



OFFICE OF THE CITY BUILDING OFFICIAL

CITIZEN'S CHARTER

2025
3rd Edition



I. Mandate:

1. Responsible for the administration and enforcement of the National Building Code of the Philippines known as Presidential Decree 1096, its IRR, Philippines Green Building Code (Referral Code of PD 1096), Accessibility Law (BP 344) and other supplementary and related laws as well as the enforcement of orders and decision made pursuant thereto.
2. Accountable for the strict Implementation of the City Zoning Ordinance (City Ordinance No. 560) and other related ordinances, laws, rules and regulations passed by the Sangguniang Panlungsod and the Housing and Land Use Regulatory Board (HLURB), now Department of Human Settlements and Urban Development (DHSUD).

II. Vision:

An organization that promotes and protects the health, safety, peace, comfort, convenience and general welfare of the inhabitants of the City of Puerto Princesa through strict implementation of all building safety standards and policies on an accessible built environment.

III. Mission:

1. To safeguard life, health, property and public welfare, consistent with the principles of sound environmental management and control, and also possess technical competence to convincingly institute effective, viable, affordable, flexible and responsive good building practices in our well-informed and participative communities.
2. To harmoniously guide, control and regulate the growth and development of public and private lands in the City of Puerto Princesa in accordance with its Comprehensive Land Use Plan and other governing national policies.

IV. Service Pledge:

We commit to:

1. Serve our people with loyalty, respect, dignity, integrity and dedication, ensuring customer satisfaction with the highest degree of professionalism.
2. Provide an effective and efficient public service that is customer-oriented.
3. Observe an excellent standard of service that is fair, just, transparent and truly God-centered.
4. Promote the implementation of simplified procedures in the application of various permits to reduce red tape and expedite business and non-business-related transactions.
5. Attend to all applicants or requesting parties who are within the premises of the office even before the start and after the end of official working hours and during lunch break.



1. Issuance of Certifications for Simple and Non-subdivision projects

The Zoning Division issues Certification for a tract or parcel of land primarily partitioned for residential/commercial/agricultural purposes into individual lots with or without improvements thereon, and offered to the public for sale, in cash or in installment plans.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Subdivision Plan (1 set blue print copy)		Land Registration Authority (LRA)/ Department of Environment and Natural Resources (DENR)		
Updated Certified True Copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 1 photocopy)		City Register of Deeds		
Certified true copy of Tax Declaration (1 original copy, 1 photocopy)		Office of the City Assessor		
Tax Map (if necessary) (1 original copy, 1 photocopy)		Office of the City Assessor		
Current Real Property Tax Certification (1 original copy, 1 photocopy)		City Treasurer's Office		
Extra-judicial/Deed of partition for co-heirs/co-owners or Affidavit of Non-subdivision project (1 original copy, 1 photocopy)		Lot owner/Notary Public		
A sworn Special Power of Attorney, for request filed by authorized representative for them to file/follow up/sign, and to claim decision on the request (1 original copy, 1 photocopy)		Lot owner, Notary Public		
Valid ID of owner or representative (1 photocopy)		Lot owner/Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application 1.1. Submits all the requirements	1.1 Receives and evaluates the completeness of submitted documents RETURN, if requirements are incomplete		15 minutes	Janice E. Cawaling Zoning Inspector II Menalyn E. Ninon Zoning Officer I Bobby T. Dagaraga



	1.2 Assessment of Fees	250.00 per lot ₱2,000.00 (additional for Simple subdivision projects)	10 minutes	<p>Zoning Officer II</p> <p>Sherwin Dave G. Felipe Public Services Officer I</p> <p>Jezreel H. Ellazar Zoning Inspector II</p> <p>Allene L. Fernandez Zoning Officer II</p> <p>Engr. Learsy R. Guinto Zoning Officer III</p> <p>Janice E. Cawaling Zoning Inspector II</p> <p>Jezreel H. Ellazar Zoning Inspector II</p> <p>Menalyn E. Ninon Zoning Officer I</p> <p>Sherwin Dave G. Felipe Public Services Officer I</p>
2. Payment of Fees and Charges 2.1 Secure Order of Payment (OP)	2.1 Releases Order of Payment to the applicant		5 minutes	<p>Janice E. Cawaling Zoning Inspector II</p> <p>Jezreel H. Ellazar Zoning Inspector II</p>



2.2 Present the OP at the OCBO's designated payment area	2.2 LGU cashier accepts and processes payments.		10 minutes	Menalyn E. Ninon Zoning Officer I Sherwin Dave G. Felipe Public Services Officer I <i>Revenue Collection Clerk</i> Office of the City Treasurer
	2.3 Receives Official receipt (OR) from the collection officer and submits one (1) photocopy of the OR to the Zoning staff	2.3 Checks the OR including photocopy	5 minutes	Janice E. Cawaling Zoning Inspector II Jezreel H. Ellazar Zoning Inspector II Menalyn E. Ninon Zoning Officer I Sherwin Dave G. Felipe Public Services Officer I



3. Claiming of Certificate 3.1 Receives the copy of Certificate (Applicant signs the OCBO logbook signifying receipt)	3.1 Prepares/encodes the Certification		15 minutes	Janice E. Cawaling Zoning Inspector II Bobby T. Dagaraga Zoning Officer II Menalyn E. Ninon Zoning Officer I Sherwin Dave G. Felipe Public Services Officer I Allene L. Fernandez Zoning Officer II
	3.2 Signs the Certificate		5 minutes	Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III
	3.3 Releases the Certificate (Check the documents and request the client to sign in the Release Logbook)		5 minutes	Janice E. Cawaling Zoning Inspector II Jezreel H. Ellazar Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I
	TOTAL	₱250.00 per lot	1 hour and 10 minutes	



	₱2,000.00 (additional for Simple subdivisio n projects)		
END OF TRANSACTION			

2. Issuance of Certifications for Land Use Classification

The Zoning Division issued certification regarding the Land Use Classification of the property whether allowable, under consent on merit, or prohibited uses within a zone.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated Certified True Copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 1 photocopy)		City Register of Deeds		
Certified True Copy of Tax Declaration (1 original copy, 1 photocopy)		Office of the City Assessor		
Tax Map (1 original copy, 1 photocopy)		Office of the City Assessor		
Current Real Property Tax Certification (1 original copy, 1 photocopy)		Office of the City Treasurer		
A sworn Special Power of Attorney, for request filed by an authorized representative for them to file/follow up/sign, and to claim decision on the request (1 original copy, 1 photocopy)		Lot owner, Notary Public		
Valid ID of applicant or representative (1 photocopy)		Lot owner/Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application				
1.1. Submits all the requirements	1.1. Receives and evaluates the submitted documents RETURN, if requirements are incomplete		10 minutes	Janice E. Cawaling Zoning Inspector II Bobby T. Dagaraga Zoning Officer II Sherwin Dave G. Felipe Public Services Officer I



	1.2. Assessment of Fees	₱500.00 per lot (land use)	5 minutes	Jezreel H. Ellazar Zoning Inspector II Menalyn E. Ninon Zoning Officer I Allene L. Fernandez Zoning Officer II Engr. Learsy R. Guinto Zoning Officer III
		₱1,000.00 per lot (locational viability)		Janice E. Cawaling Zoning Inspector II Menalyn E. Ninon Zoning Officer I Jezreel H. Ellazar Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I



2. Payment of Fees and Charges				
	2.1 Secure Order of Payment (OP).	2.1 Releases Order of Payment to the Applicant		5 minutes
				Janice E. Cawaling Zoning Inspector II
				Jezreel H. Ellazar Zoning Inspector II
				Menalyn E. Ninon Zoning Officer I
				Sherwin Dave G. Felipe Public Services Officer I
	2.2 Present the OP at the OCBO's designated payment area	2.2 LGU cashier accepts and processes payments.		10 minutes
				<i>Revenue Collection Clerk</i> Office of the City Treasurer
	2.3 Receives Official receipt (OR) from the collection officer and submits one (1) photocopy of the OR to the <i>Zoning Staff</i>	2.3 Checks the OR including photocopy		5 minutes
				Janice E. Cawaling Zoning Inspector II
				Menalyn E. Ninon Zoning Officer I
				Jezreel H. Ellazar Zoning Inspector II
				Sherwin Dave G. Felipe Public Services Officer I



3. Claiming of Certificate 3.1 Receives the copy of Certificate (Applicant signs the OCBO logbook signifying receipt)	3.1 Prepares/encodes the certification		10 minutes	Bobby T. Dagaraga Zoning Officer II Allene L. Fernandez Zoning Officer II Menalyn E. Ninon Zoning Officer I Sherwin Dave G. Felipe Public Services Officer I
	3.2 Sign the Certificate		5 minutes	Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III
	3.3 Releases the Certificate (Check the documents and request the client to sign in the Release Logbook)		5 minutes	Janice E. Cawaling Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I Jezreel H. Ellazar Zoning Inspector II
	TOTAL	₱500.00 per lot (land use) ₱1,000.00 per lot	55 minutes	



	(locational viability)		
END OF TRANSACTION			

3. Issuance of Locational Clearance for Mayor’s Permit

Locational Clearance for a Mayor’s Permit is a clearance issued to a project that is allowed under the provisions of the Zoning Ordinance as well as other standards, rules and regulations on land use.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Lease Contract, if the applicant is not the lot/building owner (1 photocopy)		Lessor/Owner of the Building		
Business Clearance from the Barangay (1 original copy)		Punong Barangay/or his authorized representative where the business is situated)		
Neighbors/Lot Owner’s consent of no objection within 100 lineal meter radius to the proposed project; applicable only for residential areas where the small business is intended for commercial purposes (1 original copy, 1 photocopy)		Applicant		
A sworn Special Power of Attorney, for applications filed by authorized representatives for them to file/follow up/sign application, and to claim decision on the application (1 original copy, 1 photocopy)		Applicant, Notary Public		
Valid ID of applicant or representative (1 photocopy)		Applicant/Representative		
PAMB Clearance if the business is located inside the Protected Area		Park Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Application 1.1 Submits all the requirements	1.1 Receives and evaluates the submitted documents RETURN, if requirements are incomplete		5 minutes	Janice E. Cawaling Zoning Inspector II Bobby T. Dagaraga Zoning Officer II Menalyn E. Ninon Zoning Officer I Sherwin Dave G. Felipe Public Services Officer I Jezreel H. Ellazar Zoning Inspector II Allene L. Fernandez Zoning Officer II Engr. Learsy R. Guinto Zoning Officer III
	1.2 Site Validation (for application subject for inspection, if necessary)	₱300.00	2- hours (new application)	Jezreel H. Ellazar Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I Janice E. Cawaling Zoning Inspector II



2. Claiming of Clearance 2.1 Receives the copy of Certificate and signs the logbook signifying receipt	2.1. Prepares and signs the clearance		5 minutes	Janice E. Cawaling Zoning Inspector II Bobby T. Dagaraga Zoning Officer II Jezreel H. Ellazar Zoning Inspector II Menalyn E. Ninon Zoning Officer I Sherwin Dave G. Felipe Public Services Officer I
	2.2. Releases the Certificate (Request the client to sign in the Release Logbook)		5 minutes	Allene L. Fernandez Zoning Officer II Engr. Learsy R. Guinto Zoning Officer III Janice E. Cawaling Zoning Inspector II Jezreel H. Ellazar Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I
	TOTAL	₱300.00	15 minutes (renewal) 2 hours and 15 minutes	



		(new application that needs verification)	
END OF TRANSACTION			

4. Preparation of Zoning Maps

A map showing the designation, location and boundaries of the different use zones.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division			
Classification:	Simple			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Owner/Proponent		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application 1.1. Submit the letter request	1.1 Receives and evaluates the request	₱ 500.00 (Based on the revised Revenue Code/Ordinance No. 794)	20 minutes	Janice E. Cawaling Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I
2. Payment of Fees and Charges 2.1 Secure Order of Payment (OP)	2.1. Releases Order of Payment to the applicant		5 minutes	Janice E. Cawaling Zoning Inspector II Jezreel H. Ellazar Zoning Inspector II



2.2 Present the OP at the OCBO's designated payment area	2.2.	LGU cashier accepts and processes payments.	10 minutes	Sherwin Dave G. Felipe Public Services Officer I <i>Revenue Collection Clerk</i> Office of the City Treasurer
	2.3.	Check the OR including photocopies and request the applicant to sign the logbook	5 minutes	Janice E. Cawaling Zoning Inspector II Jezreel H. Ellazar Zoning Inspector II
	2.3	Receives Official receipt (OR) from the collection officer and submits one (1) photocopy of the OR to the Zoning Staff		Sherwin Dave G. Felipe Public Services Officer I
	2.4.	Lay-Out/ Preparation of Map and Printing	1 hour	Janice E. Cawaling Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I
3. Claiming of the Zoning Map				
3.1. Present valid ID and/or authorization letter, if applicable, to claim the approved Zoning Map	3.1	Sign the map	5 minutes	Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III Sherwin Dave G. Felipe Public Services Officer I



3.2. Applicant signs the OCBO logbooks signifying receipt	3.2 Request the client to sign in the Release Logbook and release the Map		5 minutes	Jezreel H. Ellazar Zoning Inspector II Sherwin Dave G. Felipe Public Services Officer I Janice E. Cawaling Zoning Inspector II
TOTAL		₱ 500.00 (Based on the revised Revenue Code/Ordinance No. 794)	1 hour and 50 minutes	
END OF TRANSATION				

5. Issuance of Preliminary Approval of Locational Clearance (PALC)

The Zoning Division issues Preliminary Approval of Locational Clearance (PALC) for the subdivision projects intended for residential, commercial, farm lot and industrial purposes.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division	
Classification:	Complex	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application Form (1 original copy and 1 photocopy)		DCEPC Secretariat
Letter request (1 original copy, 1 photocopy)		Client/Proponent
Updated Certified True Copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 2 photocopies)		City Register of Deeds
Certified true copy of Tax Declaration (1 original copy, 2 photocopies)		Office of the City Assessor
Current Real Property Tax Certification (1 original copy, 2 photocopies)		Office of the City Treasurer



Detailed Topographic Map/Slope Map of the site and immediate vicinity, signed and sealed (3 sets)		Licensed Geodetic Engineer (not employed by the City Government of Puerto Princesa)		
Schematic Subdivision Plan, with contour elevation, signed and sealed (3 sets)		Civil/Architect/Geodetic (not employed by the City Government of Puerto Princesa)		
Valid Licenses of all involved Professionals (PRC ID, PTR) with original specimen signature (2 photocopies)		Design professional not employed by the City Government of Puerto Princesa		
Notarized Consent/Authority/Memorandum of Agreement (1 original copy, 2 photocopies)		Lot owner/Homeowner's Association President		
Notarized consent from adjacent property/lot owners/affected by the drainage right-of-way (1 original copy, 2 photocopies)		Signature of affected lot owners, Purok President and Punong Barangay		
Barangay Resolution endorsing the project (1 original copy, 2 photocopies)		Barangay concerned		
Minutes of Consultation/Public hearing (3-certified true copy from the original)		Barangay concerned		
Other requirements as needed		Applicant/Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submission of duly accomplished application form and documentary requirements.	1.1 Receive the required documents and check for completeness of the requirements. RETURN, if requirements are incomplete		25 minutes	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II
	1.2 Conduct Documents verification and Plan Evaluation		1 hour	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II Engr. Edwin A. Roña Zoning Officer IV
	1.3 Site validation/inspection		4 hours	Engr. Learsy R. Guinto Zoning Officer III



				Bobby T. Dagaraga Zoning Officer II
				Allene L. Fernandez Zoning Officer II
				Sherwin Dave G. Felipe Public Services Officer I
				Engr. Learsy R. Guinto Zoning Officer III
	1.4 Assessment of Fees	₱3,000.00 per ha. (BP 220) ₱5,000.00 per ha. (PD 957) (Based on the revised Revenue Code/ Ordinance No. 794) and PD 1096	5 minutes	Allene L. Fernandez Zoning Officer II
	1.5 Advise the applicant through text to secure an Order of Payment Otherwise, notify the client of the deficiency through text		5 minutes	Allene L. Fernandez Zoning Officer II Engr. Learsy R. Guinto Zoning Officer III
2. Payment of Fees & Charges				
2.1 Secure Order of Payment (OP)	2.1 Releases Order of Payment to the applicant		5 minutes	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II



2.2 Present the OP at the OCBO's designated payment area 2.3 Receives Official receipt (OR) from the collection officer and submits one (1) photocopy of the OR to the DCEPC Secretariat	2.2 LGU cashier accepts and processes payments		10 minutes	Revenue Collection Clerk Office of the City Treasurer
	2.3 Check the OR including photocopy		5 minutes	Engr. Learsi R. Guinto Zoning Officer III
	2.4 Prepares/encodes and printing of the Clearance /PALC		1 hour	Allene L. Fernandez Zoning Officer II
	2.5 Approves the subdivision plan/scheme and signs the clearance/(PALC)		1 hour	Engr. Learsi R. Guinto Zoning Officer III Engr. Rex G. Bundac CG Department Head II (City Building Official) Engr. Edwin A. Roña Zoning Officer IV
3 Claiming of PALC 3.1 Receives the Clearance (PALC), Subdivision plan and signs the logbook	3.1 Request the client to sign in the release logbook and Releases the Clearance (PALC)		5 minutes	Engr. Learsi R. Guinto Zoning Officer III

TOTAL	₱3,000.00 per ha. (BP 220) ₱5,000.00 per ha. (PD 957) (Based on the	8 hours	
-------	---	---------	--



	revised Revenue Code/ Ordinance No. 794) and PD 1096		
END OF TRANSACTION			

6. Issuance of Locational Clearance under Consent on Merit Use

Consent on Merit Use – A use of the land that is neither allowable nor prohibited in a zone but is to be decided upon by a Development Control and Environmental Protection Committee (DCEPC) on a case-to-case basis.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division		
Classification:	Highly Technical		
Type of Transaction:	G2C, G2B and G2G		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter request (1 original copy, 2 photocopies)		Client/Proponent	
Application Form (1 original copy, 2 photocopies)		DCEPC Secretariat	
Updated Certified True copies of Lot title (1 original copy, 2 photocopies)		City Register of Deeds	
Certified true copies of Tax Declaration (1 original copy, 2 photocopies)		Office of the City Assessor	
Land Tax Certification/Clearance (1 original copy, 2 photocopies)		Land Tax Division, Office of the City Treasurer	
Lease Contract/Agreement/Deed of Absolute Sale/Contract to Sale/Consent from lot owner allowing/authorizing the construction/SPA (provide one if in case the applicant is not the registered owner of the lot/property) (1 original copy, 2 photocopies)		Lot owner/Notary Public	
Site Development Plan & Location Plan (with supporting documents) (1 original copy, 2 photocopies)		Applicant/Design professional not employed by the City Government of Puerto Princesa	
Signed and sealed Building Plans of Proposed Project (1 set)		Applicant/ Design professional not employed by the City Government of Puerto Princesa	
For Complex Subdivision Projects: <ul style="list-style-type: none">• Relocation/Verification Survey Plan, signed and sealed (3-sets)• Detailed Topographic Map of the site and immediate vicinity, signed and sealed (7 sets)		Design Professionals (Civil/Architect/Geodetic /Sanitary/Electrical engineers) Affected lot owners PPC Water District and PALECO	



<ul style="list-style-type: none"> • Engineering Detailed Plans (7-sets) <ul style="list-style-type: none"> ➤ Location Plan/Vicinity Map within 3-km radius ➤ Final Development Plan/Subdivision Plan and details of land use allocation ➤ Road Lay-Out Plan and details with contour elevation ➤ Drainage Plan/Lay-Out, Drainage Outfall Plan and details with contour elevation ➤ Electrical Distribution Plan/Lay-Out and details ➤ Water Distribution Plan/Lay-Out and details • Notarized consent from adjacent property/lot owners/affected by the drainage right-of-way (1 original copy, 2 photocopies) • Certification from the Public Utilities (Water & Power) ensuring the project of sufficient allocation/supply of its services (1 original copy, 2 photocopies) 	
Minutes of Community Consultation/Public Hearing (1 original copy, 1 certified true copy)	Barangay Hall (Council of concerned Barangays)
Barangay Resolution endorsing the project (1 original copy, 1 certified true copy)	Barangay Hall (Council of concerned Barangays)
PAMB Clearance (in case the area is within the Protected Area) (1 original copy, 1 certified true copy)	Protected Area Management Board (PAMB) Office
Neighbors/Adjacent Lot Owner's consent of no objection to the proposed project (1 original copy, 2 photocopies)	Neighbors/lot owners within 200m radius from the property
Project Brief Description (1 original copy, 2 photocopies)	Applicant/Design professional not employed by the City Government of Puerto Princesa
Posting of Notice for the Project	Applicant
For Cell Site Applications (in addition to the above requirements): (1 original, 2 photocopies) <ul style="list-style-type: none"> ➤ CAAP Clearance ➤ Segregation Plan 	Civil Aviation Authority of the Philippines Licensed Geodetic Engineer not employed by the City Government of Puerto Princesa
For Commercial Permit Applications (in addition to the above requirements): 1 original, 2 photocopies) <ul style="list-style-type: none"> ➤ Survey Plan ➤ Consent from IP's (if the area is within the CADC/CADT) 	Client/Licensed and accredited Geodetic Engineer from the MGB not employed by the City Government of Puerto Princesa IP's Chieftain and community



Valid licenses (PRC ID) of all involved professionals with specimen signature (2 photocopies)		Design professional not employed by the City Government of Puerto Princesa		
A sworn Special Power of Attorney, for applications filed by authorized representative for the representative to file/follow up/signed application, and to claim decision on the application1 original, 2 photocopies)		Applicant		
Valid ID of applicant or representative (2 photocopies)		Applicant/Representative		
Other related documents/requirements that the committee may requires for compliance		DCEPC Secretariat		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application 1.1. Submission of duly accomplished application forms and documentary requirements.	1.1 Receives and evaluates the submitted documents RETURN, if requirements are incomplete 1.2 If complete, subject for DCEPC deliberation/ approval		30 minutes	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II
2. Payment of Fees & Charges 2.1 Secure Order of Payment (Lodgment Fee)	2.1 Releases Order of payment (Lodgment Fee) to the applicant	₱ 10,000.00	5 minutes	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II



2.2 Present the OP at the OCBO's designated payment area 2.3 Receives Official receipt (OR) from the collection officer and submits one (1) photocopy to the DCEPC Secretariat	2.2 LGU cashier accepts and processes payments		10 minutes	Revenue Collection Clerk Office of the City Treasurer
	2.3 Check the OR including photocopy		5 minutes	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II
	2.4 Site validation		1 day	Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II Sherwin Dave G. Felipe Public Services Officer I
	2.5 Preparation of reports and recommendations		1 hour per resolution	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II
	2.6 Preparation of Agenda and delivery of Notice of Meetings		2 hours	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II



