

OFFICE OF THE MUNICIPAL ENGINEER

Securing a Building Permit

ABOUT THE SERVICE

PD 1096 also known as the Building Code of the Philippines has it in Section 301, Building Permit, “No person, firm, or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish, and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefore from the Building Official assigned in the place where the subject building/structure is located pr to be done.” All prescribed application forms (NBC Forms) are available and shall be used by the applicant.

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.

FEES COLLECTED

The computation of fees for the Building Permit is dependent on the area, composition, estimate and nature of occupancy. The table of schedule of fees is found in the National Building Code of the Philippines book.

MUNICIPAL ENGINEERING OFFICE SCHEDULE:

TIME	ACTIVITIES
8:00 am – 12:00 am	Evaluation/Assessment/Processing of Permits and Clearances.
1:00 pm – 1:30 pm	Preparation of response to communications that were received. Attending to requests and complaints relative to building.
1:30 pm – 5:00 pm	Building inspection for occupancy permit/business permit application, electrical connection for indigenous dwellings, annual inspection of all business establishments, on-going constructions within territorial jurisdictions, action taken on various requests and complaints relative to building, apprehension of illegal construction.

REQUIREMENTS TO SECURE BUILDING PERMIT:

1. Barangay Construction Permit from Punong Barangay
2. Locational Clearance from MPDC
3. Latest Tax Receipt
4. Tax Declaration (Assessor's Office)
5. For Lot Owner:
TCT and REAL PROPERTY TAX DECLARATION or

Deed of Absolute Sale

For Non-Owner:

- **Contract of Lease or written consent of the owner/administrator**
 - **And reproduced copy of TCT of the real owner of the lot.**
 - **Certification of award in case of Government lots.**
6. Application forms duly **SIGNED & SEALED** by a licensed Civil Engineer/Architect, Sanitary Engineer for Sanitary Plans & Electrical Engineer/Registered Electrical Engineer for Electrical Plans. Building plans duly signed and sealed by a licensed Civil Engineer/Architect and properly **notarized**
 7. Lot plan signed and sealed by Geodetic Engineer
 8. Structural design analysis signed and sealed by a Structural Engineer (when warranted)
 9. Bill of Materials and Specification signed and sealed by Civil Engineer/Architect
 10. Reproduced copies of registration number and PTR of Engineers who signed in the plans
 11. Five (5) pieces of long hard folder/long brown envelope
 12. Five (5) sets blueprint of building plans signed and sealed by Civil Engineer/Architect, Sanitary plans signed and sealed by Sanitary Engineer, Electrical plans signed and sealed by Professional Electrical Engineer/Registered Electrical Engineer

NOTES:

The number of copies indicated above already includes the requirement for securing a Zoning Clearance (from the Municipal Planning and Development Office) and a Fire Clearance (Bureau of Fire Protection).

If all the clearances have been secured, the rest of the other documents indicated above are required to be submitted to the office of the building official:

- *4 sets Building Plans*
- *3 copies Specifications*
- *3 copies Bill of materials and cost estimates*
- *3 copies Lot Documents*

To facilitate processing, please take note of the following before submitting the plans and other requirements above:

- Requirements of the National Building Code
- Requirements of the Referral Codes (Architectural Code, Philippine Electrical Code [PEC], Revised Plumbing Code, Structural Code [NSCP], Mechanical Engineering Code [PSME])
- Laws and Municipal Ordinances affecting the design/project
- Compliance with BP 344 (Accessibility Law) shall be indicated in detail on plans for commercial, institutional and public buildings

- If setback/yard requirements are not met on the sides and at the back/rear then a Firewall (strictly no opening) extending up to at least 1 meter from the roof level shall be provided. It shall be indicated on the site development plan with owner's conformity.
- Grease Traps/Oil Separator shall be provided for hotels, restaurants, eateries, terminals, gasoline stations, auto repair shops, bakeries and other similar establishments.
- All revisions/additions made in the plans shall have an acknowledgement of the designer.
- Special Power of Attorney shall be provided if the owner is not the signatory in all application forms, plans and documents.
- All application forms and letters must be properly filled-up with all the necessary information available.
- Forms and letters, Plans, Specifications, Bill of Materials and Cost Estimates and other pertinent documents must be signed and sealed by the designer and signed by the owner.

