
5 Four (4) photocopies of valid licenses of all involved professionals
6 Estimated value of the building or structure (bill of materials and labor cost) to be erected as declared by the applicant and duly notarized.
7 One (1) set of technical Specifications signed and sealed by the professional in-charge of plans and specifications.
8 Two (2) copies of Construction Safety & Health Program - DOLE approved
9 DPWH Clearance (if applicable), all structures along Maharlika HW, Alaminos-San Pablo By-pass & Alaminos-Lipa Road
10 DPWH Clearance (if applicable), all structures along Maharlika HW, Clearance for Excavation & other construction activities within the National Roads  (as per DPWH DO 29 S2021, DO 26 S2011 & DO 73 S2014)

**Processing Period:**

Seven (7) working days if with complete documents, incomplete documents will not be received.

**HOW TO AVAIL OF THE SERVICE**

Client (Steps)	Agency Action	Processing Time	Fee	Persons Responsible
<b>1.0 Submission of Application Forms &amp; Documentary Requirements</b>				
1.1 Get application forms and list of requirements from receiving staff (Window 1).	Receive Application forms & list of requirements.	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>				
1.2 Present complete application documents at the Receiving Staff (Window 1).  For senior citizens, persons with disability, pregnant women and women with little children, get a priority.	Check for completeness of documents. Give the claim stub to the applicant with instructions on how and when to follow up.	20 minutes	None	(Window 1) Ms Gigi
	Internal Process (Backroom). For process and evaluation of OBO, BFP, MPDC, Assessor's & Treasurer's Office including ocular joint	5 working days (3working days for BFP & 4hrs for MPDC)	Refer to the Schedule of Fees of OBO, BFP, MPDC, Revenue Code	Backroom Ms Ayen (OBO), BFP, MPDC, Assessor's & Treasurer's Office





	inspection.			
	If application is compliant, prepare order of payment (OP).			
<i>How to follow up your application</i>				
Wait for our notice thru text message.  Through telephone call at (049) 545-1994 & (0998) 563-4243 or  Through personal visit to this office.	Entertain and update the client the status of the application	5 minutes	None	(Window 1) Ms Gigi
1.3 Receipt of the Order of Payment				
<i>After 4 working days:</i>				
1.4 Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1).  If compliant, get the Order of Payment (OP).  If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).  Once the documents are corrected & compliant, Return the corrected documents to Window 1 for re-application.	Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment. Release the noncompliant documents to the applicant.  Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).	10 minutes	None	(Window 1) Ms Gigi
<b># Payment of Fees and Charges</b>				
2.1 Pay at the Treasurer's Office (Window 9)	Issue the official receipt	5 minutes	None	(Window 9) Treasurer's Office



2.2	Bring the LGU & BFP Official Receipt (O.R.) to the Releasing (Window 1)	Encode and logbook	10 minutes	None	(Window 1) Ms Gigi
<b>3.0</b>	<b>Claiming of the Building Permit</b>				
<b>How to get your building permit</b>					
3.1	Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1)	Release the approved building permit	5 minutes	None	(Window 1) Ms Gigi
<b>END OF TRANSACTION</b>					

<b>8. ISSUANCE OF THE FOLLOWING CERTIFICATES OF ANNUAL INSPECTIONS:</b>	
<ol style="list-style-type: none"> <li>1. Certificate of Annual Building Inspection</li> <li>2. Certificate of Annual Electrical Inspection</li> <li>3. Certificates of Annual Mechanical Inspections</li> </ol>	
<b>How to Avail Annual Safety Inspection Services</b>	<ol style="list-style-type: none"> <li>1. Building owner or building administrator may request for a safety inspection, or</li> <li>2. May, also, be conducted under the regular inspection program of OBO as mandated by law.</li> </ol>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
The following are the documentary requirements for the Certificates of Annual Inspection:	One Stopshop for Construction Permit (OSCP)
1. Request for inspection form (completely filled-up)	
2. For Building/Structure	
a. Photocopy of Building Permit	
b. Photocopy of Occupancy Permit	
c. Certificate of Structural Stability (for buildings 15 years old and older)	
d. Structural Stability Assessment Report (wet-signed and dry-sealed)	
e. Notarized Joint Certification with photocopy of PRC ID &PTR (wet-signed & dry-sealed)	
f. Photocopy of latest FSIC	
3. Electrical	
a. Preventive Maintenance Report and Insulation Resistance Test	
b. Certification of Existing Condition of Electrical Installation (from a licensed electrical practitioner)      (from a licensed electrical practitioner)	
c. Notarized Joint Certification with photocopy of PRC ID &PTR (wet-signed & dry-sealed)      (wet-signed & dry-sealed)	
d. Latest Certificate of Electrical Inspection (CEI)	
4. Mechanical	
a. Previous Mechanical Permit or Certificate	
b. Photocopy of latest FSIC	
c. Certification & Test Result from service provider/installers of the ff:	
o Elevator	
o Escalator	
o Boiler	
o Pressure Vessels	
o Tower Crane	
e. Certification of Person in charge of Operation & Maintenance (CPM/RME/PME)      (CPM/RME/PME)	
f. Safety & Health Committee; Records of Safety Activities; Monthly Meetings	



g. Tax Declaration for Machinery	
h. OSHO Safety Officer	
i. Notarized Joint Certification with photocopy of PRC ID & PTR	
(wet-signed & dry-sealed)	

**Processing Period:**

Seven (7) working days if with complete documents, incomplete documents will not be received.