	2.7 Conduct Meeting (twice a month) Presentation and deliberation of the proposed projects		15 days	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II
	2.8 Preparation of DCEPC Resolutions and Minutes		1 hour per resolution	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II
	2.9 Distribution of DCEPC Resolution for signatures		1 day	Sherwin Dave G. Felipe Public Services Officer I
3. Claiming of DCEPC Resolutions 3.1 Receives the copy of DCEPC Resolutions and signs the logbook	3.1 Releases the DCEPC Resolutions		5 minutes	Engr. Learsy R. Guinto Zoning Officer III Allene L. Fernandez Zoning Officer II
TOTAL		₱ 10,000.00	17 days, 4 hours & 55 minutes	
END OF TRANSACTION				



7. Recommend and Endorse to the City Council for the Issuance of a Resolution authorizing the City Mayor for the approval of Development Permit

The Zoning Division recommends and endorses for the Final approval of the corresponding Development Permit (DP) for subdivision projects to the City Council. Afterward, issue the DP once approved by the latter.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division	
Classification:	Simple	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application Form (1 original copy, 2 photocopies)		DCEPC Secretariat
Letter Request		Client/Proponent
Approved and updated PALC		Client/Proponent
Updated Certified True Copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 2 photocopies)		City Register of Deeds
Certified true copy of Tax Declaration (1 original copy, 2 photocopies)		Office of the City Assessor
Current Real Property Tax Certification (1 original, 2 photocopies)		Office of the City Treasurer
Detailed Topographic Map of the site and immediate vicinity, signed and sealed (3 sets)		Licensed Geodetic Engineer not employed by the City Government of Puerto Princesa
Engineering Detailed Plans (7-sets) <ul style="list-style-type: none">➤ Location Plan/Vicinity Map within 3-km radius➤ Final Development Plan/Subdivision Plan and details of land use allocation➤ Road Lay-Out Plan and details with contour elevation➤ Drainage Plan/Lay-Out, Drainage Outfall Plan and details with contour elevation➤ Electrical Distribution Plan/Lay-Out and details➤ Water Distribution Plan/Lay-Out and details		Design Professionals (Civil/Architect/Geodetic /Sanitary/Electrical engineers)
Valid Licenses of all involved Professionals (PRC ID, PTR) with specimen signature (3-photocopies)		Involved professionals not employed by the City Government of Puerto Princesa
Notarized Consent/Authority/Memorandum of Agreement (1 original copy, 2 photocopies)		Lot owner/CA President/Applicant



Barangay Resolution endorsing the project (1 original copy, 2 photocopies)		Concerned Barangay		
Minutes of Consultation/Public hearing (3-certified true copy from the original)		Concerned Barangay		
Notarized consent from adjacent property/lot owners/affected by the drainage right-of-way (1 original copy, 2 photocopies)		Affected lot owners		
Certification from the Public Utilities (Water & Power) ensuring the project of sufficient allocation/supply of its services (1 original copy, 2 photocopies)		PPC Water District and PALECO		
A sworn Special Power of Attorney, for applications filed by authorized representative for the representative to file/follow up/signed application, and to claim decision on the application (1 original copy, 2 photocopies)		Applicant		
Valid ID of applicant or representative (2 photocopies)		Applicant/representative		
Other documents as needed or to be required by the DCEPC members		Applicant/Involved Professionals		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application 1.1. Submission of duly accomplished application forms and documentary requirements. 1.2. Forward the application to DCEPC for deliberation	1.1 Receives and evaluates the submitted documents RETURN, if requirements are incomplete		10 minutes	Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III
	1.2 Conduct Documents verification and Plan Evaluation		1 hour	Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III
	1.3 Deliberates, approves and favorably endorses to the City Council		3 days	DCEPC Members & Secretariat



TOTAL	₱5,000.00 per ha. (BP 220) ₱10,000.00 per ha. (PD 957) Developme nt Permit Fee (depending on project cost) ₱10,000.00 (Lodgment fee)	3 days, 1 hour & 10 minutes	
END OF TRANSACTION			

8. Issuance of Development Permit

The Zoning Division recommends and endorses for the Final approval of the corresponding Development Permit for subdivision projects to the City Council. Afterward, issue the DP once approved by the latter.

Office or Division:	Office of the City Building Official / Land Use and Zoning Division			
Classification:	Complex			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sanggunian Resolution authorizing the City Mayor to approve the Development Permit		Sangguniang Panlungsod		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of Fees & Charges 1.1 Secure Order of Payment (OP)	1.1 Releases Order of Payment to the applicant (applicant signs in the logbook)	₱5,000.00 per ha. (BP 220) ₱10,000.00 per ha. (PD 957) Developm ent Permit Fee (dependin	5 minutes	Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III



1.2 Present the OP at the OCBO's designated payment area 1.3 Receives Official receipt (OR) from the collection officer and submits one (1) photocopy of the OR to the DCEPC Secretariat	2.1 LGU cashier accepts and processes payments.	g on project cost) ₱10,000.00 (Lodgment fee)	10 minutes	Revenue Collection Clerk Office of the City Treasurer
	2.2 Check the OR including photocopy and request the applicant to sign an acknowledgement receipt/logbook.		5 minutes	Engr. Learsy R. Guinto Zoning Officer III
	2.4 Prepares/encodes Development Permit and Subdivision Plan for approval/signature		1 day	Engr. Learsy R. Guinto Zoning Officer III
	2.5 Signs the Development Plans and Permit		2 days	Atty. Arnel M. Pedrosa CG Department Head II (City Administrator) Engr. Edwin A. Roña Zoning Officer IV
2. Claiming of the Development Permit 2.1 Receives the copy of the Permit/Subdivision Plan and signs the logbook	3.1 Request the client to sign in the release logbook and Release the Development Permit		5 minutes	Engr. Learsy R. Guinto Zoning Officer III



TOTAL	₱5,000.00 per ha. (BP 220)	3 days and 25 minutes	
	₱10,000.00 per ha. (PD 957) Developme nt Permit Fee (depending on project cost) ₱10,000.00 (Lodgment fee)		
END OF TRANSACTION			

9. Application for Building Permit and Ancillary Permits

The Office of the City Building Official regulates the construction, repair, and improvement of various structures in the City of Puerto Princesa based on the guidelines provided in P.D. 1096 otherwise known as the National Building Code of the Philippines and the City's Zoning Ordinance. All applications are subject to evaluation of technical requirements and inspections prior to payment of permit fee and release of approved permit.

Pursuant to ARTA-DPWH-DILG-DICT-DTI-PRC-BFP Amended Joint Memorandum Circular (JMC) No. 2021-01 Series of 2021: AMENDING THE DILG-DPWH-DICT-DTI JOINT MEMORANDUM CIRCULAR 2018-01 OR THE "GUIDELINES IN THE PROCESSING OF CONSTRUCTION RELATED PERMITS". Consistent with the categorization of transactions in RA 11032, we classify the construction-related-applications for Building Permits and Certificate of Occupancy into three (3) days for simple application transactions, seven (7) for complex application transactions and twenty (20) days for highly technical application transactions. Categorization with accordance to the Section 6 JMC 2021-01.

Complex and **Highly Technical** transactions as defined per RA 11032.

Complex transactions – applications or requests submitted by applicants or requesting parties of a government office which necessitate evaluation in the resolution of complicated issues by an officer or employee of said government office, such transactions to be determined by the office concerned.

Highly technical transactions – an application which requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.



Classification of construction-related applications may vary depends on the latest Joint Memorandum Circulars amendments and issuances.

Office or Division:	Office of the City Building Official	
Classification:	Complex and Highly Technical	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
FOR RESIDENTIAL ABODE		
Duly accomplished and Notarized online system generated Unified Application and Ancillary Permit Forms (4 original copies)	Log-on to www.puertoprincesa.ph then click the E-Payment and select Building Permit Application under Building and Construction transaction. May go directly to https://www.filipizen.com/partner/palawan_puertoprincesa/services	
Barangay Clearance (1 original copy, 3 photocopies)	Concerned Barangay signed by Punong Barangay or his/her authorized representative	
Updated Certified true copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)	City Register of Deeds/Land Registration Authority (LRA)	
Notarized written Consent/Lease Contract/Deed of Absolute Sale, in case the applicant is not yet the registered lot owner. (1 original copy, 3 photocopies)	Lot Owner	
In the absence of any existing Certificate of Title in the name of the applicant, a Land Classification Certification, Records Verification Certification and Advanced Technical Description (1 original copy, 3 photocopies)	DENR-CENRO	
If City Housing Project: Submit a Certificate from City Housing and a photocopy of the Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)	City Housing	
If Socialized Housing (HOAI/ Subdivision): Submit Certification from HOAI or Subdivision	HOAI / Subdivision President/Owner	
Project Construction Guidelines/Notes and Specifications, signed and sealed by licensed professionals and approved by the owner (1 original copy, 3 photocopies)	Design Professional	
Bill of Materials & Cost Estimates, signed and sealed by designed professionals (1 original copy, 3 photocopies)	Applicant/Design Professional	
Construction Safety & Health Program (CSHP), NBC MC No. 2, Series of 2011 (1 original copy, 3 photocopies)	DOLE, Safety Professional	



Valid licenses (PRC ID & PTR) of all involved professionals with specimen signature (4 photocopies)	Licensed Professionals not employed by the City Government of Puerto Princesa
Road-Right-of-Way Clearance, if building/structure is fronting National Road/Highway (1 original copy, 3 photocopies)	Department of Public Works and Highways (DPWH)
Sworn Special Power of Attorney for the authorized representative to file/follow up/signed application, and to claim decision on the application (1 original copy, 3 photocopies)	Applicant
Valid ID of applicant or representative (4 photocopies)	Applicant/representative
Notarized Affidavit of undertaking for the submission of post requirements within thirty (30) days after the issuance of building permit for (1 original copy, 3 photocopies)	Applicant/notary public
For existing residential abode: Photograph of building/structure, for existing Residential Abode showing front, sides, rear and interior areas: Septic Tank, Panel Board/Safety Switch, Service Entrance for As-Built Plans (4-copies each)	Applicant
<p>Building plans and technical documents signed and sealed by Design Professionals (4-sets) (all signatures must be original).</p> <p>• <u>LAND USE & ZONING</u></p> <p>A. Residential Abode</p> <ol style="list-style-type: none">1. Compliance with the minimum setback (front, side, rear & street) requirements of BP 2202. Site Development Plan at any convenient scale showing technical description, boundaries, orientation and position of proposed/existing building/structure in relation to the lot.3. Location Plan within 1-km radius at any convenient scale showing prominent landmarks or major thoroughfares for easy reference4. Other requirements as needed	Licensed Professionals not employed by the City Government of Puerto Princesa.



• **ARCHITECTURAL PLANS**

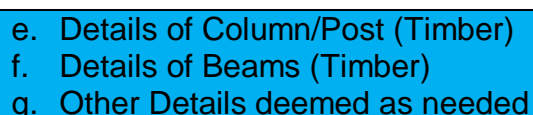
A. Residential Abode

1. Standard Form (A3 minimum size) with complete Borders and Title Block)
2. Drawn to scale Site Development Plan- indicating the following:
 - a. with Technical Description and its orientation
 - b. Setback/ Easement requirements / natural waterways, etc.
 - c. Indicate existing/proposed/adjacent roads and lots
3. Vicinity Map/ Location Plan within 500-meter radius
4. Rendered Perspective- (Actual perspective)
5. Floor Plans- minimum scale of 1:100m, indicating doors and windows labels, floor elevations, room labels and complete dimensions
6. Minimum of 4 elevations showing natural ground to finish grade elevation, floor to floor heights (minimum scale 1:100)
7. Other Architectural details (as needed)

• **CIVIL/STRUCTURAL PLANS**

A. Residential Abode:

1. STANDARD FORM (A0, A1, A2 and A3) FOR BUILDING PLANS/ CONSTRUCTION DRAWINGS
2. CIVIL/STRUCTURAL PLANS AND DRAWINGS (Scale of not less than 1:100)
 - a. Foundation Plans
 - b. Footing Details
 - c. Floor Framing Plans and Details
 - d. Roof Framing Plans and details



A. Residential Abode

- ### A. Residential Abode

1. Location and Site Plans. Location and site plans, with proposed structure and owner's land drawn to appropriate metric scale shall show:
 - a. Bordering areas showing public or well-known streets, landmarks and/or structures which need not be drawn to scale unless they extend into the area concerned;
 - b. Location of proposed structure and its dimensions;
 - c. Location of service drop, service equipment and nearest pole of the utility company furnishing electrical energy; location of the meter as well as sizes of service entrance wires, conduits and service equipment; and
 - d. Clearance of the path or run of service drops and entrance wires



to adjacent existing and/or proposed structures.

2. Legend and Symbols

3. General Notes and/or Specifications. General Notes and/or Specifications, written on the plans or submitted on separate standard size sheets shall show:

- a. Nature of electrical service, including number of phases, number of wires, voltage and frequency;
- b. Type of wiring;
 - 1. Service entrance
 - 2. Feeders, sub-feeders and branch circuit wires for lighting and/or power load
- c. System or method of grounding;
- d. Type and rating of main disconnecting means, overcurrent protection (OCP) and branch circuit wiring;
- e. Clearances of service drop, burial depth for service lateral, mounting height and clearance for service equipment, mounting height and clearance for kWh meter.

4. Electrical Layout. Floor plan showing the location of lighting and power outlets, and their interconnection wiring.

5. Schedule of Loads. Lighting and Receptacle Loads;

- a. Panel as numbered in the feeder diagram
- b. Circuit designation number
- c. Number of lighting outlets in each circuit



<div>d. Number of switches in each circuit</div> <div>e. Number of receptacles outlets (convenience outlets)</div> <div>f. Voltage of circuit</div> <div>g. Type and size of wiring</div> <div>h. Protective device rating</div> <div>6. One Line Diagram. One-line diagram shall indicate:</div> <div>a. Lighting and Receptacle Outlet Loads;</div> <div>1. Single line or schematics diagram of lighting and receptacles panelboards showing mains and branch circuit rating;</div> <div>2. Size of conductors for feeders.</div> <div><div>• <u>GEODETIC DOCUMENTS/LINE & GRADE</u></div><div>A. Residential Abode</div><div>1. Zoning Requirements and Clearances<div>a Front easement/setback</div><div>b. Rear easement/setback</div><div>c. Side easement/setback</div><div>d. Roads/Alleys/Sidewalks</div><div>e. Creeks/esteros/waterways</div></div><div>1. Lot Plan with Vicinity/Location Map and Approved Advanced Technical Description as reflected in the title</div><div>2. Access to a street/alley</div><div>3. Other requirements if needed/applicable</div></div>	
Construction Logbook	Design Professional
Expanding Envelope and Expanding Folder (1 pc each)	Owner/Applicant
Power Line Corridor Clearance in compliance with RA 11361	



Other additional documents as may be needed.	Design Professional/Owner/Applicant
<p>Online Application:</p> <ol style="list-style-type: none">1. Log-on to www.puertoprincesa.ph then click the E-Payment and select Building Permit Application under Building and Construction transaction. May go directly to https://www.filipizen.com/partner/palawan_puertoprincesa/services2. Make sure that the Tax Declaration No. of the lot is valid and cleared. All professionals involved in the project should be registered on the system.3. Email verification. Should have active and valid email address and mobile phone number.4. Proceed to Building Permit/Fencing Permit application. Fill out all necessary details of the project.5. The system will generate Unified Application Form (UAF), Architectural Permit application form (If designed by the Architect), Civil/Structural Permit, Electrical Permit, Sanitary/Plumbing Permit, Mechanical Permit (if applicable) and Electronics Permit (if applicable) application forms with QR code.6. Print the UAF and the required ancillary permit application forms.7. Required signature of the applicant, lot owner and to be signed and sealed by the involved professional/s on the UAF and ancillary permits application forms.8. Unified Application Form should be notarized.	Owner/applicant/design professionals not employed by the City Government of Puerto Princesa.



FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL BUILDING	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished and Notarized Unified Application and Ancillary Permit Forms (4 original copies)	Frontline Personnel/receiving section of the office
Barangay Clearance (1 original copy, 3 photocopies)	Concerned barangay signed by Punong Barangay or his/her authorized representative
Updated Certified true copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)	City Register of Deeds
Notarized written Consent/Lease Contract/Deed of Absolute Sale, in case the applicant is not yet the registered lot owner. (1 original copy, 3 photocopies)	Lot Owner
In the absence of any existing Certificate of Title in the name of the applicant, a Land Classification Certification, Records Verification Certification and Advanced Technical Description (1 original copy, 3 photocopies)	DENR-CENRO
If City Housing Project : Submit a Certificate from City Housing and a photocopy of the Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)	City Housing (to be added)
If Socialized Housing (HOAI/ Subdivision): Submit Certification from HOAI or Subdivision (1 original copy, 3 photocopies)	HOAI / Subdivision President/Owner
Project Construction Guidelines/Notes and Specifications, signed and sealed by licensed professionals and approved by the owner (1 original copy, 3 photocopies)	Design Professional not employed by the City Government of Puerto Princesa
Bill of Materials & Cost Estimates, signed and sealed by designed professionals (1 original copy, 3 photocopies)	Design Professional not employed by the City Government of Puerto Princesa
Construction Safety & Health Program (CSHP), NBC MC No. 2, Series of 2011 (1 original copy, 3 photocopies)	DOLE, Safety Professional not employed by the City Government of Puerto Princesa
Valid licenses (PRC ID) of all involved professionals with specimen signature (4 photocopies)	Licensed Professionals not employed by the City Government of Puerto Princesa
DPWH Clearance (if structure is fronting National Road/Highway (1 original copy, 3 photocopies)	Department of Public Works and Highways (DPWH)
For existing structures: Photograph of building/structure showing front, sides, rear and interior areas. Including Septic Tank, Panel Board/Safety Switch and Service Entrance (4 each copies)	Applicant



Sworn Special Power of Attorney for the authorized representative to file/follow up/signed application, and to claim decision on the application (1 original copy, 3 photocopies)	Applicant
Valid ID of applicant or representative (4 photocopies)	Applicant/representative
Notarized Affidavit of undertaking for the submission of post requirements within thirty (30) days after the issuance of building permit (1 original copy, 3 photocopies)	Applicant/notary public
<p>Building plans and technical documents signed and sealed by designed professionals (4-sets) (all signatures must be original)</p> <p>• <u>LAND USE & ZONING</u></p> <ol style="list-style-type: none">1. In conformity with the Zoning Ordinance2. Comply with the minimum yard and street setback requirement, easement on creeks/waterways specified in the Zoning Ordinance, PD 957, PD 1096 and other related laws3. Comply with the minimum height requirements specified in the Zoning Ordinance4. Comply with the parking requirements as specified in the Zoning Ordinance and PD 10965. Site Development Plan at any convenient scale showing technical description, boundaries, orientation and position of proposed/existing building/structure in relation to the lot, existing or proposed access road and driveways and existing utility/services. Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.6. Location Plan within 1 –km radius for residential and 2-km radius for commercial, industrial and institutional complex, at any convenient scale showing	Licensed Professionals not employed by the City Government of Puerto Princesa



prominent landmarks or major thoroughfares for easy reference

7. Parking Lay-Out Plan

8. Other requirements as needed

- **ARCHITECTURAL PLANS**

1. Standard Form (Type A0, A1, A2, A3) for Building Plans (Complete with Borders and Title Block)

2. Lot Plan-showing orientation, bearing, distance

3. Drawn to scale Site Development Plan indicating the following:

- a. Technical Description of the lot and its orientation
- b. Setback/ Easement requirements / natural waterways, etc.
- c. Indicate adjacent roads and lots
- d. Parking Plan/ Layout, entry and exit, traffic flow directions

4. Restrictions: Abutments and Firewalls

5. Vicinity Map/ Location Plan within 1-km for residential, 2-km radius for commercial, industrial and institutional complex

6. Rendered Perspective- Eye level or Birds' Eye View (Front elevation not allowed)

7. Indicate Column Gridlines & Dimensions - site development all floor plans, elevations and sections, blow-up details

8. Floor Plans- minimum scale of 1:100m, indicating doors and windows labels, floor elevations, room labels and complete dimensions

9. Minimum of 4 elevations and 2 sections- showing natural ground to finish grade



elevation, floor to floor heights (scale 1:100)

10. Stairs/ Access ramps, - blow-up plans and sections, minimum slope (comply with PD 1096 and BP 344)
11. Toilet and Bath Details- blow-up plans and sections showing specifications of finishes and fixtures, grab bars (comply with PD 1096 & BP 344)
12. Kitchen Details - blow-up plans and sections showing specifications of finishes and fixtures
13. Doors and Windows Schedule- blow-up details, door sections, showing the type, location, materials/finishes and quality
14. Roof Plan / Roof Deck Plan- indicate if roof/ roof deck is accessible/passable
15. Ceiling Plans & Details- Showing suspension, hangers, anchor & other spot details
16. Railing Plans & Details - 1.2 m. minimum in drop areas, PWD railings details
17. Fire Escape Stair, ladder plans and details, fire escape route plans
18. Ventilation openings computation against floor area
19. Fire Protection Plan
20. Other Architectural Details (as needed)

- **CIVIL/STRUCTURAL PLANS**

1. Construction Notes/Guidelines and Specifications.
2. Bill of Materials and Cost Estimates
3. Structural Plans-as per Structural Design and Computations



- 3.1.1.1.1.1.1.1 Foundation Plan/s
 - 3.1.1.1.1.1.1.2 Floor Framing Plan/s
 - 3.1.1.1.1.1.1.3 Roof/Roof Deck Framing Plan/s
 - 3.1.1.1.1.1.1.4 Other Details as deemed needed
4. Structural Details
- a. Schedule of Slab and details
 - b. Schedule of Beams and details
 - c. Schedule of Columns and details
 - d. Schedule of Footings and details
 - 3.1.1.1.1.1.1.5 Schedule of Trusses and details
 - 3.1.1.1.1.1.1.6 Structural plans and Details/Summary of Structural Design at scale of not less than 1:100 (signed and sealed by Civil/Structural Engineer)
 - 3.1.1.1.1.1.1.7 Other Details as deemed needed
5. Structural Design and Analysis:
- a. Residential Single-Family Dwelling (Two-Storey and higher)
 - b. Commercial Building/Structure and Others (Floor Area above 20m²)
6. Soil Boring Test/Geotechnical Investigation Report
- Buildings or structure of three (3) Storeys and higher (including basement, and mezzanine) with Certification of actual soil boring test and actual photographs (signed and sealed by Civil/Geotechnical Engineer). However, adequate soil exploration (including boring and Load test) shall also be required for lower buildings/structures at areas with potential geological/geotechnical hazards. The written report of Civil/Geotechnical Engineer including but not limited to the design bearing capacity as well as the test shall be submitted together with other requirements. Boring Test or Load Test shall be required in accordance



with the applicable latest approved provisions of the National Building Code of the Philippines (NSCP).