BUILDING APPLICATION PROCESS:

FOLLOW THESE STEPS		IT WILL TAKE You	PLEASE APPROACH
Client/Applicant	Service Provider		
Inquiry of the Status of Application Inquire about the result of evaluation and assessment of application		10 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
	Return Plans and Documents (OPTIONAL, if there are no deficiencies, proceed to Step #10) Return the plans and documents to the client for correction, if there are deficiencies found in the plans and pertinent documents.	10 minutes	

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
Client/Applicant	Service Provider		
Submit Lacking Documents/Corrected Plans Submit the lacking documents/ corrected plans to any member of the Building Staff for review.		10 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
	Review of Plans/ Documents The technical staff reviews the submitted corrected plans and completeness of documents for processing.	15 minutes	
	Issue of Order of Payment Issue the Order of Payment if the application is found to be complete and in order.	10 minutes	
Payment of Fees Proceed to MTO and pay the necessary fees.	Issue Official Receipt.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
Submit Official Receipt Go back to the building office and submit the official receipt		5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
	Process Permits Building Staff processes the plans and pertinent documents for final approval of the building official.	60 minutes	
	Approval of Permit Building Official approves the building permit.	10 minutes	HAZEL N. DE GUMAN Municipal Engineer/ Building Official
	Release of Permit Receive the approved permit after one 1 day from submission of the official receipt.	10 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide

Securing Other Building-Related Permits

ASIDE FROM a building permit, the Office of the Building Official/Municipal Engineer's Office, issues other permits that are required before the renovation, construction or demolition of any structure.

PERMITS AND REQUIREMENTS

ELECTRICAL PERMIT

This document is required before putting up new or additional, or alteration of electrical installations involving at least 5 outlets or a capacity of 4 KW for new buildings or old buildings, transfer of electric meter.

Requirements:

1. Barangay Permit from Punong Barangay if it is a public land (land owned by Government). Waiver letter from applicant (form is provided).
2. Reproduced copy of the title if private land.
3. In case the applicant is not the registered owner of the lot, written consent of the lot owner and duly notarize.
4. Electrical lay out containing computation and schedule of loads together with legend.
5. Professional Electrical Engineer Registered Electrical Engineer should sign with his PTR number and reproduced copy of his/her license.
6. Sketch of location is needed for proper inspection.
7. Day of release of permit is after inspection.

MECHANICAL PERMIT

This is required before the installation of new or additional, removal or alteration of machinery of at least 20 HP. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Mechanical Permit Application Form signed by a professional Mechanical Engineer.
2. Mechanical Plans
3. Mechanical Specifications
4. Bill of Materials and Cost Estimates

SANITARY/PLUMBING PERMIT

This document is required before the construction of new or additional, or alteration of existing plumbing installations, water supply, storm drainage, water purification and sewerage treatment plants. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Sanitary/Plumbing Permit Application Form signed by a Sanitary or Master Plumber
2. Sanitary/Plumbing Plans
3. Sanitary/Plumbing Specifications
4. Bill of Materials and Cost Estimates

FENCING PERMIT

This is secured prior to actual construction of a fence.

Requirements:

1. Fencing Permit Application Form
2. Fencing Plan
3. Bill of Materials and Cost Estimates
4. Lot Plan with Certification of a Geodetic Engineer that the proposed fence will not encroach on adjoining properties
5. Transfer Certificate of Title (TCT)
6. Deed of Sale/Lease Contract/Contract to Sell (if the TCT is not in the name of the owner/applicant)
7. Updated Real Property Tax Declaration
8. Certificate of Real Property Tax Payment

DEMOLITION PERMIT

This permit is secured prior to the systematic dismantling or destruction of a building or structure in whole or in part.

Requirements:

1. Demolition Permit Form
2. Sketch plan of area to be demolished
3. Certificate of Real Property Tax Payment

TEMPORARY SERVICE CONNECTION PERMIT

This permit is secured for temporary service connection to a power utility for lighting and power construction, Christmas decorative lighting, lighting of cemeteries, temporary lighting for carnivals/fiestas, testing, etc.

Requirements:

1. Permit Form (DPWH Form No. 96-005-E)
2. Building Permit (for new construction)
3. Electrical Plan/Layout
4. Fire Safety Inspection Certificate (FSIC)

EXCAVATION AND GROUND PREPARATION PERMIT

This permit is secured prior to actual ground preparation and excavation after the building line is established. It is also a requirement for a Water Connection request to Pilar Water District.

