

# City Building Official Division

## External Services

### 1. Processing and Issuance of Building Permit

The Engineering Department / Building Official's Office receives and processes permit applications of an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, Fencing, moving, demolition, or other related works of a specific project/building/structure.

<b>Office/Division:</b>	Engineering Department / Building Official's Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All person, firm or corporation, gov't. agency or institution
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Lot Documents:	
1.1 Copy of Title / TCT / OCT, if lot is titled (2 photocopies)	Registry of Deeds, Mariñas Building, Rizal Avenue corner, W-20 <sup>th</sup> Street
1.2 Tax Declaration, if lot is not titled (2 photocopies)	City Assessor's Office
1.3 Real Property Tax Receipts for the current year, (2 photocopies)	City Treasury Office
1.4 Lot Plan (3 blueprint copies)	Department of Environment and Natural Resources (DENR) Field Office / Private Geodetic Engineer
2. Other Documents:	
2.1 Barangay Certification of actual occupancy (1 original, 1 photocopy)	Barangay Hall (barangay where the property is situated)
2.2 Authority to construct / Extra Judicial Settlement, if applicant is not the lot owner (1 original notarized, 1 photocopy)	Property/Lot Owner
2.3 Forestry Certification, if lot is situated on critical area (1 original, 1 photocopy)	Department of Environment and Natural Resources (DENR) Field Office
2.4 DPWH Clearance, if lot is situated along National Highway (1 original, 1 photocopy)	Department of Public Works and Highway (DPWH) District Office, Castillejos, Zambales
2.5 PUD Clearance (1 original copy)	City Planning and Development Office, 2 <sup>nd</sup> Floor, City Hall Building

<p>2.6 Clearances from other regulatory agencies, as necessary.</p> <p>3. Technical Requirements:</p> <p>3.1 Building Permit Application, signed and sealed by a licensed Architect/Civil Engineer (5 copies)</p> <p>3.2 Building Plans, signed and sealed by a licensed Architect/Civil Engineer (6 blueprint copies)</p> <p>3.3 Bill of Materials and Cost Estimates, signed and sealed by a licensed Architect /Civil Engineer, notarized (6 original copies)</p> <p>3.4 Specifications, signed and sealed by a licensed Architect/Civil Engineer (6 original copies)</p> <p>3.5 Structural Computation and Analysis, signed and sealed by a licensed Architect/Civil Engineer (5 original copies)</p> <p>3.6 Electrical Plans and Application, signed &amp; sealed by a licensed electrical engineer (6 blueprint copies)</p> <p>3.7 Sanitary Plans and Application, signed and sealed by a licensed sanitary engineer (5 blueprint copies)</p> <p>3.8 Mechanical Plans and Application, signed and sealed by a licensed Mechanical Engineer (5 blueprint copies)</p> <p>3.9 Electronics Plans and Application, signed and sealed by a licensed Electronics &amp; Communications Engineer (5 blueprint copies)</p> <p>4.0 Soil Boring Test, if building is 3 Storey and higher (5original copies)</p>		<p>(Appropriate agency/office)</p> <p>Office of the Building Official</p> <p>Private Practitioner Architect/Civil Engineer</p> <p>Private Practitioner Architect/Civil Engineer</p> <p>Private Practitioner Architect/Civil Engineer</p> <p>Private Practitioner Architect/Civil Engineer</p> <p>Private Practitioner Architect/Civil Engineer</p> <p>Private Practitioner Electrical Engineer</p> <p>Private Practitioner Sanitary Engineer</p> <p>Private Practitioner Mechanical Engineer</p> <p>Private Practitioner Electronics and Communications Engineer</p> <p>Private Practitioner Structural Engineer / Soil Testing Laboratory Firms</p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. SECURE Building Permit, ancillary	1. ISSUE building permit, ancillary	None	15 Minutes	Administrative Aide III