1. Other related documents

- **PLUMBING PLANS**

(Residential/Commercial/Warehouse Buildings)

1. Standard Form (A3 minimum size) with complete Borders
2. Location Plan and Site Plan of minimum scale 1:2000 (indicate location of septic tank)
3. Plumbing Plans, Layout and Details, of minimum scale 1:50
4. Legend and General Notes
5. Isometric diagram of the systems for Waterline, Sewer line (drainage, waste and vent) and Storm Water Drainage. Incorporate water tank if available.
6. Design Analysis and Technical Specifications of pipes and Septic Tank (DOH AO 2019-0047)
7. Cost estimates
8. Other related documents

- **SANITARY PLANS**

1. For deep, water purification plants, swimming pools, water collection and distribution systems, reservoirs, drainage and sewer systems, sewage treatment plants, malaria control structures, and sewage disposal systems:
 - a. Location Plan and Site Plan
 - b. Detailed Plan and layout drawings of minimum scale 1:100
 - c. Design Analysis and Technical Specifications
 - d. Isometric drawings of the systems
 - e. Cost Estimates
 - f. Other related documents



2. For pest and vermin control, sanitation, and pollution control facilities:
 - a. Detailed plan, layout and drawing of abatement and control device of minimum scale 1:100
 - b. Design analysis and technical specification
 - c. Isometric drawings of the systems
 - d. Cost Estimates
 - e. Other related documents

3. Others

All malls, restaurants, hotels, apartelles and other residential buildings, subdivisions, hospitals and similar establishments are required to utilize sewage treatment facilities (City Ordinance No. 737).

Market and abattoirs, slaughter houses, dairies, poultries, piggeries, and other facilities generating wastewater, as enumerated in the Department of Agriculture (DA) AO No. 08. series of 1999, including industrial, laundry, mining, hospitals, clinics, funeral parlors, laboratories, schools, hotels, resorts, apartments, condominiums, subdivisions, malls, food and other similar establishments, as identified by the Department of Environment and Natural Resources (DENR) AO 2016-08, that require discharge permit shall obtain an ESC (Revised IRR PD 856 Chapter XVII).

• **ELECTRICAL PLANS**

1. Location and Site Plans. Location and site plans, with proposed structure and owner's land drawn to appropriate metric scale, shall show:
 - a. Bordering areas showing public or well-known streets, landmarks, and/or structures that need not be drawn to scale unless they extend into the area concerned;
 - b. Location of service drop, service equipment, and nearest pole of the utility company furnishing electrical energy; location of the meter as well as sizes of service entrance wires, conduits, and service equipment; and



- c. Clearance of the path or run of service drops and entrance wires to adjacent existing and/or proposed structures.
2. Legend or Symbols.
3. General Notes and/or Specifications. General Notes and/or Specifications, written on the plans or submitted on separate standard-size sheets shall show:
 - a. Nature of electrical service, including the number of phases, number of wires, voltage, and frequency;
 - b. Type of wiring;
 1. Service entrance
 2. Feeders, sub-feeders and branch circuit wires for lighting and/or power load
 3. Fire alarm system, if required by law
 4. Signaling and communication
 - c. Special equipment to be installed, indicating ratings and classification of service or duty cycle of;
 1. Rectifiers
 2. Heaters
 3. X-ray apparatus
 4. Electric welding equipment
 5. Others
 - d. System or method of grounding;
 - e. Type and rating of main disconnecting means, overcurrent protection (OCP) and branch circuit wiring;



f. Clearances of service drop, burial depth for service lateral, mounting height and clearance for service equipment, mounting height and clearance for kWh meter.

4. Schedule of Loads. Schedule of load in tabulated form shall indicate:

a. Motor Loads;

1. Motors as numbered or identified in the power layout
2. Type of motor
3. Horsepower/kilowatt/kilovolt ampere rating
4. Voltage rating
5. Full-load current rating
6. Frequency rating other than 60 hertz
7. Number of phases
8. Type and size of wiring
9. Protective device rating

b. Lighting and Receptacle Loads;

1. Panel as numbered in the feeder diagram
2. Circuit designation number
3. Number of lighting outlets in each circuit
4. Number of switches in each circuit
5. Number of receptacles outlets (convenience outlets)
6. Voltage of circuit
7. Type and size of wiring



<div>8. Protective device rating</div> <div>c. Other Loads.</div> <div><div>1. Designation number on plan</div><div>2. Description of load</div><div>3. Classification of service duty, if required</div><div>4. Rating of kilovolt-ampere or kilowatt</div><div>5. Phase loading indicating full load line current</div><div>6. Voltage rating</div><div>7. Type and size of wiring</div><div>8. Protective device rating</div></div> <div>5. Design analysis (if protective device rating is 70 amperes and above or 2 and more panel). Design analysis shall be included on the drawings or shall be submitted on separate sheets of standard size, and shall show:</div> <div><div>a. Branch circuits, sub-feeders, feeders, busways, and service entrance;</div><div>b. Types, ratings, and trip settings of overload protective devices;</div><div>c. Calculation of voltage drops.</div><div>e. Calculation of short circuit current for determining the interrupting capacity of overcurrent protection device for residential, commercial, and industrial establishment;</div><div>f. Protection coordination of overcurrent protective devices;</div><div>g. Arc-flash Hazard Analysis to determine the required personal</div></div>	
---	--



protective equipment (PPE) in other than dwelling place.

- h. Transformer and Generator Set load ratings or capacities.

6. One Line Diagram. One-line diagram shall indicate:

- a. Lighting and Receptacle Outlet Loads;

- 1. Single line or schematics diagram of lighting and receptacles panelboards showing mains and branch circuit rating;

- 2. Size of conductors for feeders.

- b. Motor Loads;

- 1. Rating in kilowatts/horsepower/kilovolt ampere

- 2. Full load current

- 3. Locked rotor current

- 4. Phase connection for 1-phase motor on a 3-phase system

- 5. Rated voltage

- 6. Type and size of wiring, indicating load in amperes

- 7. Electric motors shall be numbered consecutively to correspond to their numbers in the layout

- c. Feeders and Subfeeders;

- 1. Identification and/or labeling of feeders and subfeeders

- 2. Size and type of wires and raceway



3. Protective devices and controls

4. The allowable ampacity of the conductor over the designed load current in amperes is expressed as a ratio and indicated alongside the conductor

d. Load Center.

1. Identification and/or labeling of load center showing type and rating of transformer, switches, circuit breaker and other related devices

2. Incoming and outgoing feeders, type, size and voltage

3. Equipment grounding

7. As stated at the back of the electrical form, for an installed electrical capacity of 200 amperes and above at 230 volts nominal and above, a specialty electrical contractor duly licensed by the Philippines Contractors Accreditation Board (PCAB) shall be required.

8. Other related documents as deemed necessary

- **MECHANICAL PLANS**

1. General Notes/ Guidelines and Specifications

2. Complete Mechanical Plans/Layout/ Legend

- a. Air-conditioning, Refrigeration, Ice-making, Freezer, Chiller, & Mechanical Ventilation
- b. Elevators/Dumbwaiter
- c. Escalator/Moving Walk
- d. Internal Combustion Engine (Genset)
- e. Steam Boiler/Unfired Pressure Vessel



- f. Automatic Fire Suppression System (AFSS)
- g. Water Pump, Sump Pump, and Sewage Pump
- h. Crane/Overhead Crane
- i. Gas Pipe/Burner
- j. Mechanical Lifter
- k. Other Mechanical Equipment as deemed needed

3. Mechanical Details:

- a. Schedule of Equipment
- b. Typical Connection/ Support Details
- c. Blow-up Details/Single-line Diagram
- d. Other details as deemed needed:
 - i. ACU: Heat Load Calculations
 - ii. Genset: Machine Foundation Design
 - iii. AFSS: Hydraulic Calculations
 - iv. Elevator: Load Design Calculations
 - v. Escalator: Capacity Calculations
 - vi. Pressure Vessels: Wall plate thickness and pressure design calculations
- 1. Cost and Estimates signed and sealed by PME
- 2. Vicinity Map / Locational Map within a 2-km radius
- 3. Approved Building Permit for as-built mechanical equipment installation
- 4. Fire Protection Plan
- 5. Other details as deemed needed

• **ELECTRONICS PLANS**

- 1. General Notes/ Guidelines and Specifications
- 1. Electronics Plans/ Legend
 - a. Telecommunication System (wired & wireless)
 - b. Broadcasting System (Radio and TV broadcast equipment)
 - c. Television System (cable or wireless)



- d. Information and Technology System (LAN)
- e. Security and Alarm System (CCTV)
- f. Electronic Fire Alarm System (FDAS)
- g. Sound Communication System
- h. Centralized Clock System
- i. Sound System
- j. Electronic Control and Conveyor System
- k. Electronics Computerized Process Controls and Automation System
- l. Building Automation Management and Control System
- m. Building Wiring Utilizing Copper Cable, Fiber Optic Cable, or other Medial
- n. Other details as deemed needed

2. Electronics Details:

- a. Equipment Specifications and Schedule
- b. Typical Connection/Support Details
- c. Blow-up Details/ Single Line Diagram
- a. Other details as deemed needed

4. Vicinity Map within a 1-km radius

5. Bill of Materials

6. Other related documents

• **GEODETIC DOCUMENTS/LINE & GRADE**

1. Zoning Requirements and Clearances

- a. Front easement/setback
- b. Rear easement/setback
- c. Side easement/setback
- d. Roads/Alleys/Sidewalks
- e. Creeks/esteros/waterways

2. Lot Plan with Vicinity/Location Map and Approved Advanced Technical Description as reflected in the title

3. Access to a street/alley

4. Other requirements, if needed/applicable

- a. Subdivision Plan/Survey signed and sealed by GE
- b. Updated Relocation Survey Plan and Report signed and sealed by GE



a. Detailed Topographic Plan of the site and immediate vicinity signed and sealed by GE b. Affidavit of Undertakings c. Notarized Consent	
Construction Logbook	Design Professional not employed by the City Government of Puerto Princesa
Expanding Envelope and Expanding Folder (1 pc each)	Owner/Applicant
Power Line Corridor Clearance in compliance with RA 11361	Owner/Applicant
Other additional documents as may be needed.	Design Professional not employed by the City Government of Puerto Princesa /Owner/Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application				
1.1. Submission of duly accomplished and notarized UAF and ancillary permit application forms and documentary requirements to the receiving window.	1.1 Receive the required documents and check for completeness of the requirements. If complete, the application will enter into the ETRACS and proceed with the automated evaluation process. Claim Stub will be generated and sent to the email address provided. RETURN, if requirements are incomplete	Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges and City Ordinance No. 794 (See Attached TABLE)	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II Engr. Neil Kenneth P. Guinto Engineer II
1.2. Receives the application for Building Permit and	1.2 Request the client to sign the logbook		5 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas



signs the logbook	1.3 Conduct site verification and prepare a Verification Report, if necessary. Simultaneous to Backroom operations.		1 Hour (Urban Barangays) 8 Hours (Rural Barangays)	Engineer II
				Engr. Neil Kenneth P. Guinto Engineer II
				Engr. Albert Joseph G. Garcia Engineer IV
				Engr. Catalino O. Magno, Jr. Engineer III
				Dominador R. Pasion Public Services Officer I
				Elmer Solomon M. Queron Plumbing and Tinning Inspector I
				Cyrus Carl B. Carpio Public Service Officer I
				Sherwin Dave G. Felipe Public Service Officer I
				Elvern C. Bacaltos Public Service Officer I
				Jezreel H. Ellazar Zoning Inspector II



	1.4 Conduct document verification and Technical Evaluation through backroom operations:			
	a. Land Use & Zoning		1 hour (abode)	Bobby T. Dagaraga Zoning Officer II
	If the application is non-conforming regarding land use, the Zoning Officer provides the result of its evaluation to the applicant.		2 hours (Complex)	Allene L. Fernandez Zoning Officer II
			4 hours (Highly Technical)	Menalyn E. Ninon Zoning Officer I
	If the application is conforming, the Zoning Officer will determine and provide an initial assessment (Zoning Fee).			Engr. Edwin A. Roña Zoning Officer IV
				Engr. Learsy R. Guinto Zoning Officer III
				Bobby T. Dagaraga Zoning Officer II
				Menalyn E. Ninon Zoning Officer I
				Janice E. Cawaling Zoning Inspector II
	Technical Evaluation:			
	b. Architectural		30 minutes (abode)	Ar. Frances T. Espinosa Architect III
			1 hour (complex)	Engr. Jolina Mari A. Cayapas Engineer II



	c. Line and Grade		4 hours (highly technical)	
			30 minutes (abode)	Engr. Patrick Jay L. Nangkil Engineer III
			1 hour (complex)	Engr. Ellah Joyce G. Baluyut Engineer II
	d. Civil / Structural Plans		4 hours (highly technical)	
			30 minutes (abode)	Engr. Pacifico F. Setias III Engineer III
			1 hour (complex)	Engr. Persius A. Daganta Engineer II
	e. Sanitary/ Plumbing Documents		4 hours (highly technical)	
			30 minutes (abode)	Engr. James Anthony F. Romaguera Engineer III
			1 hour (complex)	Engr. Mark Vincent S. Edillor Engineer II
	f. Electrical Plans		4 hours (highly technical)	
			30 minutes (abode)	Engr. April Lady J. Balajadia Engineer III
			1 hour (complex)	Engr. Joven G. Dela Cruz Engineer II
			4 hours (highly technical)	



	g. Mechanical Plans	Based on the Fire Code of the Philippines	30 minutes (abode)	Engr. Joel T. Directo Engineer III	
			1 hour (complex)	Engr. Neil Kenneth P. Guinto Engineer II	
			4 hours (highly technical)		
	h. Electronics Plans		30 minutes (abode)	Engr. Ma. Theresa A. Padua Engineer III	
			1 hour (complex)		
			4 hours (highly technical)		
	1.5 Endorse application for Fire Safety Evaluation Clearance (FSEC) at the BFP (BFP Requirements and Fire Code compliance). Evaluation will simultaneous conducted with Land Use and Zoning and backroom operation.		3 hours (abode)	<i>Bureau of Fire Marshall / Evaluator</i> Bureau of Fire Protection	
			2 days (complex)		
			3 days (highly technical)		
	1.6 Consolidate and do final review of the Inspection Report and Technical Evaluation.		5 minutes (abode)	Engr. Pacifico F. Setias III Engineer III	
			30 minutes (complex)		
			1 hour (highly technical)		



	<p>1.7 If findings warrant approval of the application, the evaluators sign plans, and Ancillary Permit application forms and approve the automated evaluation sheet on the ETRACS. Forward for assessment of fees and charges.</p> <p>Otherwise, the system notifies the client of the deficiency through email and text blasts.</p>		<p>Upon approval of the City Building Official on the system</p> <p>15 minutes (abode)</p> <p>30 minutes (complex)</p> <p>2 hours (highly technical)</p>	<p>Engr. Edwin A. Roña Zoning Officer IV</p> <p>Engr. April Lady J. Balajadia Engineer III</p> <p>Engr. Joel T. Directo Engineer III</p> <p>Engr. Patrick Jay L. Nangkil Engineer III</p> <p>Engr. Ma. Theresa A. Padua Engineer III</p> <p>Engr. James Anthony F. Romaguera Engineer III</p> <p>Engr. Pacifico F. Setias III Engineer III</p> <p>Ar. Frances T. Espinosa Architect III</p>
	<p>1.8 One-time assessment of fees</p>		<p>30 minutes</p>	<p>Mirmed L. Dangan Public Service Officer I</p>
	<p>1.9 Review and approve the assessed fees on the ETRACS system.</p>			<p>Engr. Rex G. Bundac CG Department Head II (City Building Official)</p>
	<p>1.10 The ETRACS will generate a one-time Order of</p>			



	Payment (OP) upon approval of the City Building Official and send it to the email address provided by the applicant.			
2. Payment of Fees & Charges 2.1. Present the OP at the OCBO's designated payment area/cashier at the Office of the City Treasurer.	<p>2.1 LGU cashier accepts and processes the payments.</p> <p>The applicant can make online payment through https://www.filipizen.com/partner/palawan_puertoprincipesa/services and select the OSCP Online Billing and Payment transactions.</p> <p>2.2 The ETRACS will generate the electronic copy of the Building Permit together with the Locational Clearance (Zoning Conformance) and Fire Safety Evaluation Clearance (FSEC) and will send to the email address provided by the applicant.</p>		10 minutes	Revenue Collection Clerk Payment Window Office of the City Treasurer
3. Claiming of the Building Permit				



3.1. Present Claim Stub, valid ID, and authorization letter, if applicable, to claim the approved Building Permit.	3.1 Prepare/print the Building Permit		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
	3.2 Approve the Building Permit and sign the ancillary Permits The system will assign the Building Permit number		5 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
	3.3 Check the documents and request the client to sign in the Release Logbook and issue the Building Permit.		5 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Nieka May E. Cardaño Administrative Aide III (Utility Worker II)
TOTAL		Based on NBCDO Memorandum Circular No. 1,	FOR URBAN BARANGAYS - 7 hours and 25 minutes FOR RURAL BARANGAYS - 1 day, 6	



	Series of 2004:	hours and 25 minutes (SIMPLE)	
	City Ordinance No. 794	FOR URBAN BARANGAYS – 2 days, 6 hours, & 35 minutes	
	and		
	Fire Code of the Philippines	FOR RURAL BARANGAYS – 3 days, 5 hours & 35 minutes (COMPLEX)	
	(See Attached TABLE)	FOR URBAN BARANGAYS – 4 days, 5 hours, & 35 minutes FOR RURAL BARANGAYS – 5 days, 4 hours & 35 minutes (HIGHLY TECHNICAL) 3 days maximum for Simple structure And 7 days & 20 days maximum for Complex and Highly Technical Structures	
END OF TRANSACTION			



10. Application for Certificate of Occupancy

The Office of the City Building Official issues Certificate of Occupancy to ensure that the building conforms to safety standards prior to occupancy.

Pursuant to ARTA-DPWH-DILG-DICT-DTI-PRC-BFP Amended Joint Memorandum Circular (JMC) No. 2021-01 Series of 2021: AMENDING THE DILG-DPWH-DICT-DTI JOINT MEMORANDUM CIRCULAR 2018-01 OR THE “GUIDELINES IN THE PROCESSING OF CONSTRUCTION RELATED PERMITS”. Consistent with the categorization of transactions in RA 11032, we classify the construction-related-applications for Building Permits and Certificate of Occupancy into three (3) days for simple application transactions, seven (7) for complex application transactions and twenty (20) days for highly technical application transactions. Categorization with accordance to the Section 6 JMC 2021-01.

Complex and **Highly Technical** transactions as defined per RA 11032.

Complex transactions – applications or requests submitted by applicants or requesting parties of a government office which necessitate evaluation in the resolution of complicated issues by an officer or employee of said government office, such transactions to be determined by the office concerned.

Highly technical transactions – an application which requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation thereof.

Classification of construction-related applications may vary depends on the latest Joint Memorandum Circulars amendments and issuances.

Office or Division:	Office of the City Building Official	
Classification:	Simple, Complex and Highly Technical	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. As built plans (signed and sealed) (2 sets)		Owner/Design Professionals
2. Unified application Form (4 original copies)		Log-on to www.puertoprincesa.ph then click the E-Payment and select Building Permit Application under Building and Construction transaction. May go directly to https://www.filipizen.com/partner/palawan_puertoprincesa/services
3. Certificate of Completion forms (4 original copies)		



4. Certificate of Final Electrical Inspection (CFEI) (4 original copies)	Frontline Officer
5. PCAB for electrical works intended for Occupancy, MCB 200 amps and above as indicated at the back of the electrical forms, if applicable (1 original copy, 3 photocopies)	Owner / Design professional not employed by the City Government of Puerto Princesa
6. Affidavit of Change of Engineer, if applicable (2 original copies, 1 photocopy)	Owner/applicant/ Design professional not employed by the City Government of Puerto Princesa
7. Photocopy of the following documents (4 copies) Certificate of Zoning Conformance. Approved Permits, ancillary permits	Owner/Applicant, Professional in-charge of construction not employed by the City Government of Puerto Princesa
Valid Licenses of all involved Professionals (PRC ID, PTR) with specimen signature (3-photocopies)	Involved professionals/Design professional not employed by the City Government of Puerto Princesa
Construction Logbook Signed & Sealed by Project Engineer in-charge (1-copy)	Project Engineer In-Charge of construction not employed by the City Government of Puerto Princesa
As-built Plans, if there are changes made from the approved construction plans.	Project Engineer In-Charge of construction not employed by the City Government of Puerto Princesa
Design analysis, if there are changes made from the approved construction design.	Project Engineer In-Charge of construction not employed by the City Government of Puerto Princesa
Photograph of the completed structures showing front, side, rear and interior areas. Including Septic Tank, Panel Board/Safety Switch and Service Entrance (2 copies each)	Owner/applicant
Fire Safety Checklist and Fire Safety Evaluation Clearance (3 photocopies)	Owner/applicant
A sworn Special Power of Attorney, for applications filed by authorized representative for the representative to file/follow up/signed application, and to claim decision on the application (1 original copy, 3 photocopies)	Owner/notary public



Photocopy of Valid ID of applicant or representative (4 photocopies)	Applicant/representative
<p>Online Application</p> <ol style="list-style-type: none">1. Log-on to www.puertoprincesa.ph then click the E-Payment and select Certificate of Occupancy Application under Building and Construction transaction. May go directly to https://www.filipizen.com/partner/palawan_puertoprincesa/services2. Make sure that the Tax Declaration No. of the lot is valid and cleared. All professionals involved in the project should be registered on the system.3. Email verification. Should have active and valid email address and mobile phone number.4. Proceed to Building Permit/Fencing Permit application. Fill out all necessary details of the project.5. The system will generate Unified Application Form (UAF) and Certificate of Completion form with QR code.6. Print the UAF and the Certificate of Completion.7. Required signature of the applicant, lot owner and signed and sealed by the involved professional/s on the UAF, Certificate of Final Electrical Inspection and Certificate of Completion.8. Unified Application Form should be notarized.	<p>Owner/applicant/design professionals not employed by the City Government of Puerto Princesa.</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission				
1.1 Submission of duly accomplished/notarized UAF, Certificate of Completion, and Certificate of Final Electrical Inspection together with the documentary requirements to the receiving window.	<p>1.1. Receive the required documents and check for completeness of the requirements.</p> <p>If complete, the application will be entered into ETRACS and proceed with an automated evaluation process. A Claim Stub will be generated and sent to the provided email address.</p> <p>RETURN, If requirements are incomplete</p>	<p>Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges and City Ordinance No. 794</p> <p>(See Attached TABLE)</p>	30 minutes	<p>Engr. Pacifico F. Setias III Engineer III</p> <p>Engr. Jolina Mari A. Cayapas Engineer II</p> <p>Engr. Neil Kenneth P. Guinto Engineer II</p>
1.2 Receives the application and signs the logbook	1.2. Request the client to sign the logbook.		5 minutes	<p>Engr. Pacifico F. Setias III Engineer III</p> <p>Engr. Jolina Mari A. Cayapas Engineer II</p> <p>Engr. Neil Kenneth P. Guinto Engineer II</p>
	1.3. Retrieve approved plans & documents from the record		4 hours	Esperanza B. Guinto Administrative Officer V



	on file and forward them to the Evaluation and Processing Section			(Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
	1.4. Endorse application for Fire Safety Inspection Certificate (FSIC) at the BFP	Fire Code of the Philippines	3 days (maximum)	<i>BFP Fire Marshal Representative at Backroom Operation</i>
	1.5. Conduct inspection and prepare inspection report		8 hours (Urban) 16 hours (Rural)	Engr. Neil Kenneth P. Guinto Engineer II VACANT Engineer II Engr. Persius A. Daganta Engineer II Engr. Joven G. Dela Cruz Engineer II Engr. Mark Vincent S. Edillor Engineer II Engr. Jolina Mari A. Cayapas Engineer II BFP Representative