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-014-B)
2. For MNWD connection purposes, present Accomplished MNWD Application Form

SIDEWALK CONSTRUCTION PERMIT

This permit is secured prior to the construction and repair of sidewalks.

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-015-B)
2. Sketch plan of sidewalk to be constructed/repared

SCAFFOLDING PERMIT

This permit is secured whenever the erection of scaffolding occupies street lines.

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-017-B)
2. Sketch plan of street line to be occupied

SIGN PERMIT

This permit is secured prior to the installation, erection, attachment, painting of any form of signages.

Requirements:

1. Sign Permit Form
2. Building Permit Form whenever there is a concrete/steel structure.
3. Structural Analysis
4. Zoning Clearance
5. Permit Form (DPWH Form No. 96-001-E) whenever there is an electrical connection
6. Fire Clearance whenever there is an electrical connection
7. Sketch plan of signage/s to be installed/erected.
8. Location/vicinity plan
9. Lot documents whenever it occupies a private lot
10. DPWH clearance (for national roads/highways)

APPLICATION PROCESS

FOLLOW THESE STEPS		IT WILL TAKE YOU	PLEASE APPROACH
Client/Applicant	Service Provider		
Secure Application Forms Ask for the particular permit form applied for from any member of the Building Staff.		5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
Submit Requirements Submit the duly accomplished application form and documents to the staff in charge of receiving.		5 minutes	
	Evaluate and Assess The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances.	10 minutes	
	Inspection Inspect structure/building or machinery. Prepare order of payment.	10 minutes	GILBERT P. LOPEZ Acting Engineering Aide HAZEL N. DE GUZMAN Municipal Engineer/ Building Official
Payment of Fees Proceed to the Municipal Treasurer's Office for payment.	Issue Official Receipt.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
Submit Official Receipt Submit the official receipt to the staff in charge of receiving.		10 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
	Process Permit Building staff processes the plans and pertinent documents for final approval of the building official.	10 minutes	WILMA B. ROQUE Storekeeper HAZEL N. DE GUZMAN Municipal Engineer/ Building Official
	Release of Permit Release the approved permit to the client.	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide

Securing an Occupancy Permit

AN OCCUPANCY Permit is required before any building or 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

- Certificate of Completion from the Building Official
- Certificate of Completion - Mechanical, Electrical and Sanitary/Plumbing Permits
- Logbook of building construction and Building Inspection Sheet duly accomplished by the contractor (if undertaken by contract) and signed and sealed by the architect or civil engineer.
- Certificate of Final Electrical Inspection
- Final Fire Safety Inspection Report by the Bureau of Fire Protection
- Building/Structure latest pictures.

APPLICATION PROCESS

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Secure Certificate of Completion Forms Ask for Completion forms to any member of the building staff.	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
2. Secure 2nd Endorsement to Other Offices/Agency Present the duly accomplished form and related documents to any member of the building staff for initial verification of the requirements. Then, 2 nd endorsement will be given to secure Fire Safety Inspection Certificate from Fire Department and Safety Inspection Certificate from DOLE for industrial buildings.	10 minutes	

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
3. Submit Requirements <ul style="list-style-type: none"> • Submit the duly accomplished forms and related documents, safety certificates, as-built plans (for any deviations of the approved plan) and detailed • Sketch of location to the one in-charge of receiving. In her/his absence, the other members of the building section staff take charge. Applicant request for an inspection schedule. 	10 minutes	<p>WILMA B. ROQUE Storekeeper</p> <p>HAZEL N. DE GUZMAN Municipal Engineer/ Building Official</p>
4. Review/Evaluate the submitted forms and pertinent documents <p>Technical staff reviews the forms and the entries of construction activities in the construction logbook.</p>	10 minutes	<p>WILMA B. ROQUE Storekeeper</p> <p>GILBERT P. LOPEZ Acting Engineering Aide</p>
5. Building Inspection <p>Building inspectors/ technical staff conduct actual inspection of the completed building/ structure in accordance with the approved plans and specifications.</p>	60 minutes	<p>GILBERT P. LOPEZ Acting Engineering Aide</p>
6. Prepare Inspection Report (optional, if the building inspectors found no deviations/violations) <p>If the building inspectors find that the completed project had deviations from the approved plans, the applicant will be given an inspection report that lists the needed corrections or other documents required.</p>	30 minutes	<p>HAZEL N. DE GUZMAN Municipal Engineer/ Building Official</p>