and accessory permit Application Forms	and accessory permit application forms, and checklist of requirements.			
2. SUBMIT accomplished building permit application with complete documents to the processing counter	2. EVALUATE / CHECK the completeness of building permit application documents	None	30 Minutes	Administrative Aide III / Administrative Aide I
	3. ENDORSE application to the CPDO for Locational Clearance	None	20 Minutes	Administrative Aide III / Acting Building Official
	4. ENDORSE application to the local BFP for Fire Safety Evaluation Clearance	None	20 Minutes	Administrative Aide III / Acting Building Official
	5. ENDORSE application to the Enforcement Division for Inspection Report and recommendation	None	20 Minutes	Administrative Aide III / Acting Building Official
	6. RECEIVE the issued/approved Zoning/Locational Clearance from the CPDO, log the same on the record book	None	30 Minutes	Administrative Aide I
	7. CONDUCT Site inspection, report, verification, and recommendation	None	1 Day	Area Building Inspector
SECURE approval of the following sections:				
	7. Technical evaluation and signing of plans:	None	6 Days	Office of the Building Official
	7.1. Line and Grade	None		Engineer II
	7.2 Architectural	None		

	7.3 Structural 7.4 Electrical 7.5 Sanitary 7.6 Mechanical a. Electronics	None None None None		Architect II Engineer I Engineer IV Engineer I Executive Assistant III
	8. Review the Building Permit application 9. Approve the Building Permit application	None		Chief Processing/ Acting Building Official Acting Building Official
3. Payment of fees to the Treasury Office; submit the payment receipt to the processing staff	10. Compute the necessary fees:	Refer to Table II.G.1 (a, b, c, d)	30 Minutes	Chief Processing
4. SUBMIT issued/approved Fire Safety Evaluation Clearance to the processing counter	11. RECEIVE the issued/approved Fire Safety Evaluation Clearance from the BFP, log the same on the record book	None	15 Minutes	Administrative Aide III
5. Receive the approved Building Permit	12. Release the approved Building Permit	None	30 Minutes	Administrative Aide I
<b>TOTAL</b>			<b>7 Days, 3 Hours, 30 Minutes</b>	

## ***2. Processing and Issuance of Certificate of Occupancy***

The Engineering Department / Building Official's Office receives and processes applications of an owner/applicant to use or occupy a building or structure or portion thereof.

<b>Office/Division:</b>	Engineering Department / Building Official's Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All person, firm or corporation, gov't. agency or institution

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Completion Forms:	Office of the Building Official
1.1 For Building, signed and sealed by a licensed Architect/Civil Engineer in charge of the construction (3 original copies)	Client
1.2 For Electrical, signed and sealed by a licensed Electrical Engineer (3 original copies)	Client
6. Approved Building and Electrical Plans / As Built Plans (3 sets of blueprint or whiteprint copies)	Client
3.Approved Building, Electrical and Sanitary Permits (3 photocopies each)	Client
4.Receipts of payment of Building, Electrical, Sanitary, Fire Code, CPDO, Zoning Fees, others (3 photocopies each)	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SECURE application forms	1. ISSUE application forms and checklist of requirements		15 Minutes	Administrative Aide
2. ACCOMPLISH and SUBMIT application forms with complete documents to the processing counter	2. EVALUATE / CHECK the completeness of building permit application documents  2.1 SCHEDULE date of inspection	None	30 Minutes  30 Minutes	Administrative Aide IV
3. ACCOMPANY inspection team to the building	3. CONDUCT inspection of building and		1 Day	Technical Evaluators

site	check its compliance to the approved building plans & specifications covered by the issued building permit			
	4. PREPARE endorsement to the BFP for Fire Safety Certificate	None	20 Minutes	Administrative Aide IV / Acting Building Official
	SECURE approval of the following sections:			
	5. SIGNING of Certificate as to compliance with the following (in any order): <ul style="list-style-type: none"> <li>• Line and Grade</li> <li>• Architectural</li> <li>• Structural</li> <li>• Electrical</li> <li>• Sanitary</li> <li>• Mechanical</li> <li>• Zoning Clearance</li> </ul>		5 Days	
4. Payment of fees to the Treasury Office; submit the payment receipt to the processing staff	6. Compute the necessary fees:	Refer to Table II.G.1 (a, b, c, d)	20 Minutes	Chief Processing / CPDO
5. SUBMIT issued/approved Fire Safety Inspection Certificate to the processing counter	7. RECEIVE the issued/approved Fire Safety Inspection Certificate from the BFP, log the same on the record book	None	35 Minutes	Administrative Aide III
	6. Approve the Certificate of Occupancy application	None	1 Days	Acting Building Official

6. Receive the approved Certificate of Occupancy	7. Release the approved Certificate of Occupancy	None	20 Minutes	Administrative Aide IV
<b>TOTAL</b>			<b>7 Days, 2 Hours, 45 Minutes</b>	

### 3. Processing and Issuance of Fencing Permit

The Engineering Department / Building Official's Office receives and processes applications of an owner/applicant to Fencing and do remedial work on any damaged or deteriorated non-structural portion/s of building/structure.