	<p>1.6. Conduct a technical evaluation of the documents.</p> <p>If findings warrant the approval of the application, the evaluators sign the evaluation sheet.</p> <p>Otherwise, notify the client through text of the lacing requirements</p>	<p>City Zoning Ordinance</p>	<p>7 hours (Complex)</p> <p>14 hours (Highly Technical)</p>	<p>Janice E. Cawaling Zoning Inspector II</p>
				<p>Jezreel H. Ellazar Zoning Inspector II</p>
				<p>Menalyn E. Ninon Zoning Officer I</p>
				<p>Bobby T. Dagaraga Zoning Officer II</p>
				<p>Engr. Learsy R. Guinto Zoning Officer III</p>
				<p>Engr. Edwin A. Roña Zoning Officer IV</p>
				<p>Sherwin Dave G. Felipe Public Services Officer I</p>
				<p>Allene L. Fernandez Zoning Officer II</p>
				<p>Engr. April Lady J. Balajadia Engineer III</p>
				<p>Engr. Joel T. Directo Engineer III</p>
			<p>7 hours (Complex)</p> <p>14 hours (Highly Technical)</p>	<p>Engr. Patrick Jay L. Nangkil Engineer III</p>
				<p>Engr. Ma. Theresa A. Padua Engineer III</p>



	1.7 One-time Assessment of fees.		30 minutes (complex) 2 hours (highly technical)	Engr. James Anthony F. Romaguera Engineer III Engr. Pacifico F. Setias Iii Engineer III Ar. Frances T. Espinosa Architect III
	1.8 Review and approve the assessed fees on the ETRACS system. The ETRACS will generate one-time Order of Payment (OP) upon approval of City Building Official and send to the email address provided by the applicant.		30 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
2. Payment of Fees & Charges 2.1. Present the OP at the OCBO's designated payment area	2.1 LGU cashier accepts and processes payments.		10 minutes	Revenue Collection Clerk Office of the City Treasurer



	<p>The applicant can do online payment through https://www.filipinizen.com/partner/palawanpuerto-princesa/services and select the OSCP Online Billing and Payment Transaction.</p> <p>The ETRACS will generate the electronic copy of Certificate of Occupancy, Certificate of Final Electrical Inspection and the Fire Safety Inspection Certificate.</p>			
<p>3. Claiming of the Occupancy Permit</p> <p>3.1. Present Claim Stub, valid ID and authorization letter, if applicable, to claim the approved Certificate of Occupancy</p> <p>3.2. Applicant signs the OCBO logbooks</p>	<p>3.1 Prepare/printing of Certificate of Occupancy and Electronic Certificate of Final Electrical Inspection.</p> <p>3.2 Check the documents and request the client to sign in the Release</p>		<p>10 minutes</p> <p>10 minutes</p>	<p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p> <p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p>



signifying receipt	Logbook and issue the Certificate of Occupancy			Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
TOTAL		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges and City Ordinance No. 794 (See Attached TABLE)	For Urban Barangays - 6 days, 4 hours & 5 minutes For Rural Barangays - 7 days, 4 hours 5 minutes (complex) For Urban Barangays - 8 days, 3 hours & 35 minutes For Rural Barangays - 9 days, 3 hours & 35 minutes (highly technical) 7 days & 20 days maximum for Complex and Highly Technical Structures	
END OF TRANSACTION				



10. Issuance of Fencing Permit

The Office of the City Building Official issues a Fencing Permit to any real property owner who will construct a perimeter fence to secure his/her property from trespassers, mark their boundary, encroachments by adjoining properties and the like.

Office or Division:	Office of the City Building Official	
Classification:	Simple	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
If applied together with the Building Permit Application:		
1. Duly accomplished and Notarized online system generated Unified Application Form (UAF) and Fencing Permit Form, Architectural Permit Form, Civil/Structural Permit Form (4 original copies)		Log-on to www.puertoprincesa.ph then click the E-Payment and select Building Permit Application under Building and Construction transaction. May go directly to https://www.filipizen.com/partner/palawan_puertoprincesa/services
2. Follow Application requirements for building permit (documentary and technical documents)		Client/applicant/Design Professional
3. Submit an updated relocation survey plan and report, signed and sealed (4 sets)		Licensed Geodetic Engineer not employed by the City Government of Puerto Princesa
4. Fencing detailed plans and technical documents (Bill of Materials and Estimates, Project Specifications, Location/Vicinity Map, and Site Development Plan) signed by the owner and signed and sealed by Design Professionals (4 sets)		Licensed Professional not employed by the City Government of Puerto Princesa Civil/Structural Engineer not employed by the City Government of Puerto Princesa
5. Design analysis for concrete and steel structure, original signed and sealed by CE/Structural Engineer (If concrete fence with more than 3-meters in height); 4 sets		



If applied separately	
1. All requirements above	
2. Barangay Clearance (1 original copy, 3 photocopies)	Concerned Barangay signed by Punong Barangay or his/her authorized representative
3. Updated Certified True Copy of Transfer Certificate (TCT)/Original Certificate of Title (OCT); if the applicant is not the registered owner, in addition to the TCT/OCT, a notarized consent from the lot owner/lease contact/Deed of Absolute Sale (1 original copy, 3 photocopies)	City Register of Deeds/Land registration Authority (LRA)
4. Valid Licenses of Professional (PRC ID, PTR) with specimen signature (4- photocopies)	Involved professional, not employed by the City Government of Puerto Princesa
5. Construction Safety & Health Program (CSHP), NBC MC No. 2, Series of 2011 (1 original copy, 1 photocopy)	DOLE, Safety Professionals not employed by the City Government of Puerto Princesa
6. If City Housing Project: Submit a Certificate from City Housing and a photocopy of the Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)	City Housing
7. If Socialized Housing (HOAI/ Subdivision): Submit Certification from HOAI or Subdivision (1 original copy, 3 photocopies)	HOAI / Subdivision President/Owner
8. In the absence of any existing Certificate of Title in the name of the applicant, a Land Classification Certification, Records Verification Certification and Advanced Technical Description (1 original copy, 3 photocopies)	Applicant/Notary Public
9. A sworn Special Power of Attorney, for applications filed by authorized representative for them to file/follow up/sign application, and to claim decision on the application (1 original copy, 3 photocopies)	DENR-CENRO
	Owner/applicant/design professionals not employed by the City Government of Puerto Princesa



<p>10. Valid ID of applicant or representative (4 photocopies).</p> <p>11. Long Folder (1 pc) and Expanding Envelope (1pc)</p> <p>12. Other additional documents as may be needed</p> <p>a. Detailed topographic plan of the site and immediate vicinity, signed and sealed (4 sets)</p> <p>b. Electrical Permit</p> <p>c. PALECO Clearance</p>	<p>Licensed Geodetic Engineer (GE) not employed by the City Government of Puerto Princesa</p>
<p>Online Application, if applied separately</p> <p>1. Log-on to www.puertoprincesa.ph then click the E-Payment and select Building Permit Application under Building and Construction transaction. May go directly to https://www.filipizen.com/partner/palawan_puertoprincesa/services</p> <p>Make sure that the Tax Declaration No. of the lot is valid and cleared. All professionals involved in the project should be registered on the system.</p> <p>2. Email verification. Should have an active and valid email address and mobile phone number.</p> <p>3. Proceed to Building Permit/Fencing Permit application. Fill out all necessary details of the project.</p> <p>4. The system will generate Unified Application Form (UAF), Architectural Permit application form, Civil/Structural Permit and Fencing Permit application form with QR code.</p> <p>5. Print the UAF and the required ancillary permit application forms.</p>	<p>Owner/applicant/design professionals not employed by the City Government of Puerto Princesa.</p>



6. Required signature of the applicant, lot owner and signed and sealed by the involved professional/s on the UAF and ancillary permits application forms.				
7. Unified Application Form should be notarized.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application				
1.1. Submission of duly accomplished/notarized UAF and ancillary permit application forms and documentary requirements to the receiving window.	<p>1.1. Receive the required documents and check for completeness of the requirements.</p> <p>If complete, the application will enter into the ETRACS and proceed for automated evaluation process. Claim Stub will generate and sent to the provided email address.</p> <p>RETURN, if requirements are incomplete.</p>	<p>Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges and City Ordinance No. 794 (See Attached TABLE)</p>	30 minutes	<p>Engr. Pacifico F. Setias III Engineer III</p> <p>Engr. Jolina Mari A. Cayapas Engineer II</p> <p>Engr. Neil Kenneth P. Guinto Engineer II</p>
1.2. Receives the application and signs the logbook	1.2. Conduct site verification and prepare verification report (if applicable).		2 hours	<p>Engr. Albert Joseph G. Garcia Engineer IV</p> <p>Engr. Catalino O. Magno, Jr.</p>



				<p>Engineer III</p> <p>Dominador R. Pasion Public Services Officer I</p> <p>Elmer Solomon M. Queron Plumbing and Tinning Inspector I</p> <p>Cyrus Carl B. Carpio Public Service Officer I</p> <p>Sherwin Dave G. Felipe Public Service Officer I</p> <p>Elvern C. Bacaltos Public Service Officer I</p> <p>Jezreel H. Ellazar Zoning Inspector II</p> <p>Engr. Pacifico F. Setias III Engineer III</p> <p>Engr. Jolina Mari A. Cayapas Engineer II</p> <p>Engr. Neil Kenneth P. Guinto Engineer II</p>
	1.3. Request the client to sign the logbook.		30 minutes	



	<p>1.4. Conduct documents verification and technical evaluation thru backroom operations:</p> <p>a. Land Use & Zoning</p> <p>If application is non-conforming to the Zoning requirements, the Zoning Officer will provide the result of its evaluation to the applicant.</p> <p>If application is conforming, the Zoning Officer will determine and provide initial assessment (Zoning Fee)</p> <p>Technical Evaluation:</p> <p>If findings warrant approval of the application, the evaluators sign plans, Ancillary Permit application forms and approve the automated evaluation sheet on the ETRACS. Forward for</p>		1 hour	<p>Bobby T. Dagaraga Zoning Officer II</p> <p>Menalyn E. Ninon Zoning Officer I</p> <p>Janice E. Cawaling Zoning Inspector II</p> <p>Engr. Learsy R. Guinto Zoning Officer III</p> <p>Engr. Edwin A. Roña Zoning Officer IV</p>
--	--	--	--------	--



	assessment of fees and charges. Otherwise, the system notifies the client of the deficiency through email and text blast.			
	b. Architectural		30 minutes	Ar. Frances T. Espinosa Architect III Engr. Jolina Mari A. Cayapas Engineer II
	c. Line and Grade		30 minutes	Engr. Patrick Jay L. Nangkil Engineer III Engr. Ellah Joyce G. Baluyut Engineer II
	d. Civil / Structural Plans		30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Persius A. Daganta Engineer II
	e. Electrical Plans (if applicable)		30 minutes	Engr. April Lady J. Balajadia Engineer III Engr. Joven G. Dela Cruz Engineer II
	3.3 One-time Assessment of fees.		10 minutes	Mirmed L. Dangan Public Service Officer I



	<p>3.4 Review and approve the assessed fees on the ETRACS system.</p> <p>The ETRACS will generate one-time Order of Payment (OP) upon approval of City Building Official and send to the email address provided by the applicant.</p>		30 minutes	<p>Engr. Rex G. Bundac CG Department Head II (City Building Official)</p>
<p>2. Payment of Fees and Charges</p> <p>2.1. Present the OP at the OCBO's designated payment area/cashier at the Office of the City Treasurer.</p>	<p>2.1 LGU cashier accepts and processes payments.</p> <p>The applicant may do online payment through https://www.filipizen.com/partner/palawan-puertoprincesa/services and select the <u>OSCP Online Billing and Payment</u> transactions.</p> <p>The ETRACS will generate the electronic copy of an approved Building Permit/Fencing Permit together with the Locational Clearance (Zoning Conformance) and send to the email</p>		10 minutes	<p>Revenue Collection Clerk Office of the City Treasurer</p>



	address provided by the applicant.			
3. Claiming of the Fencing Permit 3.1. Present Claim Stub, valid ID and authorization letter, if applicable, to claim the approved plans Fencing Permit. 3.2. Applicant signs the OCBO logbooks signifying receipt	3.1 Printing of Permit		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
	3.2 Approve and sign the Fencing and Ancillary Permit		10 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
	3.3 Check the documents and request the client to sign in the Release Logbook and issue the Fencing Permit		10 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Administrative Section Lloyd Steven M. Villa Administrative Officer IV



				(Administrative Officer II)
TOTAL		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges and City Ordinance No. 794 (See Attached TABLE)	7 hours & 20 minutes	
END OF TRANSACTION				

10. Issuance of Temporary Service/Power Connection

The Office of the City Building Official issues Temporary Service/Power Connection to clients with approved building permit who are applying for PALECO temporary service/power line connection for their bunkhouses, barracks, pedestal posts, temporary facilities, commissioning and testing of transformers and other equipment, etc. Applications for Temporary Service/Power Connection is subject for evaluation of technical requirements and site inspection. Permit maybe extended and must renewed before the expiry date, should the purpose of application be not yet complete.

Office or Division:	Office of the City Building Official	
Classification:	Complex	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Approved Building and Electrical Permit (1 original, 2 photocopies)		Owner's copy



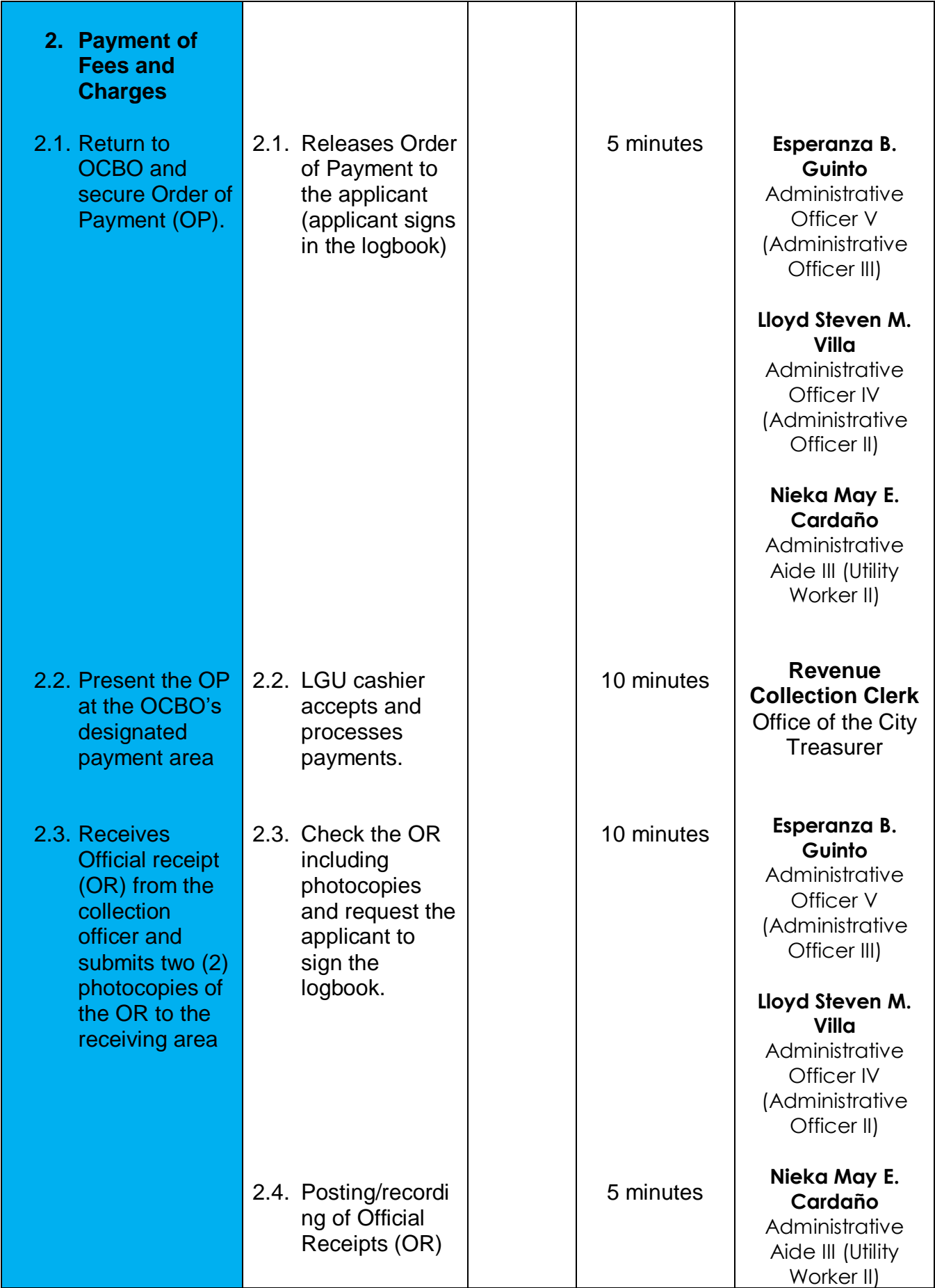
Duly accomplished Temporary Service Connection Form (3 original copies)	Frontline Personnel/receiving section of the office to be signed by the applicant and PEE/REE/RME
Valid Licenses of all involved Professionals (PRC ID, PTR) with specimen signature (3 photocopies)	Licensed Professionals not employed by the City Government of Puerto Princesa
Electrical Plan (Location and Site Plan, Legend or Symbols, General Notes and/or Specification, Electrical Layout, of the temporary barracks/bunkhouse, Schedule of Loads and One Line Diagram / Panel Board Details.) For Testing and Commissioning: Approved Electrical Plan or As-built Electrical Plan with Electrical Design Analysis (3 sets)	PEE not employed by the City Government of Puerto Princesa
Photograph of: 1. On-going construction (construction must be already started or construction is not more than 60% of its progress or near completion) 2. Temporary barracks/bunkhouse with electrical installation (front, back, rear, left and right) 3. Service Entrance Cap/Head and panel board / safety switch /safety breaker showing protective device rating/s. For Testing and Commission: Photo of Electrical Installations to be tested and commissioned (3 copies)	Applicant
A sworn Special Power of Attorney, for applications filed by authorized representative for them to file/follow up/sign application, and to claim decision on the application (1 original copy, 2 photocopies)	Applicant and Notary Public
Valid ID of applicant or representative (3 photocopies)	Applicant/Representative
An Affidavit of Undertaking stating that the applicant will apply for occupancy permit once the construction is finished or will apply for an extension/renewal of the temporary service connection/power before the end of the period covered by the certificate, should the construction is not yet finish.	Applicant and Notary Public

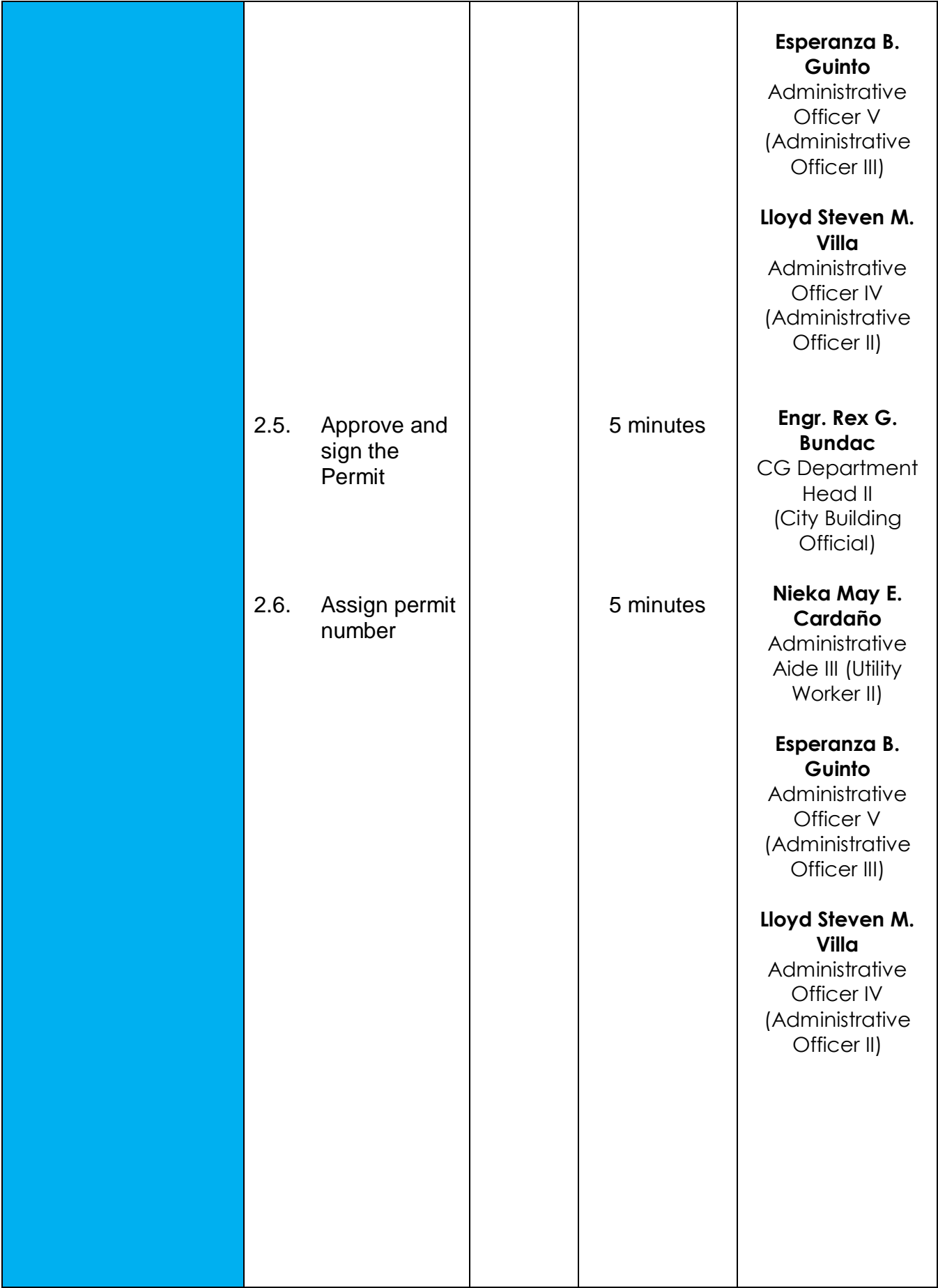


(1 original copy, 2 photocopies)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application 1.1. Submission of duly accomplished application forms and documentary requirements. 1.2. Fills up the Claim Stub 1.3. Receives a copy of the Claim Stub and signs the logbook	1.1. Receive the required documents and check for completeness of the requirements. RETURN, if requirements are incomplete	Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges (See Attached TABLE)	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II Engr. Neil Kenneth P. Guinto Engineer II
	1.2. If complete, give the claim stub form to the client, encode the application and assign bar code number.			
	1.3. Issue the claim stub and request the client to sign the logbook.			
	1.4. Conduct document verification and technical evaluation of the documents.		30 minutes	Engr. April Lady J. Balajadia Engineer III Engr. Joven G. Dela Cruz Engineer II
	1.5. BFP Requirements		2 days	<i>Bureau of Fire Marshall / Evaluator</i> Bureau of Fire Protection



	1.6. Conduct inspection and prepare Inspection Report		½ day	Engr. Joven G. Dela Cruz Engineer II Dominador R. Pasion Public Services Officer I
	1.7. Consolidate and do final review of the Inspection Report and Technical Evaluation If findings warrant approval of the application, the evaluators sign the plan and evaluation sheet.		1 hour	Engr. April Lady J. Balajadia Engineer III Engr. Joven G. Dela Cruz Engineer II
	1.8. Assessment of Fees		15 minutes	Mirmed L. Dangan Public Service Officer I & <i>BFP Assessment Officers</i>
	1.9. Advise the applicant to secure Order of Payment thru text Otherwise, notify the client of the deficiency through text		5 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)







3. Claiming of the Temporary Electrical Wiring Connection Permit 3.1. Present Claim Stub, valid ID and authorization letter, if applicable, to claim the approved Sign Permit 3.2. Applicant signs the OCBO logbooks signifying receipt	3.1 Check the documents and request the client to sign in the Release Logbook and issue the Temporary Wiring Connection Permit		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
TOTAL		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges (See Attached TABLE)	2 days, 6 hours, 35 minutes Up to 7 days for complex 20 days for Highly Technical	
END TRANSACTION				



11. Issuance of Separation of Meters and Transformer Upgrade

The Office of the City Building Official issues a Certificate of Final Electrical Inspection (CFEI) with an approved Certificate of Occupancy who are applying for PALECO Separation of Meters and Transformer Upgrade. Applications for Separation of Meters and Transformer Upgrade are subject to evaluation of technical requirements and site inspection.