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
7. Perform Corrections/Submit Additional Documents Make the necessary corrections/submits additional documents listed in the inspection report. Then the applicant will inform the building inspectors that corrections have been done for re-inspection.	30 minutes	GILBERT P. LOPEZ Acting Engineering Aide HAZEL N. DE GUZMAN Municipal Engineer/ Building Official
8. Re-inspection of the Building Technical Staff conducts re-inspection if the deficiencies stated at the inspection report have been corrected.	60 minutes	
9. Issue of Order of Payment Once all the requirements have been complied with, an assessment will be given to the applicant.	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
10. Submit Official Receipt Submits the official receipt to any member of building staff	5 minutes	
11. Process Permits Building staffs prepares the certificate and processes the submitted documents for final approval of the building official.	10 minutes	
12. Approval of Permit Building Official approves the certificate of occupancy	5 minutes	HAZEL N. DE GUZMAN Municipal Engineer/ Building Official
13. Release of Certificate of Occupancy Applicant receives the approved certificate.	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide

Securing Certifications

THE MUNICIPAL ENGINEERING OFFICE with all the permits it has released also issues Certification when warranted. The reasons may vary according to the needs of the clients/constituents thus the documents filed will always be the reference for releasing such requests.

TYPE OF CERTIFICATION:

1. CERTIFICATE OF NO OBJECTION – for cutting of trees

REQUIREMENTS:

- a. Request for Certification with neighbor signature of consent
- b. Clearance from PENELCO
- c. Barangay Certification
- d. Picture of the Trees

2. CERTIFICATE OF TRUE COPY

REQUIREMENTS:

- a. Request for Certification
- b. Barangay Certification/endorsement

3. CERTIFICATE OF INSPECTION

REQUIREMENTS:

- a. Request for Certification
- b. Barangay Certification/endorsement
- c. Program of Works

4. CERTIFICATE OF APPEARANCE

REQUIREMENTS:

- a. Request for Certification
- b. Trip ticket/authority to travel

5. CERTIFICATE OF COMPLETION

REQUIREMENTS:

- a. Request for Certification
- b. Barangay Certification
- c. Program of Works
- d. Picture of Project

FEES COLLECTED: P 50.00 per page

APPLICATION PROCESS

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
1. Secure Request for Certification Form Ask for the Request for Certification Form to any member of the building staff.	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
2. Submit Requirements <ul style="list-style-type: none"> Submit the duly accomplished forms and related documents, safety certificates. Sketch of location to the one in-charge of receiving. In her/his absence, the other members of the building section staff take charge. Applicant request for an inspection schedule. 	5 minutes	WILMA B. ROQUE Storekeeper HAZEL N. DE GUZMAN Municipal Engineer/ Building Official
3. Review/Evaluate the submitted forms and pertinent documents Technical staff reviews the forms and documents submitted.	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
4. Inspection (when necessary) Building inspectors/technical staff conduct actual inspection of project in accordance with the approved plans and specifications.	60 minutes	GILBERT P. LOPEZ Acting Engineering Aide HAZEL N. DE GUZMAN Municipal Engineer/ Building Official
5. Punchlisting for defects Correction is done according to inspection report (may be done during actual inspection).	60 minutes	HAZEL N. DE GUZMAN Municipal Engineer/ Building Official

FOLLOW THESE STEPS	MAXIMUM TIME	PLEASE APPROACH
6. Issue of Order of Payment Once all the requirements have been complied with, an assessment will be given to the applicant. Advice applicant to proceed to MTO for payment.	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
7. Payment of fees Proceed to MTO and pay the necessary fees.	5 minutes	Any MTO collector at Window 4 (Business One-Stop Shop)
8. Process Application Building staffs prepares the certificate and processes the submitted documents for final approval of the building official.	10 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide
9. Approval of Permit Building Official approves the certificate of occupancy	5 minutes	HAZEL N. DE GUZMAN Municipal Engineer/ Building Official
10. Release of Requested Certificate Applicant receives the approved certificate	5 minutes	WILMA B. ROQUE Storekeeper GILBERT P. LOPEZ Acting Engineering Aide