<b>Office/Division:</b>	Engineering Department / Building Official's Office		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All person, firm or corporation, gov't. agency or institution		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Lot Documents:			
1.1 Copy of Title / TCT / OCT, if lot is titled (2 photocopies)		Registry of Deeds, Mariñas Building, Rizal Avenue corner, W-20 <sup>th</sup> Street	
1.2 Tax Declaration of Lot and Building, if lot is not titled (2 photocopies)		City Assessor's Office	
1.3 Real Property Tax Receipts for the current year, (2 photocopies)		City Treasury Office	
1.4 Lot Plan (3 blueprint copies)		Department of Environment and Natural Resources (DENR) Field Office / Private Geodetic Engineer	
2. Other Documents:			
2.1 Barangay Certification of actual occupancy (1 original, 1 photocopy)		Barangay Hall (barangay where the property is situated) Property/Lot Owner	
2.2 Authority to construct / Extra Judicial Settlement, if applicant is not the lot owner (1 original notarized, 1 photocopy)		Property/Lot Owner	
2.3 Forestry Certification, if lot is situated on critical area (1 original, 1 photocopy)		Department of Environment and Natural Resources (DENR) Field Office	
2.4 DPWH Clearance, if lot is located along National Highway (1 original, 1 photocopy)		Department of Public Works and Highway (DPWH) District Office, Castillejos, Zambales	
2.5 PUD Clearance (1 original)		City Planning and Development Office,	



<p>3. Technical Requirements:</p> <p>3.1 Land Use application (2 original notarized copies)</p> <p>3.2 Fencing Permit application form, signed and sealed by a licensed Architect/Civil Engineer (3 original copies)</p> <p>3.3 Floor Plan indicating portion/s to be Fenced and the vicinity/location of the building/structure, signed and sealed by a licensed Architect /Civil Engineer (3 blueprint copies)</p> <p>3.4 Bill of Materials and Cost Estimate, signed and sealed by a licensed Architect/Civil Engineer (3 original copies, notarized)</p>		<p>2<sup>nd</sup> Floor, City Hall Building</p> <p>City Planning and Development Office</p> <p>Office of the Building Official</p> <p>Private Practitioner Architect/Civil Engineer</p> <p>Private Practitioner Architect/Civil Engineer</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SECURE Fencing Permit, ancillary and accessory permit Application Forms	1. ISSUE Fencing permit, ancillary and accessory permit application forms, and checklist of requirements.		15 Minutes	Administrative Aide III
2. SUBMIT accomplished building permit application with complete documents to the processing counter	2. EVALUATE / CHECK the completeness of building permit application documents	None	30 Minutes	Administrative Aide III / Administrative Aide I
	3. ENDORSE application to the CPDO for Locational Clearance	None	20 Minutes	Administrative Aide III / Acting Building Official
	4. ENDORSE application to the local BFP for Fire Safety Evaluation	None	20 Minutes	Administrative Aide III / Acting Building Official

	Clearance (for commercial building only)			
	5. ENDORSE application to the Enforcement Division for Inspection Report and recommendation	None	20 Minutes	Administrative Aide III / Acting Building Official
	6. RECEIVE the issued/approved Zoning/Locational Clearance from the CPDO, log the same on the record book	None	15 Minutes	Administrative Aide I
	7. CONDUCT Site inspection, report, verification, and recommendation	None	1 Day	Area Building Inspector
	SECURE approval of the following sections:			
	13. Technical evaluation and signing of plans:	None	4 Days	Office of the Building Official
	7.1. Line and Grade	None	4 Days	Engineer II
	7.2 Architectural	None	4 Days	Architect II
	7.4 Electrical	None	4 Days	Engineer IV
	7.5 Sanitary	None	4 Days	Engineer I
	7.6 Mechanical	None	4 Days	Executive Assistant III
	b. Electronics			