Office or Division:	Office of the City Building Official	
Classification:	Complex	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Approved Building or Electrical Permit and Occupancy Permit or Previously issued Certificate of Final Electrical Inspection Certificate (CFEI) (1 original, 2 photocopies)		Owner's copy
Duly accomplished Certificate of Final Electrical Inspection form. (3 original copies)		Frontline Personnel/receiving section of the office to be signed by the applicant and PEE/REE/RME
Valid Licenses of all involved Professionals (PRC ID, PTR) with specimen signature. (3 photocopies)		Licensed Professionals not employed by the City Government of Puerto Princesa
Updated / As- built Electrical Plan (should reflect the changes or the system to be upgraded). Must be submitted with Electrical Design Analysis. (3 sets)		PEE not employed by the City Government of Puerto Princesa
Photograph of: Electrical Installations showing the upgraded system (additional meter /sub-meter, transformer, panel board, protective device, equipment, etc.) (3 copies)		Applicant
A sworn Special Power of Attorney, for applications filed by authorized representative for them to file/follow up/sign application, and to claim decision on the application. (1 original copy, 2 photocopies)		Applicant and Notary Public
Valid ID of applicant or representative. (3 photocopies)		Applicant/Representative
PCAB for electrical works intended for Occupancy, MCB 200 amps and above as indicated at the back of the electrical forms, if applicable. (1 original copy, 2 photocopies)		Licensed Professionals not employed by the City Government of Puerto Princesa



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application				
1.1. Submission of duly accomplished application forms and documentary requirements.	1.1. Receive the required documents and check for completeness of the requirements. RETURN, if requirements are incomplete	Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges (See Attached TABLE)	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II Engr. Neil Kenneth P. Guinto Engineer II
1.2. Fills up the Claim Stub	1.2. If complete, give the claim stub form to the client, encode the application, and assign a bar code number.			
1.3. Receives a copy of Claim Stub and signs the logbook	1.3. Issue the claim stub and request the client to sign the logbook.			
	1.4. Conduct document verification and technical evaluation of the documents.		30 minutes	Engr. April Lady J. Balajadia Engineer III Engr. Joven G. Dela Cruz Engineer II
	1.5. BFP Requirements		2 days	<i>Bureau of Fire Marshall / Evaluator</i>



				Bureau of Fire Protection
	1.6. Conduct inspection and prepare Inspection Report		½ day	Engr. Joven G. Dela Cruz Engineer II Dominador R. Pasion Public Services Officer I
	1.7. Consolidate and do a final review of the Inspection Report and Technical Evaluation		1 hour	Engr. April Lady J. Balajadia Engineer III Engr. Joven G. Dela Cruz Engineer II
	If findings warrant the approval of the application, the evaluators sign the evaluation sheet.			
	1.8. Assessment of Fees		15 minutes	Mirmed L. Dangan Public Service Officer I & <i>BFP Assessment Officers</i>
	1.9. Advise the applicant to secure Order of Payment thru text		5 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
	Otherwise, notify the client of the deficiency through text			Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)



2. Payment of Fees and Charges				
2.1. Return to OCBO and secure Order of Payment (OP).	2.1. Releases Order of Payment to the applicant (applicant signs in the logbook)		5 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
2.2. Present the OP at the OCBO's designated payment area	2.2. LGU cashier accepts and processes payments.		10 minutes	Revenue Collection Clerk Office of the City Treasurer
2.3. Receives Official receipt (OR) from the collection officer and submits two (2) photocopies of the OR to the receiving area	2.3. Check the OR including photocopies and request the applicant to sign the logbook.		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Nieka May E. Cardaño



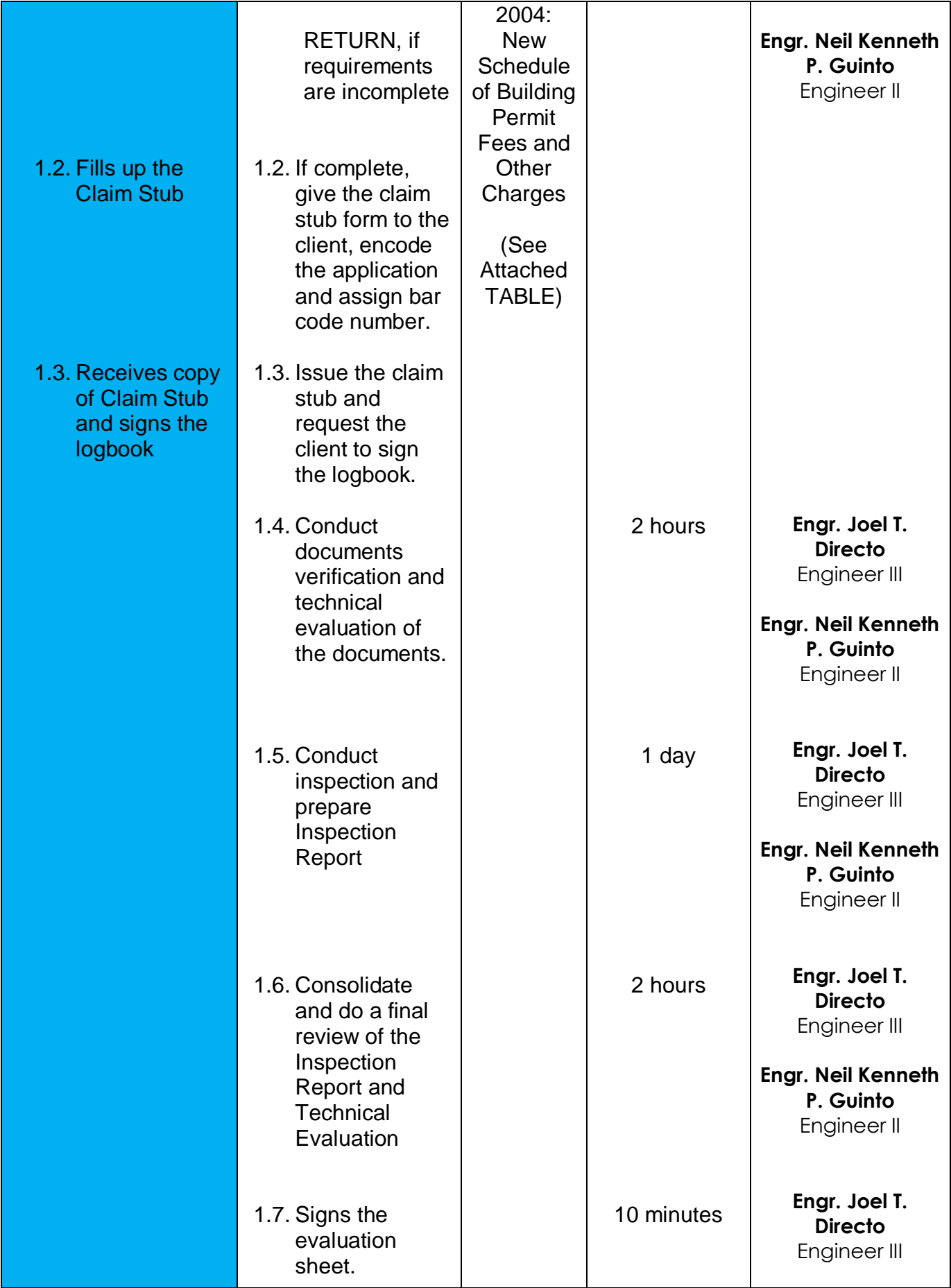
	2.4. Posting/recording of Official Receipts (OR)		5 minutes	<p>Administrative Aide III (Utility Worker II)</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p> <p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p>
	2.5. Approve and sign the Permit		5 minutes	<p>Engr. Rex G. Bundac CG Department Head II (City Building Official)</p>
	2.6. Assign permit number		5 minutes	<p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p>



12. Issuance of Mechanical Permit

The Office of the City Building Official issues Mechanical Permit to regulate installation of any and all kinds of mechanical equipment in industrial, institutional, commercial and other kinds of building/structures/facilities.

Office or Division:	Office of the City Building Official			
Classification:	Complex			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished application form (4 original copies)		Frontline Personnel/Receiving Section of the Office		
Mechanical Plan, signed and sealed (A-3 minimum size), 4 sets		Licensed Professionals not employed by the City Government of Puerto Princesa		
Approved Building Permit (4-photocopies)		Owner/applicant		
Bill of Materials, signed and sealed (for mechanical installation), 4 photocopies		Licensed Professionals not employed by the City Government of Puerto Princesa		
Updated Certified True Copy of Transfer Certificate of Title (TCT) or Lease Contract/Agreement, if not applied with the Building Permit application (1 original copy, 3 photocopies)		City Register of Deeds		
Construction Safety & Health Program (CSHP), (1-original copy, 1 photocopy)		DOLE/Safety Professional not employed by the City Government of Puerto Princesa		
Valid Licenses of Professionals (PRC ID, PTR) with specimen signature (4-photocopies)		Involved professional not employed by the City Government of Puerto Princesa		
A sworn Special Power of Attorney, for applications filed by authorized representative for them to file/follow up/signed application, and to claim decision on the application (1-original copy, 3 photocopies)		Applicant and Notary Public		
Valid ID of applicant or representative (4 photocopies)		Applicant/Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application				
1.1. Submission of duly accomplished application forms and documentary requirements.	1.1. Receive the required documents and check for completeness of the requirements.	Based on NBCDO Memorandum Circular No. 1, Series of	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II





	1.8. Assessment of Fees		30 minutes	Mirmed L. Dangan Public Service Officer I
	1.9. Advise the applicant to secure Order of Payment thru text Otherwise, notify the client of the deficiency through text		5 minutes	Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
2. Payment of Fees and Charges 2.1. Return to OCBO and secure Order of Payment (OP) .	2.1. Releases Order of Payment to the applicant (applicant signs in the logbook)		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)



	2.2. Present the OP at the OCBO's designated payment area	2.2 LGU cashier accepts and processes payments.		10 minutes	Revenue Collection Clerk Office of the City Treasurer
	2.3. Receives Official receipt (OR) from the collection officer and submits two (2) photocopies of the OR to the receiving area	2.3 Check the OR including photocopies and request the applicant to sign the logbook.		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II)
					Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
					Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
		2.4 Posting/ recording of Official Receipts (OR)		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II)
					Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
					Esperanza B. Guinto Administrative Officer V (Administrative Officer III)



	2.5 Prepare/ printing of Permit		10 minutes	Engr. Neil Kenneth P. Guinto Engineer II Engr. Joel T. Directo Engineer III
	2.6 Approve and sign the Mechanical Permit		5 minutes	Engr. Neil Kenneth P. Guinto Engineer II Engr. Joel T. Directo Engineer III
	2.7 Assign permit number			Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
3. Claiming of the Mechanical Permit 3.1. Present Claim Stub, valid ID and authorization letter, if applicable, to claim the approved	3.1 Check the documents and request the client to sign in the Release Logbook and issue the Mechanical Permit		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II)



Mechanical Permit 3.2. Applicant signs the OCBO logbooks signifying receipt				Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
TOTAL		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges (See Attached TABLE)	2 days	
END OF TRANSACTION				

13. Issuance of Billboard/Signage Permit

The Office of the City Building Official issues Billboard/Signage Permit to regulate installation of any and all kinds of billboards/signage in commercial, industrial, institutional, residential and other kinds of building/structures/facilities.

Office or Division:	Office of the City Building Official
Classification:	Complex
Type of Transaction:	G2C, G2B and G2G
Who may avail:	All



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished and Notarized Unified Application and Billboard/Sign Permit Forms (4 original copies)	Frontline Personnel/receiving section of the office
Barangay Clearance (1 original copy, 3 photocopies)	Concerned Barangay signed by Punong Barangay or his/her authorized representative
Certified true copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)	Register of Deeds
In the absence of any existing Certificate of Title in the name of the applicant, a Land Classification Certification, Records Verification Certification and Advanced Technical Description (1 original copy, 3 photocopies)	DENR-CENRO
Notarized written Consent/Lease Contract/Deed of Absolute Sale, in case the applicant is not yet the registered lot owner. (1 original copy, 3 photocopies)	Lot Owner
Billboard/Signage Engineering Detailed Plans (Architectural, Structural, Electrical, etc.) signed and sealed by designed professionals and approved by the owner (4-sets)	Licensed Professionals not employed by the City Government of Puerto Princesa
Structural Design and Analysis, signed and sealed (1 original copy, 3 photocopies)	Licensed Civil/Structural Engineer not employed by the City Government of Puerto Princesa
Project Specifications signed and sealed by licensed professionals and approved by the owner (1 original copy, 3 photocopies)	Licensed Professionals not employed by the City Government of Puerto Princesa
Valid Licenses of all involved Professionals (PRC ID, PTR) with specimen signature (4-photocopies)	All involved Licensed Professionals not employed by the City Government of Puerto Princesa
Construction Safety & Health Program (CSHP), NBC MC No. 2, Series of 2011 (1 original copy, 2 photocopies)	Department of Labor and Employment (DOLE)/Safety Professional not employed by the City Government of Puerto Princesa
Road-Right-of-Way Clearance (if the structure is fronting National Road/Highway (1 original copy, 3 photocopies)	Department of Public Works and Highways (DPWH)
Sworn Special Power of Attorney for applications filed by authorized representatives for them to file/follow up/sign applications, and to claim decision on the application (1 original copy, 3 photocopies)	Applicant and Notary Public
Valid ID of applicant or representative (4 photocopies)	Applicant/Representative
Logbook for construction	Design Professional not employed by the City Government of Puerto Princesa



Other additional documents as may be needed		Applicant/design professionals not employed by the City Government of Puerto Princesa		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application	1.1. Submission of duly accomplished application forms and documentary requirements.	1.1. Receive the required documents and check for completeness of the requirements.	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II Engr. Neil Kenneth P. Guinto Engineer II
	1.2. Fills up the Claim Stub	1.2. If complete, give the claim stub form to the client, encode the application.		
	1.3. Receives copy of Claim Stub and signs the logbook	1.3. Issue the claim stub and request the client to sign the logbook.		
	1.4. Conduct Documents verification and Plan Evaluation on: a. Land Use & Zoning	1.4. Conduct Documents verification and Plan Evaluation on: a. Land Use & Zoning		
		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges and City Ordinance No. 794 See Attached TABLE	1 hour	Bobby T. Dagaraga Zoning Officer II Menalyn E. Ninon Zoning Officer I Janice E. Cawaling Zoning Inspector II



	b. Architectural		30 minutes	Ar. Frances T. Espinosa Architect III Engr. Jolina Mari A. Cayapas Engineer II
	c. Line and Grade		30 minutes	Engr. Patrick Jay L. Nangkil Engineer III Engr. Ellah Joyce G. Baluyut Engineer II
	d. Civil / Structural Plans		30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Persius A. Daganta Engineer II
	e. Electrical Plans (if applicable)		30 minutes	Engr. April Lady J. Balajadia Engineer II Engr. Joven G. Dela Cruz Engineer II
	f. Mechanical Plans (if applicable)		30 minutes	Engr. Joel T. Directo Engineer III Engr. Neil Kenneth P. Guinto Engineer II
	g. Electronics Plans (if applicable)		30 minutes	Engr. Ma. Theresa A. Padua Engineer III Thelma G. Saragoza



	1.5. Conduct inspection and prepare Inspection Report.		1 ½ days	Public Service Officer I
				Engr. Neil Kenneth P. Guinto Engineer II
				VACANT Engineer II
				Engr. Jolina Mari A. Cayapas Engineer II
				Engr. Persius A. Daganta Engineer II
				Engr. Joven G. Dela Cruz Engineer II
				Engr. Mark Vincent S. Edillor Engineer II
				Engr. April Lady J. Balajadia Engineer III
				Engr. Joel T. Directo Engineer III
				Engr. Patrick Jay L. Nangkil Engineer III
	1.6. Consolidate and do final review of the Inspection Report and Technical Evaluation.		1 hour	Engr. Ma. Theresa A. Padua Engineer III
				Engr. James Anthony F. Romaguera Engineer III
				Engr. Pacifico F. Setias III Engineer III
	If findings warrant approval of the application, the evaluators sign the evaluation sheet. Otherwise notify applicants thru text of the lacking requirements			



	1.7. Assessment of Fees		15 minutes	Ar. Frances T. Espinosa Architect III
	1.8. Advise the applicant to secure an Order of Payment through text		5 minutes	Mirmed L. Dangan Public Service Officer I
	Otherwise, notify the client of the deficiency through text			Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
				Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
2. Payment of Fees and Charges				
2.1. Return to OCBO and secure Order of Payment (OP).	2.1. Releases Order of Payment to the applicant (applicant signs in the logbook).		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II)
				Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
				Esperanza B. Guinto Administrative Officer V (Administrative Officer III)



	2.2. Present the OP at the OCBO's designated payment area	2.2. LGU cashier accepts and processes payments.		10 minutes	Revenue Collection Clerk Office of the City Treasurer
	2.3. Receives Official receipt (OR) from the collection officer and submits two (2) photocopies of the OR to the receiving area	2.3. Check the OR including photocopies and request the applicant to sign the logbook.		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
		2.4. Posting/recording of Official Receipts (OR)		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer IV (Administrative Officer II)



	2.5.	Prepare/printing of Permit		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
	2.6.	Approve and sign the Permit		10 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
	2.7.	Assign permit number		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
3. Claiming of Billboard/Signage Permit 3.1. Present Claim Stub, valid ID and authorization letter, if	3.1	Check the documents and request the client to sign in the Release		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II)



applicable, to claim the approved Permit	Logbook and issue the Permit			Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
3.2. Applicant signs the OCBO logbooks signifying receipt			5 minutes	
TOTAL		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and	2 days, 2 hours & 50 minutes	



	Other Charges and City Ordinance No. 794 See Attached TABLE		
END OF TRANSATION			

14. Issuance of Demolition Permit

Application for a Demolition Permit is being filed by any property owner for demolition of an existing building/structure (part or whole) prior to its repair/renovation, improvement, or construction of a new one.