**HOW TO AVAIL OF THE SERVICE**

Client (Steps)	Agency Action	Processing Time	Fee	Persons Responsible
<b>1.0 Submission of Application Forms &amp; Documentary Requirements</b>				
1.1 Get application forms and list of requirements from receiving staff (Window 1).	Receive Application forms & list of requirements.	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>				
1.2 File the Request for Inspection.	Receive request and put request number on the form.	5 minutes	None	(Window 1) Ms Gigi
	Conduct safety inspection, evaluate the inspection report and issue the order of payment (OP).	5 working days	Refer to the Schedule of Fees of OBO	Backroom Ms Ayen (OBO)
<i>How to follow up your application</i>				
Wait for our notice thru text message.  Through telephone call at (049) 545-1994 & (0998) 563-4243 or  Through personal visit to this office.	Entertain and update the client the status of the application.	5 minutes	None	(Window 1) Ms Gigi
1.3 Receipt of the Order of Payment				
<i>After 6 working days:</i>				
1.4 Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1).  If compliant, get the Order of Payment (OP).	Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment.	10 minutes	None	(Window 1) Ms Gigi



<p>If for compliance, get deficient documents (refer with your design professionals for the necessary corrections as indicated on the evaluation sheets).</p> <p>Once the documents are corrected &amp; compliant, Return the corrected documents to Window 1 for re-application.</p>	<p>Release the noncompliant documents to the applicant.</p> <p>Evaluate corrected documents if compliant to the NBCP and other referral codes. If approved, give applicant a compliance slip. For issuance of order of payment (OP).</p>			
<p><b># Payment of Fees and Charges</b></p>				
<p>2.1 Pay at the Treasurer's Office (Window 9).</p>	<p>Issue the official receipt.</p>	<p>5 minutes</p>	<p>None</p>	<p>(Window 9) Treasurer's Office</p>
<p>2.2 Bring the LGU &amp; BFP Official Receipt (O.R.) to the Releasing (Window 1).</p>	<p>Encode and logbook</p>	<p>10 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
<p><b>3.0 Claiming of the Building Permit</b></p>				
<p><i>How to get your building permit</i></p>				
<p>3.1 Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1).</p>	<p>Release the Annual Inspection Certificate.</p>	<p>5 minutes</p>	<p>None</p>	<p>(Window 1) Ms Gigi</p>
<p><b>END OF TRANSACTION</b></p>				

**9. Application for Sidewalk Permit**

Application for those with Building Permit:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Three (3) copies of filled-up Accomplished Application Form	<p>One Stopshop for Construction Permit (OSCP)</p>
2 Lot Plan / Lot Survey, signed & sealed by duly license Geodetic Engineer	
3 Building Permit	
4 Barangay Clearance for temporary sidewalk enclosure	
5 Five (5) of Plans of Sidewalk Enclosure signed & sealed by duly licensed Architect / Civil Engineer	
6 Photocopy of PRC and PTR of involved professionals	

**Processing Period:**

Three (3) working days if with complete documents, incomplete documents will not be received.

**HOW TO AVAIL OF THE SERVICE**

Client (Steps)	Agency Action	Processing Time	Fee	Persons Responsible



<b>1.0 Submission of Application Forms &amp; Documentary Requirements</b>					
1.1	Get application forms and list of requirements from receiving staff (Window 1)	Receive Application forms & list of requirements	5 minutes	None	(Window 1) Ms Gigi
<i>How to file your application</i>					
1.2	Present complete application documents at the Receiving Staff (Window 1)  For senior citizens, persons with disability, pregnant women and women with little children, get a priority.	Check for completeness of documents. Give the claim stub to the applicant with instructions on how and when to follow up.	20 minutes	None	(Window 1) Ms Gigi
		Internal Process (Backroom) For process and evaluation of OBO, including ocular inspection. If application is compliant, prepare order of payment (OP).	1 working days	Refer to the Schedule of Fees of OBO	Backroom Ms Ayen (OBO)
<i>How to follow up your application</i>					
	Wait for our notice thru text message.  Through telephone call at (049) 545-1994 & (0998) 563-4243 or  Through personal visit to this office.	Entertain and update the client the status of the application	5 minutes	None	(Window 1) Ms Gigi
1.3	Receipt of the Order of Payment.				
<i>After 4 working days:</i>					
1.4	Present claim stub, valid ID and notarized authorization letter (if representative) to receiving staff (Window 1). If compliant, get the Order of Payment (OP).	Release the Order of Payment (OP) and instruct the client to proceed to treasurer's office (Window 9) for payment.	10 minutes	None	(Window 1) Ms Gigi
<b># Payment of Fees and Charges</b>					
2.1	Pay at the Treasurer's Office (Window 9).	Issue the official receipt.	5 minutes	None	(Window 9) Treasurer's Office
2.2	Bring the LGU & BFP Official Receipt (O.R.) to the Releasing (Window 1).	Encode and logbook.	10 minutes	None	(Window 1) Ms Gigi



<b>3.0 Claiming of the Sidewalk Permit</b>				
<i>How to get your sidewalk permit</i>				
3.1 Present the claim stub, a valid ID and a notarized authorization letter (if representative) to the Releasing (Window 1).	Release the Sidewalk Permit.	5 minutes	None	(Window 1) Ms Gigi
<b>END OF TRANSACTION</b>				

**10. Request for Assistance for Clearing Obstruction**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1 Letter request	Engineering Office

<b>Processing Period:</b> One (1) working day.
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<b>HOW TO AVAIL OF THE SERVICE</b>				
<b>Client (Steps)</b>	<b>Agency Action</b>	<b>Processing Time</b>	<b>Fee</b>	<b>Persons Responsible</b>
<b>1.0 Present the request (Window 3)</b>	Receive request and logbook	5 minutes	None	(Window 3) Mr Jonel
<i>How to file your application</i>				
	Process and evaluation of MEO, including ocular inspection and coordination with Barangay & GSO.	1 working day	None	Mr. Jonel
<b>END OF TRANSACTION</b>				