	14. Review the Fencing Permit application  15. Approve the Fencing Permit application	None	3 Days	Chief Processing /Acting Building Official Acting Building Official
3. Payment of fees to the Treasury Office; submit the payment receipt to the processing staff	16. Compute the necessary fees:	Refer to Table II.G.1 (a, b, c, d)	20 Minutes	Chief Processing
4. SUBMIT issued/approved Fire Safety Evaluation Clearance to the processing counter	17. RECEIVE the issued/approved Fire Safety Evaluation Clearance from the BFP, log the same on the record book	None	15 Minutes	Administrative Aide III
5. Receive the approved Building Permit	18. Release the approved Fencing Permit	None	20 Minutes	Administrative Aide I
<b>TOTAL</b>			<b>5 Days, 2 Hours, 55 Minutes</b>	

## 5. Processing of Road Excavation Permit

The Engineering Department / BOO receives and processes permit applications of an owner/applicant to proceed with the excavation of roads affecting government properties/facilities (e.g. Subicwater line improvement projects)

<b>Office/Division:</b>	Engineering Department / Building Official's Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All person, firm or corporation, gov't. agency or institution			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Sketch Plan/Location Map, Road Damage Permit Form, for Subicwater projects		Subicwater and Sewerage, Inc. Office, SBFZ		
2. Application Letter, for projects other than above (1)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the complete documents to the processing counter	1. Check/verify the documents and receive the application	None	20 Minutes	Administrative Aide IV
	2. Site inspection, report and recommendation.	None	1 Day	Engineer II
2. Payment of fees to the Treasury Office; submit the payment receipt to	3. Compute the necessary fees based on the		30 Minutes	Chief Processing / Administrative

the processing staff	inspection:			Aide IV
3. Bring the Road Damage Permit Form together with the payment receipt, inspection report and certification to the Mayor's Office for approval	4. Prepare/issue a certification on the result of the inspection	None	25 Minutes	Administrative Aide IV / Acting Building Official
4. Bring the approved Road Damage Permit back to the Engineering Department Office/BOO	4. Log the approved Road Damage Permit for record, duplicate the same for office file	None	20 Minutes	Administrative Aide IV
5. Receive the approved Road Damage Permit	5. Release the approved Road Damage Permit	None	5 Minutes	Administrative Aide IV
<b>TOTAL</b>			<b>1 Day, 1 Hour, 25 Minutes</b>	

***6. Processing and Issuance of Electrical Permit for Meter Connection***

The Engineering Department / Building Official's Office receives and processes permit applications of an owner/applicant for Electrical Permit as a requirement for electric meter connection request from the OEDC.

<b>Office/Division:</b>	Engineering Department / Building Official's Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All person, firm or corporation, gov't. agency or institution			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Tax Declaration of Land and Building together with update Real Property Tax (1 photocopy each)		Client		
2. Authorization Letter from the property owner, if applicant is not the owner (1 original copy)		Property Owner		
3. Electrical Plan, signed and sealed by a licensed Electrical Engineer/Professional Electrical Engineer (1 sheet)		Private Practitioner Electrical Engineer		
4. Locational Map (1 original copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the complete documents to the processing counter	1. Evaluate/ check electrical permit application documents	None	15 Minutes	Administrative Aide IV
	2.Site inspection	None	1 Day	Administrative Aide IV/ Administrative Aide III
2.Submit the endorsement to the CPDO	3.Prepare endorsement to the CPDO for PUD Clearance	None	20 Minutes	Administrative Aide IV

3. Bring the requested PUD clearance back to the OBO	4. Compute the necessary fees:	Refer to Table 4. a, b, c, d, e, f	20 Minutes	Acting Building Official
	5. Evaluate and sign the electrical plan	None	1 Day	Electrical Engineer
	6. Approve the Electrical Connection Permit application	None	1 Day	Acting Building Official
4. Receive the approved Electrical Connection Permit	7. Release the approved Electrical Connection Permit	None	15 Minutes	Administrative Aide IV/ Administrative Aide III
<b>TOTAL</b>			<b>2 Days, 3 Hours</b>	

### ***7. Processing and Issuance of Certificate of Annual Inspection***

The Engineering Department / Building Official's Office receives and processes applications for Certificate of Annual Inspection of a business establishment owner.