Office or Division:	Office of the City Building Official		
Classification:	Simple		
Type of Transaction:	G2C, G2B and G2G		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly accomplished and Notarized Unified Application and Demolition Permit Forms (4 original copies)		Frontline Personnel/receiving section of the office	
Barangay Clearance (1 original copy, 3 photocopies)		Concerned Barangay signed by Punong Barangay or his/her authorized representative	
Updated Certified true copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)		City Register of Deeds	
Certified True Copy of Tax Declaration of lot and building/improvements (1 original copy, 3 photocopies)		Office of the City Assessor	
Current Real Property Tax Certification of lot and building/improvements (1 original copy, 3 photocopies)		Office of the City Treasurer	
Deed of Absolute Sale, if not yet transferred (1 original copy, 3 photocopies)		Owner	
Demolition Plan/Methodology and Safety Plan Procedure signed and sealed by civil engineer/structural engineer (1 original copy, 3 photocopies)		Licensed Professional not employed by the City Government of Puerto Princesa	
Plans and Details: <ul style="list-style-type: none">• Pictures of Structure/Building.• Site location.		Licensed Professional not employed by the City Government of Puerto Princesa	



<ul style="list-style-type: none"> • Pedestrian protection plan. • Details of structure/Building to be demolish (Floor area, height, area to move) 				
Valid Licenses of all involved Professionals (PRC ID, PTR) with specimen signature (4-photocopies)		All involved professionals not employed by the City Government of Puerto Princesa		
Sworn Special Power of Attorney for applications filed by an authorized representative for them to file/follow up/sign application, and to claim decision on the application (1 original copy, 3 photocopies)		Owner, Notary Public		
Valid ID of applicant or representative (4 photocopies)		Applicant/Representative		
Logbook for demolition		Involved professional not employed by the City Government of Puerto Princesa		
Photograph of the structure to be demolished (4 copies)		Owner		
Other additional documents as may be needed		Owner, applicant, designed professional not employed by the City Government of Puerto Princesa.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application 1.1. Submission of duly accomplished application forms and documentary requirements. 1.2. Fills up the Claim Stub	1.1. Receive the required documents and check for completeness of the requirements. RETURN, if requirements are incomplete 1.2. If complete, give the claim stub form to the client, encode the application and assign bar code number.	Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges (See Attached TABLE)	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II Engr. Neil Kenneth P. Guinto Engineer II



1.3. Receives copy of Claim Stub and signs the logbook	1.3. Issue the claim stub and request the client to sign the logbook.			
	1.4. Conduct documents verification and technical evaluation of the documents		4 hours	Engr. Pacifico F. Setias III Engineer III Engr. Persius A. Daganta Engineer II
	1.5. Conduct inspection and prepare Inspection Report		4 hours	Engr. Albert Joseph G. Garcia Engineer IV Engr. Catalino O. Magno, Jr. Engineer III Dominador R. Pasion Public Services Officer I Elmer Solomon M. Queron Plumbing and Tinning Inspector I Cyrus Carl B. Carpio Public Service Officer I
	1.6. Consolidate and do final review of the Inspection Report and Technical Evaluation		30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Persius A. Daganta Engineer II



	<p>If findings warrant the approval of the application, the evaluators sign the evaluation sheet. Otherwise, notify the applicant of the lacking requirements through text.</p>			
	<p>1.7. Assessment of Fees</p> <p>1.8. Advise the applicant to secure Order of Payment thru text</p>		<p>15 minutes</p> <p>5 minutes</p>	<p>Mirmed L. Dangan Public Service Officer I</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p>
<p>2. Payment of Fees and Charges</p> <p>2.1. Return to OCBO and secure Order of Payment (OP).</p>	<p>2.1 Releases Order of Payment to the applicant (applicant signs in the logbook)</p>		<p>5 minutes</p>	<p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p>



2.2. Present the OP at the OCBO's designated payment area	2.2 LGU cashier accepts and processes payments.		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
	2.3 Check the OR including photocopies and request the applicant to sign the logbook.		5 minutes	Revenue Collection Clerk Office of the City Treasurer
	2.3 Receives Official receipt (OR) from the collection officer and submits two (2) photocopies of the OR to the receiving area			Nieka May E. Cardaño Administrative Aide III (Utility Worker II)
				Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
				Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
				Nieka May E. Cardaño Administrative Aide III (Utility Worker II)
	2.4 Posting/ recording of Official Receipts (OR)		5 minutes	Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
				Esperanza B. Guinto Administrative Officer V



	2.5 Prepare/ printing of Permit		5 minutes	(Administrative Officer III) Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
	2.6 Approve and sign the Demolition Permit		10 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
	2.7 Assign permit number		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)



3. Claiming of the Demolition Permit 3.1. Present Claim Stub, valid ID and authorization letter, if applicable, to claim the approved Demolition Permit 3.2. Applicant signs the OCBO logbooks signifying receipt	3.1 Check the documents and request the client to sign in the Release Logbook and issue the Demolition Permit		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
TOTAL		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges (See Attached TABLE)	1 day, 2 hours & 10 minutes	
END OF TRANSACTION				



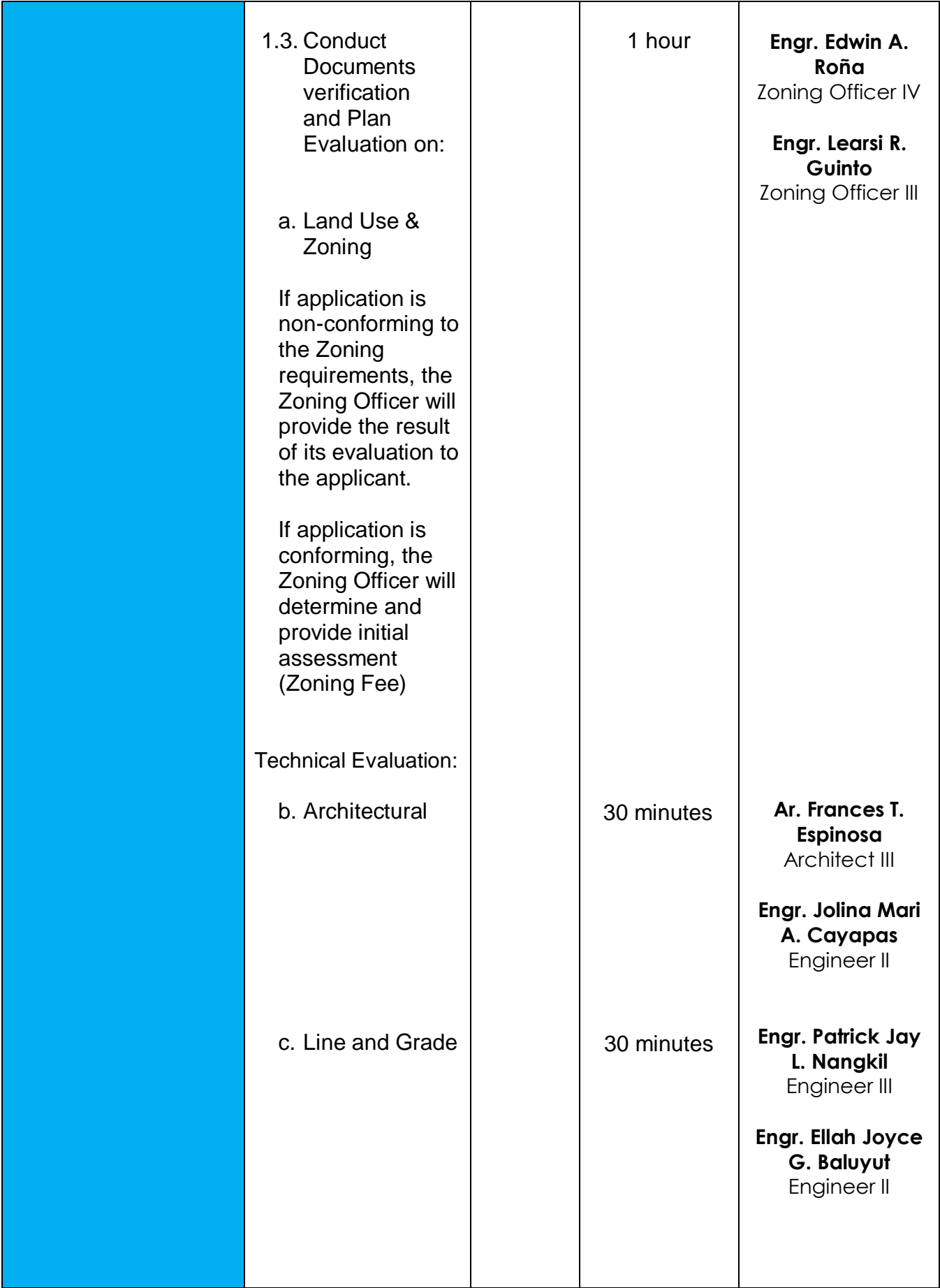
15. Issuance of Excavation & Ground Preparation Permit

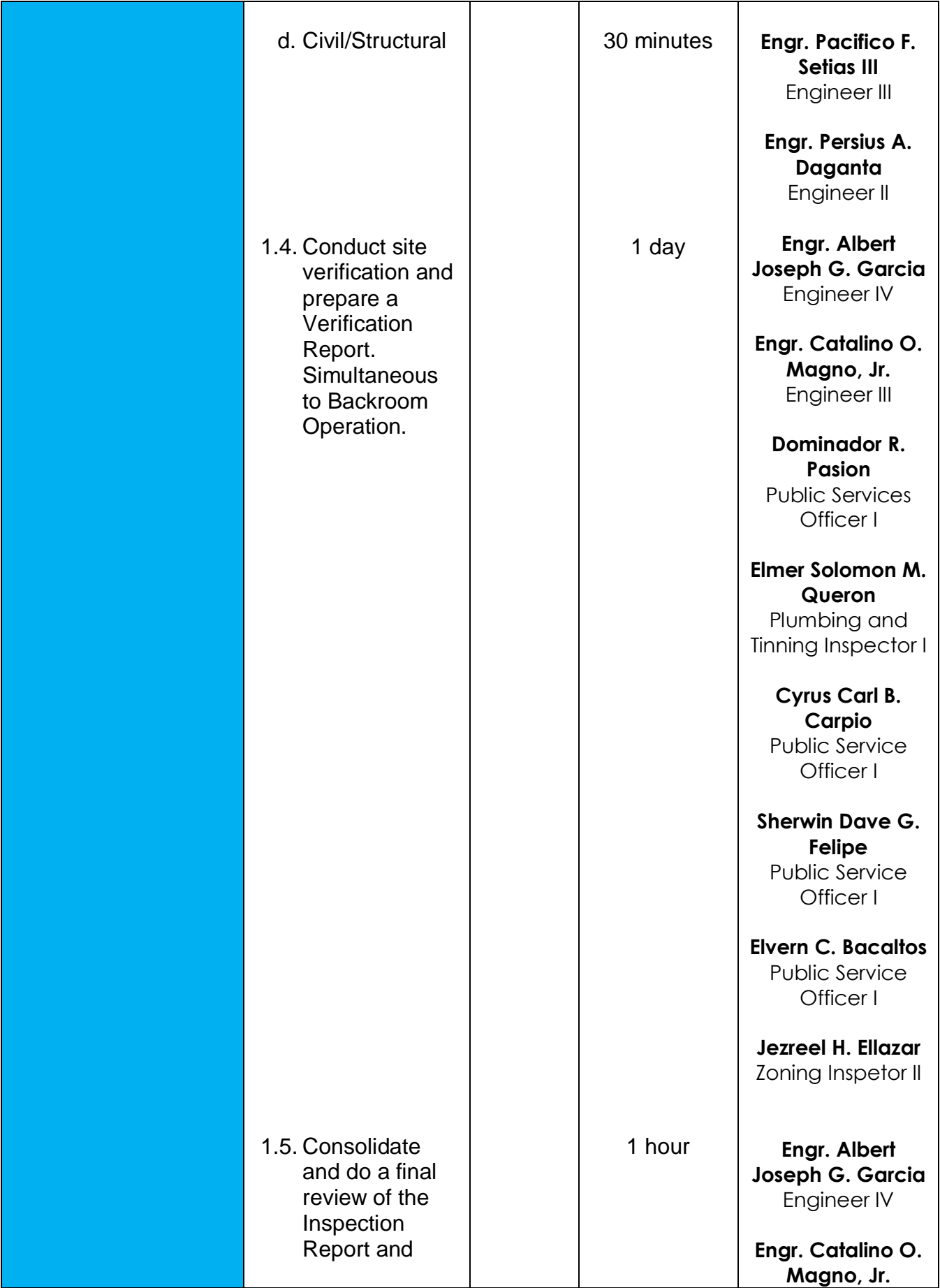
Excavation and ground preparation take place prior to construction of a building; hence, an applicant for Building Permit is required to secure Excavation and Ground Preparation Permit at the same time.

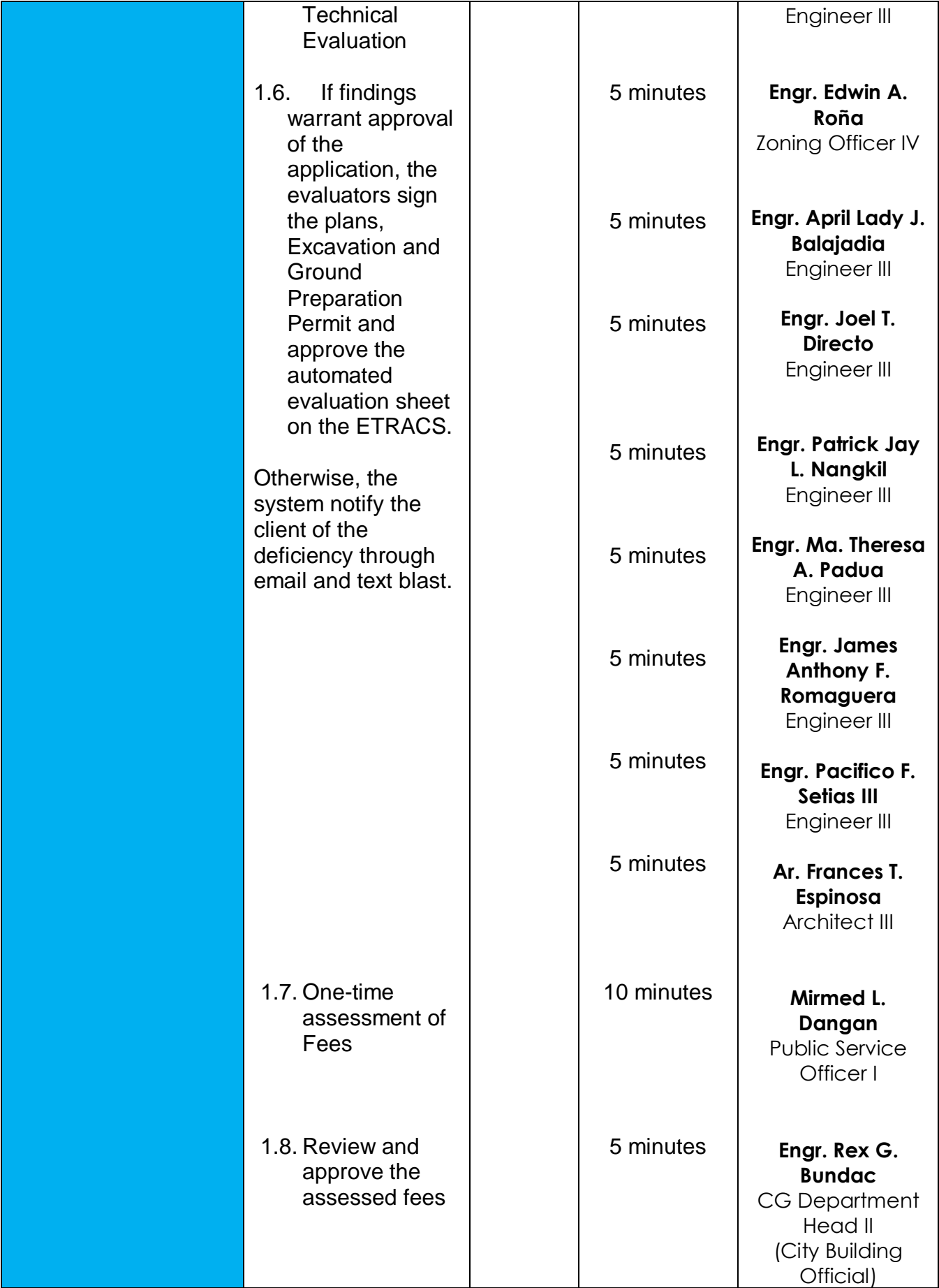
Office or Division:	Office of the City Building Official	
Classification:	Simple	
Type of Transaction:	G2C, G2B and G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Duly accomplished and Notarized Unified Application and Sign Permit Forms (4 original copies)		Log-on to www.puertoprincesa.ph then click the E-Payment and select Building Permit Application under Building and Construction transaction. May go directly to https://www.filipizen.com/partner/palawan_puertoprincesa/services
Excavation Clearance from the Barangay (1 original copy, 3 photocopies)		Concerned Barangay signed by Punong Barangay or his/her authorized representative
Certified true copy of Original Certificate of Title/Transfer Certificate of Title (1 original copy, 3 photocopies)		Register of Deeds
Certified True Copy of Tax Declaration (1 original copy, 3 photocopies)		Office of the City Assessor
Current Real Property Tax Clearance (1 original copy, 3 photocopies)		Office of the City Treasurer
Deed of Absolute Sale (if necessary) (1 original copy, 3 photocopies)		Owner
Methodology for Excavation and Ground preparation, signed and sealed by Civil Engineer (1 original copy, 3-copies)		Licensed Professionals not employed by the City Government of Puerto Princesa
Foundation / Excavation Plan, signed and sealed by Civil Engineer (minimum size: A3) in 4 sets		Licensed Professionals not employed by the City Government of Puerto Princesa
Cash Bond (Section 304, Paragraph 4, NBCP) (1 original copy, 3 photocopies)		Applicant
Valid license (PRC ID) with PTR with specimen signatures (4-photocopies)		Civil Engineer not employed by the City Government of Puerto Princesa
Construction Safety & Health Program (CSHP), NBC MC No. 2, Series of 2011 (1 original copy, 3 photocopies)		DOLE, Safety Professional not employed by the City Government of Puerto Princesa
Sworn Special Power of Attorney for applications filed by authorized		Applicant and Notary Public



representative form them to file/follow up/sign application, and to claim decision on the application (1 original copy, 3 photocopies)	
Valid ID of applicant or representative (4 photocopies)	Applicant/Representative
Logbook for construction	Civil Engineer not employed by the City Government of Puerto Princesa
<p>Other additional documents as may be needed</p> <p>Online Application</p> <ol style="list-style-type: none">1. Log-on to www.puertoprincesa.ph then click the E-Payment and select Building Permit Application under Building and Construction transaction. May go direct to https://www.filipizen.com/partner/palawan_puertoprincesa/services2. Make sure that the Tax Declaration No. of the lot is valid and cleared. All professionals involved in the project should be registered on the system.3. Email verification. Should have an active and valid email address and mobile phone number.4. Proceed to Building Permit/ Excavation and Ground Preparation application. Fill out all necessary details of the project.5. The system will generate Unified Application Form (UAF), Excavation and Ground Preparation application form with QR code.6. Print the UAF and the required ancillary permit application forms.7. Required signature of the applicant, lot owner and signed and sealed by the involved professional on the UAF and Excavation and Ground Preparation Permits application form.	<p>Applicant, Design Professionals not employed by the City Government of Puerto Princesa</p> <p>Owner/applicant/design professionals not employed by the City Government of Puerto Princesa.</p>









	1.9. Issue Order of Payment (OP) upon approval of City Building Official		5 minutes	Mirmed L. Dangan Public Service Officer I
	Otherwise, notify the client of the deficiency through email and text blast.		5 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
2. Payment of Fees and Charges 2.1. Present the OP at the OCBO's designated payment area	2.1. LGU cashier accepts and processes payments. The applicant may do online payment through https://www.filipizen.com/partner/palawan_puertoprincesa/services and select the <u>OSCP Online Billing and Payment</u> transactions.		10 minutes	Revenue Collection Clerk <i>Payment Window</i> Office of the City Treasurer



3. Claiming of the Excavation and Ground Preparation Permit 3.1. Present Claim Stub, valid ID and authorization letter, if applicable, to claim the approved Excavation & Ground Preparation Permit 3.2. Applicant signs the OCBO logbooks signifying receipt	3.1 Prepare/printing of Permit		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
	3.2 Approve and sign the Excavation & Ground Preparation Permit (Ancillary Permit)		5 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
	3.3 Request the client to sign in the Release Logbook and issue the Excavation & Ground Preparation Permit		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)



TOTAL	Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of Building Permit Fees and Other Charges City Ordinance No. 794	1 day and 5 hours & 40 minutes	
	(See Attached TABLE)		
END OF TRANSACTION			

16. Issuance of Certificate of Annual Inspection

The Office of the City Building Official conducts annual inspection of existing and operational industrial, commercial, institutional and all other buildings or structures as per Memorandum Circular No. 3, series of 2011 issued by the Department of Public Works and Highways (DPWH).

Office or Division:	Office of the City Building Official		
Classification:	Complex		
Type of Transaction:	G2C, G2B and G2G		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request letter / compliance with Business-One-Stop-Shop (BOSS) requirements (1 original, 1 photocopy)		Owner/Applicant	
Owner's copy of an approved Occupancy Permit (4 photocopies)		Owner/applicant	
Approved Building Plan as basis of inspection		Owner/applicant	



In case of renewal: Copy of an approved Annual Building Inspection Certificate and Annual Inspection Checklist		Owner/applicant		
A sworn Special Power of Attorney, for applications filed by an authorized representative for the representative to file/follow up/sign the application, and to claim decision on the application (1 original copy, 3 photocopies)		Owner/applicant		
Valid ID of applicant or representative (4 photocopies)		Applicant/representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application	1.1 Receive request letter and duly accomplished Annual Inspection Checklist Form	Based on the National Building Code of the Philippines (PD 1096)	30 minutes	Engr. Pacifico F. Setias III Engineer III
	RETURN, if not compliant.			Engr. Jolina Mari A. Cayapas Engineer II
				Engr. Neil Kenneth P. Guinto Engineer II
	1.2 Conduct Documents verification and Plan Evaluation		1 day	Engr. Joel T. Directo Engineer III
	1.3 Notify the client for the schedule of Annual Building Inspection		5 minutes	Engr. Persius A. Daganta Engineer II
				Engr. Joven G. Dela Cruz Engineer II
				Engr. Mark Vincent S. Edillor Engineer II
Engr. Neil Kenneth P. Guinto Engineer II				



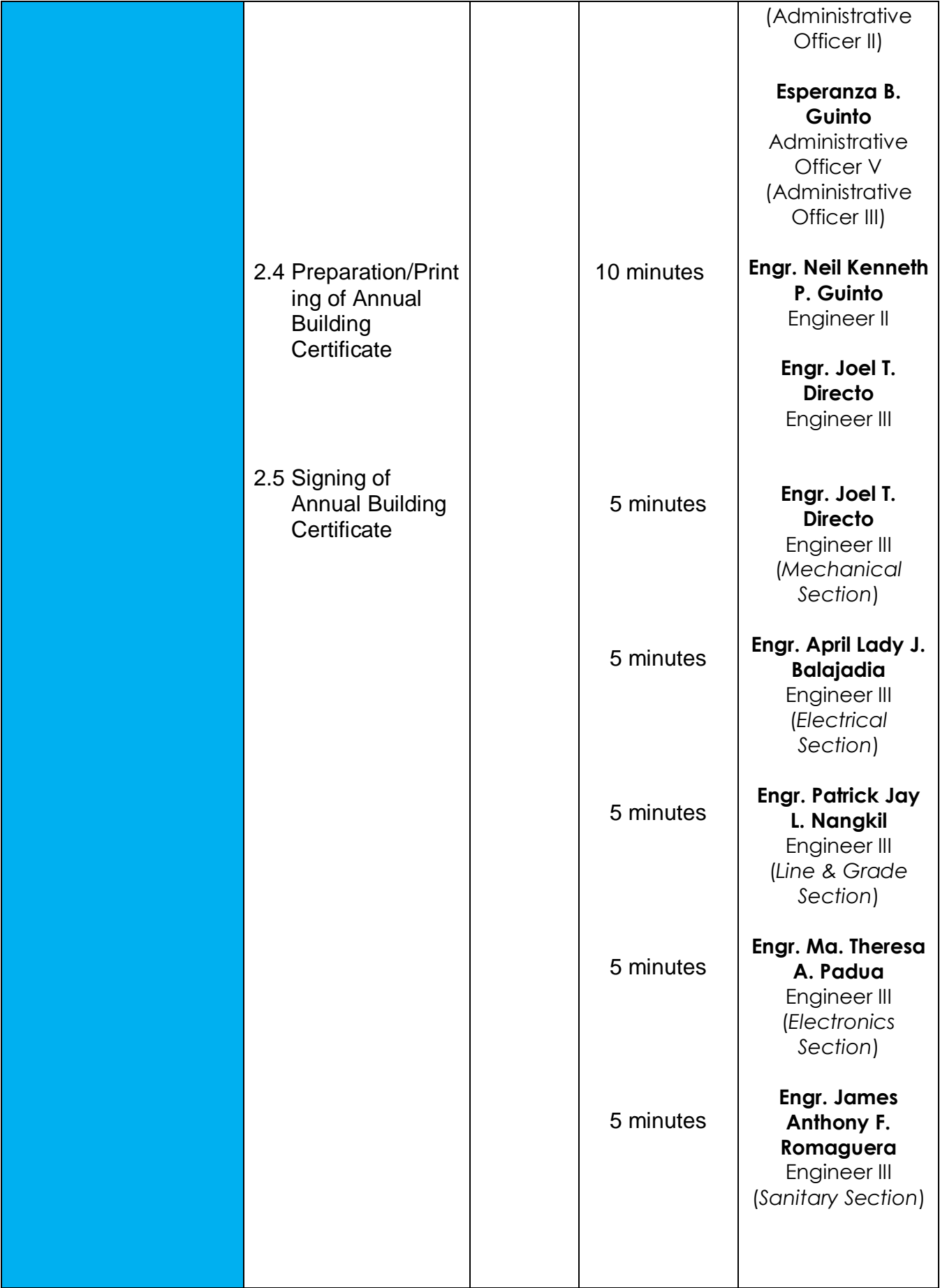
	1.4	Conduct inspection and prepare inspection report.		2 days	VACANT Engineer II
					Engr. Persius A. Daganta Engineer II
					Engr. Joven G. Dela Cruz Engineer II
					Engr. Mark Vincent S. Edillor Engineer II
					Engr. Neil Kenneth P. Guinto Engineer II
					Engr. Jolina Mari A. Cayapas Engineer II
	1.5	Consolidate and do a final review of the Inspection Report and Technical Evaluation		1 day	VACANT Engineer II
					Engr. Persius A. Daganta Engineer II
					Engr. Joven G. Dela Cruz Engineer II
					Engr. Mark Vincent S. Edillor Engineer II
					Engr. Neil Kenneth P. Guinto Engineer II
					Engr. Jolina Mari A. Cayapas Engineer II



