**8.1. Granting of Building Permits**

ABOUT THE SERVICE: Any person desiring to obtain a building permit and any ancillary/accessory permit/s together with said building permit shall file the application on the prescribed application forms as stated in the latest IRR of the National Building Code of the Philippines (PD 1096).

Should the works do not commence within one year from the date of issuance of such permit or if work is suspended for a period of 120 days the permit becomes null and void and the owner shall reapply for the issuance of such permit.

CLIENT GROUPS:

Any person, firm or corporation, including any agency or instrumentality of government who intends to construct, alter, convert, use, occupy, move, demolish and add a building/structure or any portion thereof or cause the same to be done.

REQUIREMENTS:

* 5 copies application for building permit forms duly accomplished and notarized
* 5 copies of duly accomplished ancillary permit forms ( duly signed and sealed by the designing professional)
* 5 copies of site development plan
* 5 sets of building plans duly signed and sealed by designing professional
* 5 sets each of bill of materials and cost estimates duly signed and sealed by designing professional
* 2 copies of the certified true copy ( Certificate of Title/ Transfer Certificate Title)
* Clearance for zoning and land use
* HLURB for zoning and land use of all types of buildings/structures
* Bureau of Fire Protection for all types of buildings/structures
* DPWH- road right-of-way clearance ( along national Roads)
* PEO- road right-of-way (along provincialroads)
* DENR-EMB clearance ( ECC/CNC) for all commercial and industrial buildings)
* DOLE for industrial buildings
* DOH for health hazard-related buildings/structures
* ATO for buildings/ structures exceeding 40m high
* Philippine Tourism Authority for tourist-oriented projects
* Energy Regulatory Board for gasoline stations

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

Please refer to the Revised Edition of National Building Code 2005

TOTAL PROCESSING TIME: 5 days and 1 ½ hour

PROCESS OF AVAILING THE SERVICE:

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| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Proceed to the Municipal Engineers Office and secure application forms for building/ancillary and accessory permits | Provides application forms.  Briefs client on the process of issuing a building permit and on agency clearances appropriate to their construction project | 10 minutes | Engr. Peter P. Valencia |
| 2. Submit the plans and other required supporting documents including clearances from concerned agencies | Receives and verifies completeness of documents | 20 minutes | Engr. Peter P. Valencia |
| 3. Secure an order of payment for the applied building permit | Issues an order of payment | 20 minutes | Engr. Peter P. Valencia |
| 4. Pay the required fees and secure an official receipt | Receives payment and issues official receipt | 10 minutes | Engr. Peter P. Valencia |
| 5. Return to the ME Office and submit the OR.  Take note of the scheduled release of the building permit | Advises client on the date of release of the building permit | 5 minutes | Engr. Peter P. Valencia |
| 6. Submit to the Bureau of Fire one set of plans and specification for fire safety evaluation  6a. If approved, wait for the release of the permit  6b. If disapproved, documents will be returned to the owner for revision | Advises client on the date of release of the building permit after receipt of the recommendation of the Fire safety officer | 5 days | Fire Safety Officer |
| 7. On scheduled date receive the approved building permit | Releases approved building permit | 5 minutes | Engr. Peter P. Valencia |