	1.6 If findings warrant approval of the application, the evaluators sign the as-built plans and evaluation sheet.		1 hour	Engr. Joel T. Directo Engineer III Engr. April Lady J. Balajadia Engineer III Engr. Patrick Jay L. Nangkil Engineer III Engr. Ma. Theresa A. Padua Engineer III Engr. James Anthony F. Romaguera Engineer III Engr. Pacifico F. Setias III Engineer III Ar. Frances T. Espinosa Architect III Engr. Edwin A. Roña Zoning Officer IV Engr. Learsy R. Guinto Zoning Officer III
	1.7 Assessment of Fees		5 minutes	Mirmed L. Dangan Public Service Officer I
	1.8 Advise the applicant to secure Order of Payment thru text		5 minutes	Esperanza B. Guinto Administrative Officer V



	Otherwise, notify the client of the deficiency through text			(Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
2 Payment of Fees and Charges				
2.1 Return to OCBO and secure Order of Payment (OP)	2.1 Releases Order of Payment to the applicant (applicant signs in the logbook)		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
2.2 Present the OP at the OCBO's designated payment area	2.2 LGU cashier accepts and processes payments.		10 minutes	Revenue Collection Clerk Office of the City Treasurer
2.3 Receives Official receipt (OR) from the collection officer and submits two (2) photocopies of the OR to the receiving area	2.3 Check the OR including photocopies		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV





	2.6 Notify clients thru text using e-portal		5 minutes	Engr. Pacifico F. Setias III Engineer III (Structural Section)
			5 minutes	Ar. Frances T. Espinosa Architect III (Architectural Section)
			5 minutes	Engr. Edwin A. Roña Zoning Officer IV (Land Use & Zoning Department)
			5 minutes	Engr. Pacifico F. Setias III Engineer III
			5 minutes	Assistant City Building Official
			5 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
			5 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV



	2.7 Record Annual Building Certificate in the Release Logbook		5 minutes	<p>(Administrative Officer II)</p> <p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p>
<p>3. Claiming of the Certificate</p> <p>3.1. Present valid ID and authorization letter, if applicable, to claim the approved Certificate</p>	3.1 Verify the documents presented and release the documents		5 minutes	<p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p>



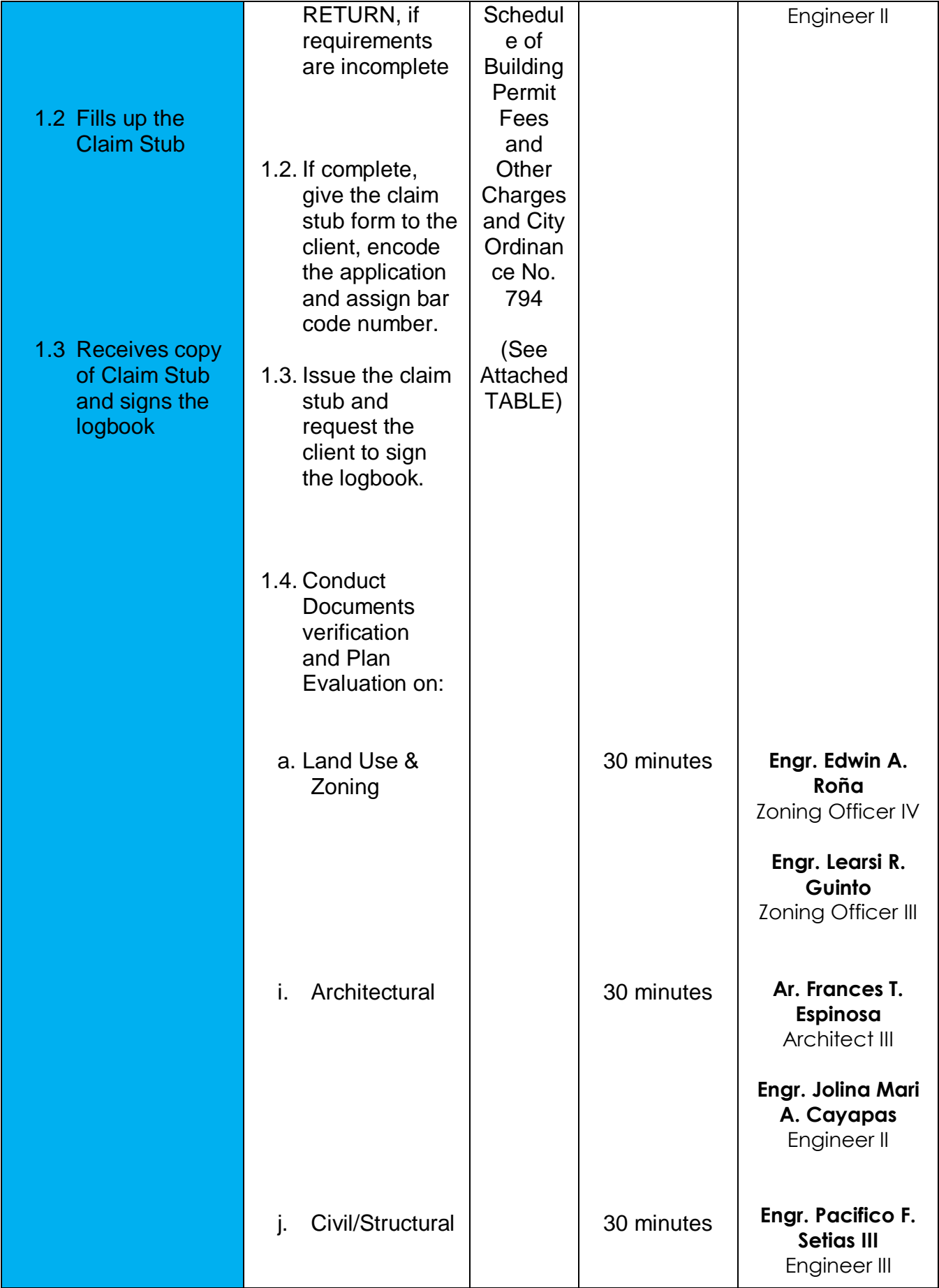
3.2. Applicant signs the OCBO logbooks signifying receipt	3.2 Request the client to sign in the Release Logbook and issue the Certificate		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
TOTAL		Based on the National Building Code of the Philippines (PD 1096)	4 days, 3 hours & 30 minutes up to 7 days maximum	
END OF TRANSATION				



17. Change of Use

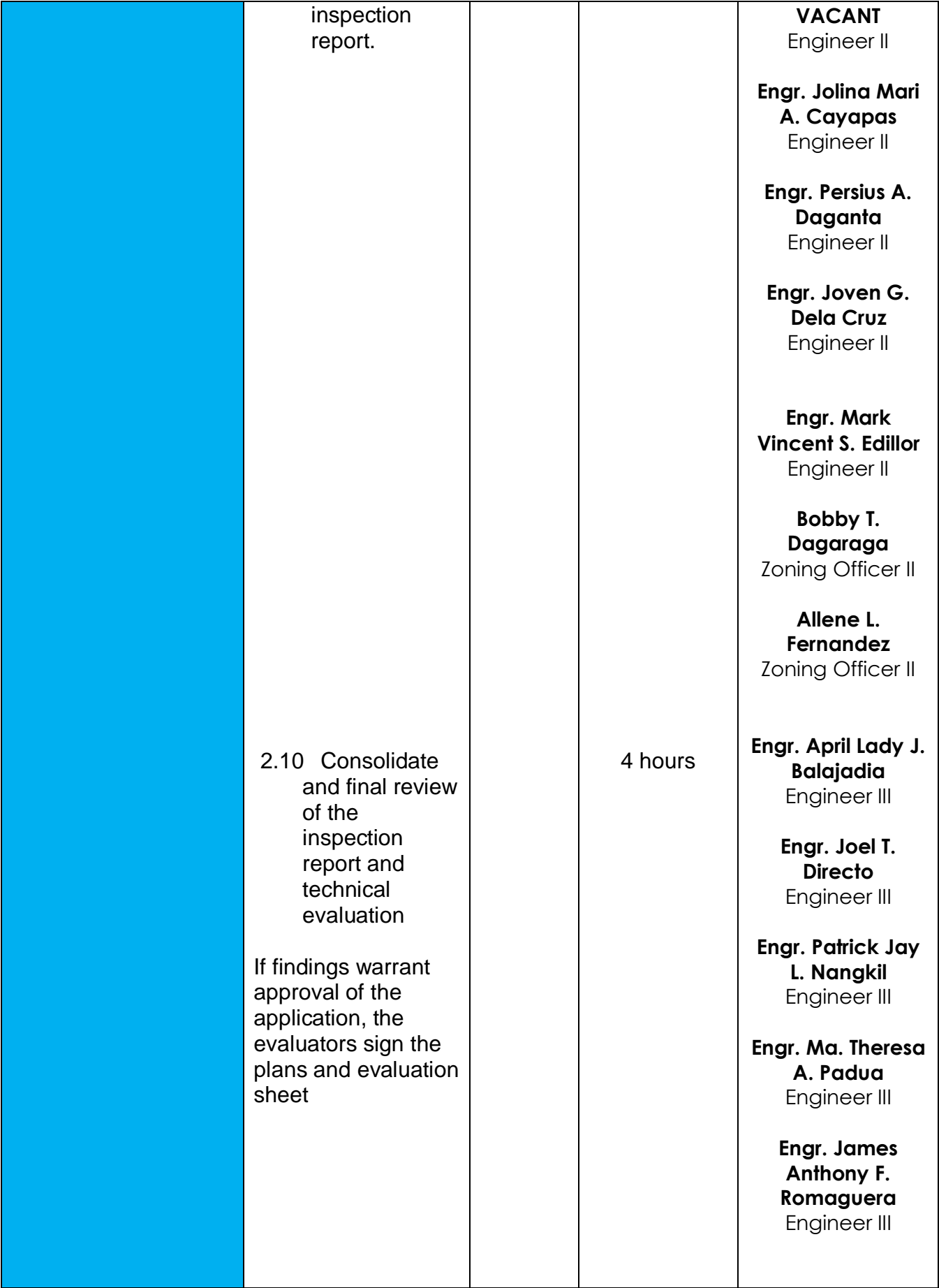
No change shall be made in the character of occupancy or use of any building which would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless such building is made to comply with the requirements of the Code for such division or group of occupancy. The character of occupancy of existing buildings may be changed subject to the approval of the City Building Official and the building may be occupied for purposes set forth in other Groups: Provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.

Office or Division:	Office of the City Building Official			
Classification:	Complex			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Change of Use application form (4 original copies)		Frontline Personnel/receiving section of the office		
Signed and Sealed As-built Plans (minimum size: A3) in 4 sets		Licensed Professionals not employed by the City Government of Puerto Princesa		
Valid Licenses of all involved Professionals (PRC ID, PTR) with specimen signature (4-photocopies)		Licensed Professionals not employed by the City Government of Puerto Princesa		
Owner's copy of approved Building and Occupancy Permits (4-photocopies)		Owner		
A sworn Special Power of Attorney, for applications filed by authorized representative for the representative to file/follow up/signed application, and to claim decision on the application (1 original copy, 3 photocopies)		Applicant		
Valid ID of applicant or representative (4 photocopies)		Applicant/Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application				
1.1 Submission of the application for the Change of Use and documentary requirements.	1.1. Receive the required documents and check for completeness of the requirements.	Based on NBCDO Memorandum Circular No. 1, Series of 2004: New	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II Engr. Neil Kenneth P. Guinto





	k. Sanitary/ Plumbing, if applicable		30 minutes	Engr. Persius A. Daganta Engineer II Engr. James Anthony F. Romaguera Engineer III Engr. Mark Vincent S. Edillor Engineer II
	l. Electrical		30 minutes	Engr. April Lady J. Balajadia Engineer III Engr. Joven G. Dela Cruz Engineer II
	m. Mechanical, if applicable		30 minutes	Engr. Joel T. Directo Engineer III Engr. Neil Kenneth P. Guinto Engineer II
	n. Electronics, if applicable		30 minutes	Engr. Ma. Theresa A. Padua Engineer III
	2.8 Endorse application for Fire Safety Inspection Certificate (FSIC) at the BFP		3 days	BFP Fire Marshal
	2.9 Conduct inspection and prepare		4 hours	Engr. Neil Kenneth P. Guinto Engineer II





	<p>2.11 Assessment of Fees</p> <p>2.12 Advise the applicant to secure Order of Payment thru text</p> <p>Otherwise, notify the client of the deficiency through text</p>		<p>30 minutes</p> <p>5 minutes</p>	<p>Engr. Pacifico F. Setias III Engineer III</p> <p>Ar. Frances T. Espinosa Architect III</p> <p>Mirmed L. Dangan Public Service Officer I</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p>
<p>2. Payment of Fees and Charges</p> <p>2.4 Return to OCBO and secure Order of Payment (OP)</p>	<p>2.1. Releases Order of Payment to the applicant (applicant signs in the logbook)</p>		<p>5 minutes</p>	<p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p>



2.5 Present the OP at the OCBO's designated payment area 2.6 Receives Official receipt (OR) from the collection officer and submits one (1) photocopy of the OR to the receiving area	2.2. LGU cashier accepts and processes payments.		10 minutes	Revenue Collection Clerk Office of the City Treasurer
	2.3. Check the OR including photocopies and request the applicant to sign the logbook.		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
3. Claiming of the Certificate 3.1. Present valid ID and/or authorization letter, if applicable, to claim the approved Certificate	3.1 Prepare/printing of Certificate		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
	3.2 Approve and sign the Certificate		5 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)



3.2. Applicant signs the OCBO logbooks signifying receipt	3.3 Assign Certificate number		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
	3.4 Check the documents and request the client to sign in the Release Logbook and issue the Certificate		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
TOTAL		Based on NBCDO Memorandum Circular No. 1, Series of 2004: New Schedule of	4 days, 5 hour & 20 minutes Up to 7 days maximum	



	Building Permit Fees and Other Charges and City Ordinance No. 794 (See Attached TABLE)		
END OF TRANSACTION			

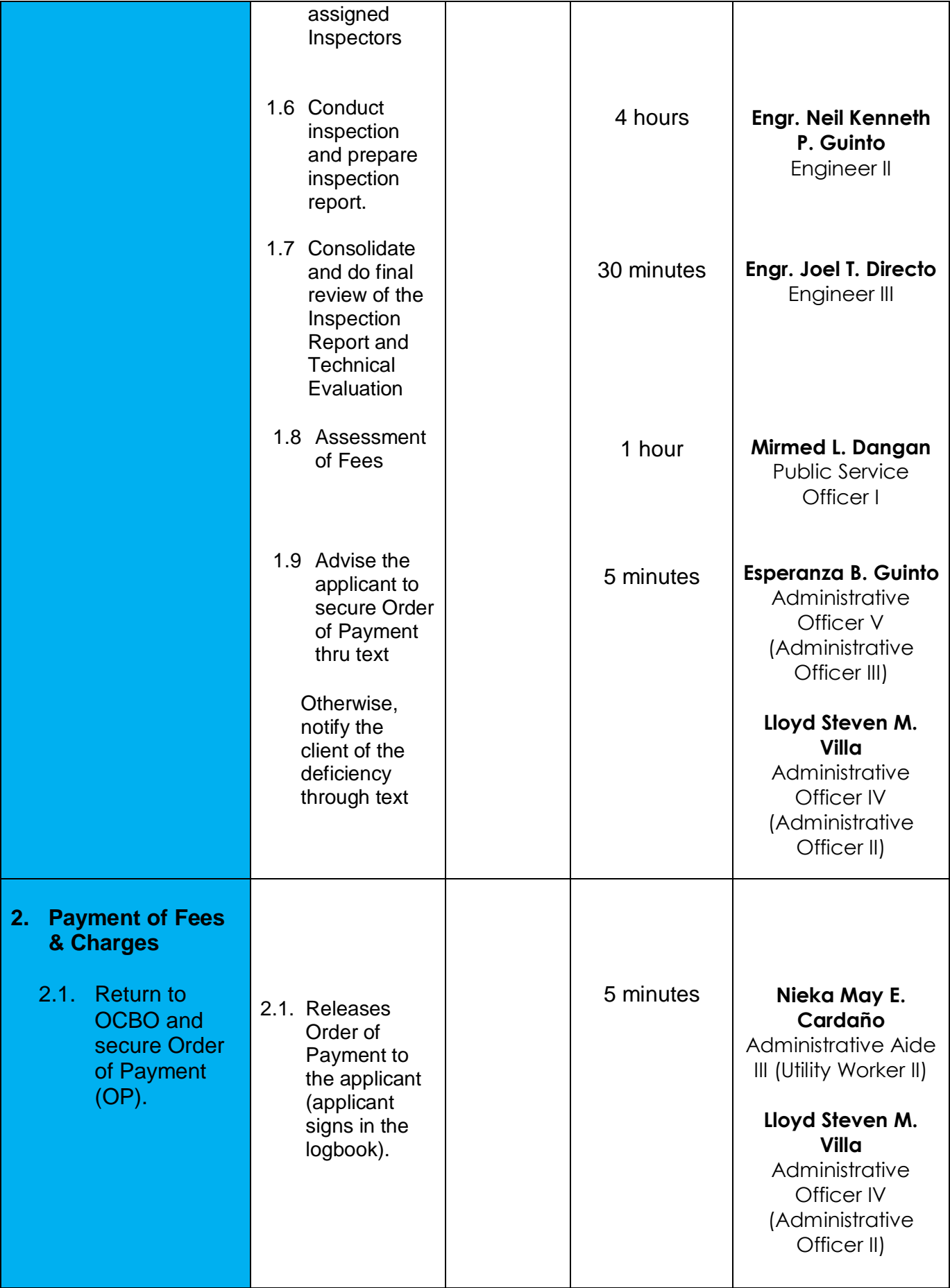
18. Issuance of Certificate of Operation/ Permit-to-Operate

The Office of the City Building Official Issues a Certificate of Operation to ensure that the mechanical equipment installation conforms to safety standards prior to use.

Office or Division:	Office of the City Building Official / Mechanical Section		
Classification:	Complex / Highly Technical		
Type of Transaction:	G2C, G2B and G2G		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For New Mechanical Equipment Installation			
Photocopy of Approved Mechanical Permit		Owner/Applicant	
Photocopy of approved Mechanical Plan/as-built plan		Owner/applicant	
Photocopy of Mechanical Completion Form		Equipment Contractor/Supplier	
Copy of the following: <u>For Brand New Mechanical Equipment</u> 1.Commissioning & Testing Report 2.Engineer's Report <u>For 2nd Hand Mechanical Equipment</u> 1.Latest Preventive Maintenance Service (PMS) Report 2.Latest/Updated Logbook Record		Owner/applicant	
Valid licenses (PRC ID) & current PTR of all involved professionals with three (3) specimen signature and must be dry sealed (3 photocopies).		Design Professionals/Project Engineers in-charge of construction not employed by the City Government of Puerto Princesa	
Official Receipt for Annual Certificate of Operation		Treasurer's Office	



For Renewal of Certificate-of-Operation				
Expired Copy of Issued Certificate of Operation		Owner/Applicant		
Official Receipt for Annual Certificate-of-Operation		Treasurer's Office		
For 15 years & above installed mechanical equipment: i. Mechanical Safety Certificate ii. Mechanical Safety Inspection Report		Professional Mechanical Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application 1.1. Submission of request for inspection and documentary requirements 1.2 Fills up the Claim Stub 1.3 Receives copy of Claim Stub and signs the logbook	1.1 Receive the request for inspection, RETURN, if not compliant.	Based on the National Building Code of the Philippines (PD 1096)	30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Public Services Officer I Engr. Neil Kenneth P. Guinto Engineer II
	1.2 If complete, give the claim stub form to the client.		1 hour	Engr. Neil Kenneth P. Guinto Engineer II Engr. Joel T. Directo Engineer III
	1.3 Issue the claim stub and request the client to sign the logbook.			
	1.4 Conduct Documents verification and Plan Evaluation			
	1.5 Prepare Notice of Inspection and Mission Order to		5 minutes	Engr. Neil Kenneth P. Guinto Engineer II





2.2. Present the OP at the OCBO's designated payment area 2.3. Receives Official receipt (OR) from the collection officer and submits one (1) photocopies of the OR to the receiving area	2.2. LGU cashier		10 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Revenue Collection Clerk Office of the City Treasurer
	2.3. Check the OR including photocopies and request the applicant to sign the logbook.		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
	2.4. Posting/ recording of Official Receipts (OR)		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)



	2.5. Assign Permit Number, Preparation & printing of Certificate of Operation		15 minutes	Engr. Neil Kenneth P. Guinto Engineer II Engr. Joel T. Directo Engineer III
	2.6. Approve and sign the Certificate-of-Operation		10 minutes	Engr. Neil Kenneth P. Guinto Engineer II Engr. Joel T. Directo Engineer III Designated Acting Assistant City Building Official Engr. Rex G. Bundac CG Department Head II (City Building Official)
3. Claiming of the Certificate of Operation 3.1. Present Claim Stub, valid ID and authorization letter, if applicable, to claim the approved Certificate of Operation/ Permit-to-Operate 3.2. Applicant signs the OCBO logbooks signifying receipt	3.1. Check the documents and request the client to sign in the Release Logbook and issue the Certificate		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)



TOTAL		Based on the National Building Code of the Philippines (PD 1096)	1 day & 5 minutes	
END OF TRANSACTION				



19. Issuance of Certification of Inspection for Septic Tank/ Sewage Treatment Plant (STP)

The Sanitary/Plumbing Division issues Certification of inspection for Septic Tank/ Sewage Treatment Plant (STP) as a requirement of the Department of Environment and Natural Resources (DENR) or Department of Tourism (DOT) for application of Discharge Permit.

Office or Division:	Office of the City Building Official / Mechanical Section			
Classification:	Complex / Highly Technical			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	Applicants requesting for Certificate of Inspection			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter for Inspection		Lot/ Building Owner		
Approved Occupancy Permit (1 printed copy)		Lot/ Building Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application				
1.1 Submits all the requirements	1.1 Receives and evaluates the completeness of submitted documents RETURN, if requirements are incomplete		30 minutes	Engr. Pacifico F. Setias III Engineer III Engr. Jolina Mari A. Cayapas Engineer II Engr. Neil Kenneth P. Guinto Engineer II
	1.2 Conduct inspection		1 day	Engr. James Anthony F. Romaguera Engineer III Engr. Mark Vincent S. Edillor Engineer II Cyrus Carl B. Carpio Public Service Officer I



	1.3 Prepares/ encodes/ sign the Certification	₱170.00	20 minutes	Engr. James Anthony F. Romaguera Engineer III Engr. Mark Vincent S. Edillor Engineer II
	1.4 Prepare Order of Payment		5 minutes	Mirmed L. Dangan Public Service Officer I
	1.5 Advise the applicant to secure Order of Payment thru text		5 minutes	Esperanza B. Guinto Administrative Officer V (Administrative Officer III) Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
2. Payment of Fees and Charges				
2.1 Return to OCBO and secure Order of Payment (OP)	2.1 Releases Order of Payment to the applicant		5 minutes	Mirmed L. Dangan Public Service Officer I
2.2 Present the OP at the OCBO's designated payment area	2.2 LGU cashier accepts and processes payments.		10 minutes	Revenue Collection Clerk Office of the City Treasurer
3. Claiming of the Certificate				
3.1. Present Claim Stub, valid ID and authorization letter, if	3.1. Check the documents and request the client to sign in the Release		5 minutes	Nieka May E. Cardaño Administrative Aide III (Utility Worker II)



applicable, to claim the approved Certification of Inspection for Septic Tank/ Sewage Treatment Plant (STP)	Logbook and issue the Certificate			Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
3. Applicant signs the OCBO logbooks signifying the receipt				
TOTAL		₱170.00	1 day, 1 hour & 20 minutes	
END OF TRANSACTION				

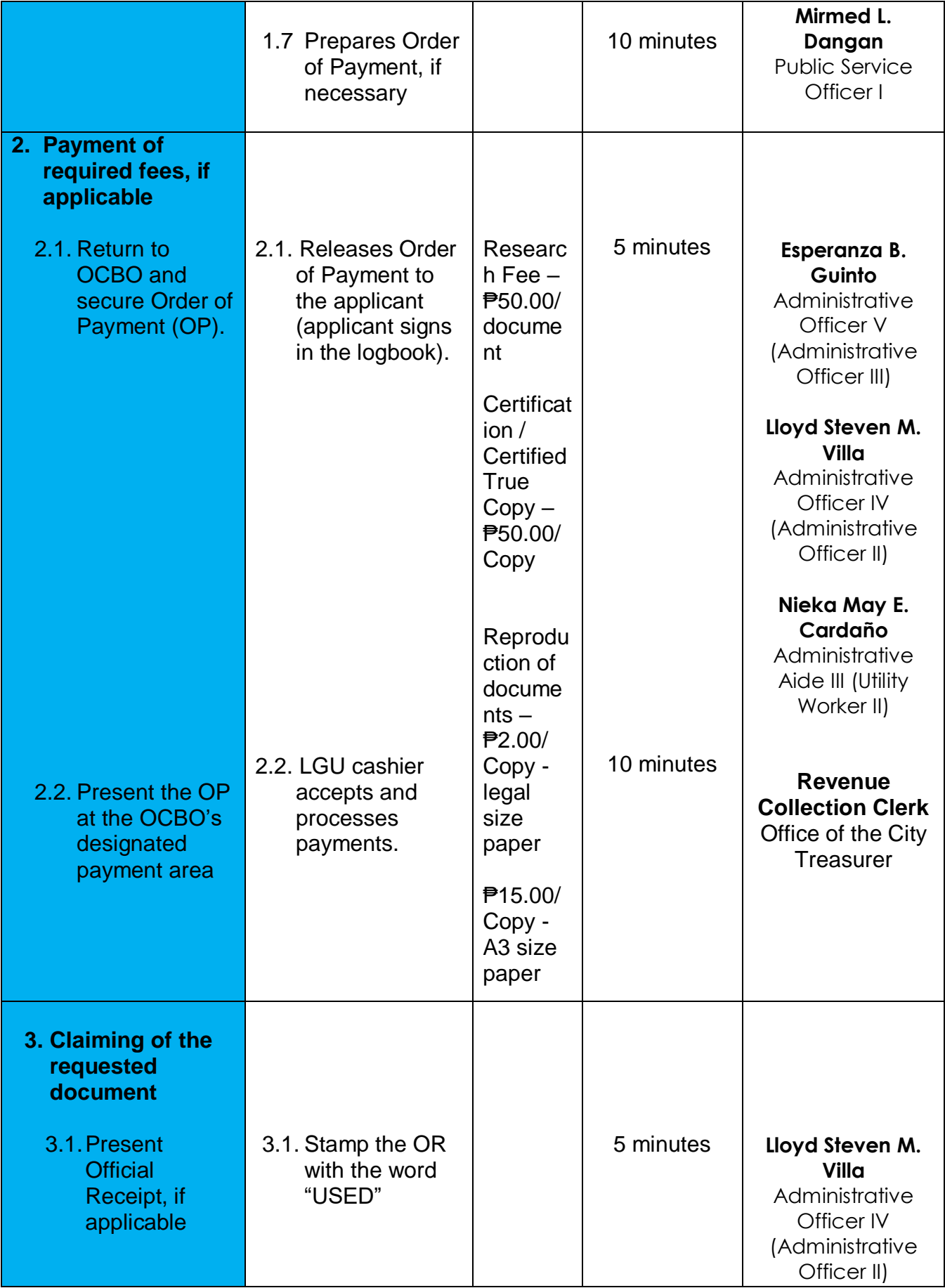
20. Processing of Incoming Communication

Act on various communications and requests received by the Office.

Office or Division:	Office of the City Building Official			
Classification:	Simple/Complex			
Type of Transaction:	G2C, G2B and G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter detailing information of the request (1 original, 1 photocopy) Attachment to the letter request, if applicable		Client / Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of letter request	1.1 Stamp the communication “RECEIVED” with date, time, and signature and give the file copy of the proponent.		10 minutes	Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II) Esperanza B. Guinto



	RETURN, if requirements are incomplete			Administrative Officer V (Administrative Officer III)
	1.2 Encode in the database the content of the communication and attach document/routing slip		5 minutes	Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
				Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
	1.3 Recommend proper action to be undertaken.		10 minutes	Engr. Rex G. Bundac CG Department Head II (City Building Official)
	1.4			
	1.5 Encode instruction of the City Building Official in the database		5 minutes	Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)
				Esperanza B. Guinto Administrative Officer V (Administrative Officer III)
	1.6 Act on the request as per instruction of the City Building Official		3 days (simple) 7 days (complex) 20 days (highly technical)	All Concerned personnel <i>(depending on the instruction of the City Building Official)</i>





3.2. Applicant receives the requested document(s) and signs the OCBO logbooks signifying receipt	3.2. Issue the requested document and request the applicant to sign the logbook.		5 minutes	<p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p> <p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p> <p>Lloyd Steven M. Villa Administrative Officer IV (Administrative Officer II)</p> <p>Esperanza B. Guinto Administrative Officer V (Administrative Officer III)</p> <p>Nieka May E. Cardaño Administrative Aide III (Utility Worker II)</p>
TOTAL		Research Fee – ₱50.00/ document Certification – ₱50.00/ Copy	1 day, 1 hour & 5 minutes (for Simple) 7 days, 1 hour & 5 minutes (for Complex) 20 days, 1 hour & 5 minutes (for Highly Technical)	
END OF TRANSATION				



**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)**

1. BASES OF ASSESSMENT

- 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	J
	₱10,000	₱8,000	₱6,000

3. 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 ₱ 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

Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor area = 75.00 sq. meters
Therefore area bracket is 3.a.iv.
Fee = P 4.80/sq. meter
Building Fee = 75.00 x 4.80 = P 360.00

b. Division A-2

	Area in sq. meters	Fee per sq. meter
i.	Original complete construction up to 20.00 sq. meters ₱ 3.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction 3.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters 5.20
iv.	Above 50.00 sq. meters to 100.00 sq. meters 8.00
v.	Above 100.00 sq. meters to 150.00 sq. meters 8.00
vi.	Above 150.00 sq. meters 8.40



c. Divisions 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, 3

Area in sq. meters		Fee per sq. meter
i.	Up to 5,000	₱ 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 10,000 to 15,000	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 as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 32,000 sq. meters:

First 5,000 sq. meters @ 23.00	₱ 115,000.00
Next 1,000 sq. meters @ 22.00	22,000.00
Next 1,000 sq. meters @ 20.50	20,500.00
Next 1,000 sq. meters @ 19.50	19,500.00
Next 1,000 sq. meters @ 18.00	18,000.00
Next 1,000 sq. meters @ 17.00	17,000.00
Next 5,000 sq. meters @ 16.00	80,000.00
Next 5,000 sq. meters @ 15.00	75,000.00
Next 10,000 sq. meters @ 14.00	140,000.00
Last 2,000 sq. meters @ 12.00	24,000.00
Total Building Fee	₱ 531,000.00

d. Divisions C-2/D-1, 2, 3

Area in sq. meters		Fee per sq. meter
i.	Up to 5,000	₱ 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

NOTE: Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

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.).



4. ELECTRICAL FEES

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

a. Total Connected Load (kVA)

			Fee
i. 5 kVA or less	₱ 200.00	
ii. Over 5 kVA to 50 kVA	200.00	+ ₱ 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	+ ₱ 4.00/kVA
iii. Over 50 kVA to 300 kVA	220.00	+ 2.00/kVA
iv. Over 300 kVA to 1,500 kVA	720.00	+ 1.00/kVA
v. Over 1,500 kVA to 6,000 kVA	1,920.00	+ 0.50/kVA
vi. Over 6,000 kVA	4,170.00	+ 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	₱ 30.00/pole
ii. Guying Attachment	₱ 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	₱ 15.00	₱ 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.

5. MECHANICAL FEES

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i. Refrigeration (cold storage), per ton or fraction thereof ₱	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.		

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

1.10 kW per ton, for compressors up to 5 tons capacity.
1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

3.50 kW per ton, for compressors up to 50 tons capacity.
3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
0.80 kW per ton, for above 5 up to 50 tons capacity.
0.70 kW per ton, for compressors above 50 tons capacity.

b. Escalators and Moving Walks, funiculars and the like:

i. Escalator and moving walk, per lineal meter or fraction thereof ₱	10.00
ii. Escalator and moving walks up 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 lineal meter or fraction thereof	200.00
(a) Per lineal meter travel	20.00
v. Cable car, per lineal meter or fraction thereof	40.00
(a) Per lineal meter travel	5.00



c. Elevators, per unit:

i. Motor driven dumbwaiters	₱	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

d. Boilers, per kW:

i. Up to 7.5 kW	₱	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
vii. Every kW or fraction thereof above 74 kW		5.00

NOTE:

- (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.
- (b) Steam from this boiler used to propel any prime-mover is exempted from fees.
- (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e. Pressurized water heaters, per unit ₱ 200.00

f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof ₱ 60.00

g. Automatic fire sprinkler system, per sprinkler head ₱ 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	₱	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 ₱ 20.00

j. Gas Meter, per unit ₱ 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 ₱ 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	₱	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	₱	60.00
n. Other Machinery /Equipment for commercial /Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof	₱	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 meters or fraction thereof	₱	10.00
p. Weighing Scale Structure, per ton or fraction thereof	₱	50.00

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

6. 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".	₱	24.00
b. Every fixture in excess of one unit:		
i. Each water closet	₱	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	₱	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	₱	2.00
i. 12 to 25 mm ø	₱	8.00
ii. Above 25 mm ø		10.00



- e. Construction of septic tank, applicable in all Groups
- | | | |
|--|---|-------|
| i. Up to 5.00 cu. meters of digestion chamber | ₱ | 24.00 |
| ii. Every cu. meter or fraction thereof in excess of 5.00 cu. meters | | 7.00 |

7. ELECTRONICS FEES

- 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 ₱ 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 ₱ 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 ₱ 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 ₱ 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	₱ 2.40 per termination
f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	₱ 1,000.00 per location
g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception	₱ 1,000.00 per structure
h. Electronic or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc.	₱ 50.00 per unit
i. Poles and attachment:		
i. Per Pole (to be paid by pole owner)	₱ 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	₱ 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 ₱ 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	₱	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, per unit or fraction thereof:			
(a) Residential GROUP A		6.00
(b) GROUP B, E, F, G		18.00
(c) GROUP C, D, H		12.00

e. Construction of firewalls separate from the building:

i. Per sq. meter or fraction thereof	₱	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.....	₱ 500.00	₱ 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 ₱ 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	₱ 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	₱	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. Every cu. m or fraction thereof in excess of 2.00 cu. meters	₱	12.00
	ii. For all other than Groups A and B up to 10.00 cu. meters		480.00
	(a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters		24.00
l.	Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume	₱	7.00
m.	Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:			
	i. Above ground, up to 10.00 cu. meters	₱	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 thereof of excavation	₱	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	₱	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	₱	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. Multi-level interment inches per sq. meter, per level		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	₱	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.			
(a) Inspection and Verification Fee	₱	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
c. Fencing Fees:			
i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	₱	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 lineal meter		2.40
d. Construction of Pavements, up to 20.00 sq. meters	₱	24.00
e. In excess of 20 sq. meters 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	₱	3.00
f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month	₱	240.00
i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters	₱	12.00



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

- | | | |
|--|---|--------|
| i. Up to 10.00 meters in length | P | 150.00 |
| ii. Every lineal 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 |
| (a) 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	P36.00, min. fee shall be P124.00	P46.00, min. fee shall be P200.00
Illuminated	P18.00, min. fee shall be P72.00	P38.00, min. fee shall be P150.00
Others	P12.00, min. fee shall be P40.00	P20.00, min. fee shall be P110.00
Painted-on	P8.00, min. fee shall be P30.00	P12.00, min. fee shall be P100.00

i. Repairs Fees:

- | | | |
|---|---|------|
| i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in 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 (P5,000.00) shall be charged 1% 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. | |



k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

i. Buildings in all Groups per sq. meter floor area	₱	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

10. Certificates of Use or Occupancy (Table II.G.1. for fixed costing)

a. Division A-1 and A-2 Buildings:

i. Costing up to ₱150,000.00	₱	100.00
ii. Costing more than ₱150,000.00 up to ₱400,000.00		200.00
iii. Costing more than ₱400,000.00 up to ₱850,000.00		400.00
iv. Costing more than ₱850,000.00 up to ₱1,200,000.00		800.00
v. Every million or portion thereof in excess of ₱1,200,000.00		800.00

b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

i. Costing up to ₱150,000.00	₱	200.00
ii. Costing more than ₱150,000.00 up to ₱400,000.00		400.00
iii. Costing more than ₱400,000.00 up to ₱850,000.00		800.00
iv. Costing more than ₱850,000.00 up to ₱1,200,000.00		1,000.00
v. Every million or portion thereof in excess of ₱1,200,000.00		1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:

i. Costing up to ₱150,000.00	₱	150.00
ii. Costing more than ₱150,000.00 up to ₱400,000.00		250.00
iii. Costing more than ₱400,000.00 up to ₱850,000.00		600.00
iv. Costing more than ₱850,000.00 up to ₱1,200,000.00		900.00
v. Every million or portion thereof in excess of ₱1,200,000.00		900.00

d. Division J-I Buildings/structures:

i. With floor area up to 20.00 sq. meters	₱	50.00
ii. With floor area above 20.00 sq. meters up to 500.00 sq. meters		240.00
iii. With floor area above 500.00 sq. meters up to 1,000.00 sq. meters		360.00
iv. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters		480.00
v. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters		1,200.00
vi. With floor area above 10,000.00 sq. meters		2,400.00



e. Division J-2 Structures:

- i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.
- ii. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.
- iii. Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
 - (a) First 10.00 meters of height from the ground ₱ 800.00
 - (b) Every meter or fraction thereof in excess of 10.00 meters 50.00
- f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected ₱ 5.00

11. Annual Inspection Fees

a. Divisions A-1 and A-2:

- i. Single detached dwelling units and duplexes are not subject to annual inspections
- ii. If the owner request inspections, the fee for each of the services enumerated below is ₱ 120.00
 - Land Use Conformity
 - Architectural Presentability
 - Structural Stability
 - Sanitary and Health Requirements
 - Fire-Resistive Requirements

b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

- i. Appendage of up to 3.00 sq. meters/unit ₱ 150.00
- ii. Every sq. meter or fraction thereof in excess of 3.00 sq. meters 50.00
- iii. Floor area of up to 100.00 sq. meters 120.00
- iv. Above 100.00 sq. meters up to 200.00 sq. meters 240.00
- v. Above 200.00 sq. meters up to 350.00 sq. meters 480.00
- vi. Above 350.00 sq. meters up to 500.00 sq. meters 720.00
- vii. Above 500.00 sq. meters up to 750.00 sq. meters 960.00
- viii. Above 750.00 sq. meters up to 1,000.00 sq. meters 1,200.00
- ix. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters 1,200.00

c. Divisions C-1, 2, Amusement Houses, Gymnasia and the like:

- i. First class cinematographs or theaters ₱ 1,200.00
- ii. Second class cinematographs or theaters 720.00
- iii. Third class cinematographs or theaters 520.00
- iv. Grandstands/Bleachers, Gymnasia and the like 720.00

d. Annual plumbing inspection fees, each plumbing unit ₱ 60.00



e. Electrical Inspection Fees:

- i. A one-time electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
- ii. Annual Inspection Fees are the same as in Section 4.e.

f. Annual Mechanical Inspection Fees:

i.	Refrigeration and Ice Plant, per ton:		
	(a) Up to 100 tons capacity	₱ 25.00
	(b) Above 100 tons up to 150 tons	20.00
	(c) Above 150 tons up to 300 tons	15.00
	(d) Above 300 tons up to 500 tons	10.00
	(e) Every ton or fraction thereof above 500 tons	5.00
ii.	Air Conditioning Systems: Window type air conditioners, per unit	40.00
iii.	Packaged or centralized air conditioning systems:		
	(a) First 100 tons, per ton	25.00
	(b) Above 100 tons up to 150 tons	20.00
	(c) Above 150 tons up to 300 tons	15.00
	(d) Above 300 tons up to 500 tons	10.00
	(e) Every ton or fraction thereof above 500 tons	5.00
iv.	Mechanical Ventilation, per unit, per kW:		
	(a) Up to 1 kW	10.00
	(b) Above 1 kW to 7.5 kW	50.00
	(c) Every kW above 7.5 kW	20.00
v.	Escalators and Moving Walks; Funiculars and the like:		
	(a) Escalator and Moving Walks, per unit	120.00
	(b) Funiculars, per kW or fraction thereof	50.00
	(c) Per lineal meter or fraction thereof of travel	10.00
	(d) Cable Car, per KW or fraction thereof	25.00
	(e) Per lineal meter of travel	2.00
vi.	Elevators, per unit:		
	(a) Passenger elevators	500.00
	(b) Freight elevators	400.00
	(c) Motor driven dumbwaiters	50.00
	(d) Construction elevators for materials	400.00
	(e) Car elevators	500.00
	(f) Every landing above first five (5) landings for all the above elevators	50.00
vii.	Boilers, per unit:		
	(a) Up to 7.5 kW	400.00
	(b) 7.5 kW up to 22 kW	550.00
	(c) 22 kW up to 37 kW	600.00
	(d) 37 kW up to 52 kW	650.00
	(e) 52 kW up to 67 kW	800.00
	(f) 67 kW up to 74 kW	900.00
	(g) Every kW or fraction thereof above 74 kW	4.00
viii.	Pressurized Water Heaters, per unit	120.00
ix.	Automatic Fire Extinguishers, per sprinkler head	2.00
x.	Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW:		
	(a) Up to 5 kW	55.00
	(b) Above 5 kW to 10 kW	90.00
	(c) Every kW or fraction thereof above 10 kW	2.00



xi.	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:		
	(a) Per kW, up to 50 kW	₱	15.00
	(b) Above 50 kW up to 100 kW		10.00
	(c) Every kW or fraction thereof above 100 kW		2.40
xii.	Compressed air, vacuum, commercial/institutional /industrial gases, per outlet		10.00
xiii.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher		2.00
xiv.	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,		
	(a) Per unit, up to 10 kW		100.00
	(b) Every kW above 10 kW		3.00
xv.	Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:		
	(a) Up to ½ kW		8.00
	(b) Above ½ kW up to 1 kW		23.00
	(c) Above 1 kW up to 3 kW		39.00
	(d) Above 3 kW up to 5 kW		55.00
	(e) Above 5 kW up to 10 kW		80.00
	(f) Every kW above 10 kW or fraction thereof		4.00
xvi.	Pressure Vessels, per cu. Meter or fraction thereof		40.00
xvii.	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof		2.40
xviii.	Weighing Scale Structure, per ton or fraction thereof		30.00
xix.	Testing/Calibration of pressure gauge, per unit		24.00
	(a) Each Gas Meter, tested, proved and sealed, per gas meter		30.00
xx.	Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferries wheel, and the like, per unit		30.00

g. Annual electronics inspection fees shall be the same as the fees in Section 7 of this Schedule.

12. Certifications:

a.	Certified true copy of building permit	₱	50.00
b.	Certified true copy of Certificate of Use/Occupancy		50.00
c.	Issuance of Certificate of Damage		50.00
d.	Certified true copy of Certificate of Damage		50.00
e.	Certified true copy of Electrical Certificate		50.00
f.	Issuance of Certificate of Gas Meter Installation		50.00
g.	Certified true copy of Certificate of Operation		50.00
h.	Other Certifications		50.00

NOTE: The specifications of the Gas Meter shall be:

Manufacturer.....
Serial Number.....
Gas Type.....
Meter Classification/Model.....
Maximum Allowable Operating Pressure – psi (kPa).....
Hub Size - mm (inch).....
Capacity - m3/hr. (ft3/hr.).....