<b>Office/Division:</b>	Engineering Department / Building Official's Office
<b>Classification:</b>	Complex
<b>Type of</b>	G2B – Government to Business

<b>Transaction:</b>				
<b>Who may avail:</b>		All business owners/operators who want to continue operation		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Receipt of payment of annual renewal of business permit (1 original, 1 photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Pay the necessary permit renewal fee at the Business Permit and Licensing Office (BPLO) One-Stop-Shop	1. Evaluate/ check inspect the building where business is located to determine the actual floor area	Refer to Table A.1,2,3, B,C	2 Hours	One-Stop Shop Representative (BPLO)
2. Bring the payment receipt to the OBO	2. Print the Annual Certificate Inspection Form	None	15 Minutes	Administrative Aide IV/ Annual Building Inspector
	3. Site Inspection		2 Days	OBO Inspector
	4. Approve/sign the Certificate of Annual Inspection	None	1 Day	Acting Building Official
3. Receive the approved Certificate of Annual Inspection at the Business Permit and Licensing Office (BPLO) One-Stop-Shop	5. Record/release the Certificate of Annual Inspection	None	20 Minutes	One-Stop Shop Representative
<b>TOTAL</b>			<b>3 Day, 2 Hours, 35 Minutes</b>	



## 8. Processing and Issuance of Signboard Permit

The Engineering Department / Building Official's Office receives and processes permit applications to erect / install a signboard or sign structure of an owner/applicant for operating a business.

<b>Office/Division:</b>	Engineering Department / Building Official's Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	All person, firm or corporation, gov't. agency or institution			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1.Application form with drawing, plan, dimension, and text of signage (1 original copy)			Client	
2. Structural Analysis for signs with structural members, signed and sealed by a licensed civil/structural engineer (3 original copies)			Private Practitioner Civil / Structural Engineer	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the complete documents to the processing counter	1. Evaluate/ check the signage permit application documents	None	15 Minutes	Administrative Aide IV
	2. Site inspection, report and recommendation	None	1 Day	Area Building Inspector
3. Pay the necessary fees to the Treasury Office; bring the payment receipt to the Engineering Department Office/BOO	3.Compute the necessary fees:	Refer to Table 5b, 6.a, b, c, d, e,	20 Minutes	Chief Processing/ Admin A
	4. Evaluate and sign the Structural Plan	None	3 Days	Technical Evaluator

	and/or Electrical Plan			
	5. Approve Signboard Permit application	None	1 Days	Acting Building Official
4. Receive the approved Signboard Permit	6. Release the approved Signboard Permit	None	20 Minutes	Administrative Aide IV
<b>TOTAL</b>			<b>5 Days, 2 Hours, 55 Minutes</b>	

## 9. Receiving of Correspondence

The Engineering Department / Building Official's Office receives any written or digital communication which may come in the form of letters, memoranda, emails, postal mail, and other documents submitted by clients. All correspondences are received / recorded on a logbook and acted upon appropriately.

<b>Office/Division:</b>	Engineering Department / Building Official's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Correspondence (1 original, 1 photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Correspondence to Receiving Desk	1. Receive the Correspondence	None	5 Minutes	Administrative Aide
	1.1 Record/log the correspondence, course through the office head	None	10 Minutes	Administrative Aide

	for personnel assignment and the required course of action			
	2. Endorse the correspondence to the personnel assigned to make the required course of action	None	10 Minutes	Administrative Aide
	3. Site Inspection	None	1 Day	Chief Enforcement/ OBO Inspector
	4. Inspection Report and Recommendation	None	1 Hour	Chief Enforcement
<b>TOTAL</b>		<b>None</b>	<b>1 Day and 1 hour 25 Minutes</b>	

## New Schedule of Fees and Other Charges

1. Base 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 minimum 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 Construction Per Sq. meter

LOCATION	GROUP		
All Cities and Municipalities	A,B,C,D,E,G,H,I	F	J
	Php 10,000	Php 8,000	Php 6,000

3. Construction /addition/renovation/alteration of building/structures under Group/s and Subdivision shall be assessed as follows:

a. Division A-1

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

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

Floor area=75.00sq. meters  
 Therefore, area bracket is 3.a. iv.  
 Fee = P 4.80/sq. meters  
 Building Fee = 75.00 x 4.80=P360.00

b. Division A-2

Area in sq. meters	Fee for sq. meter
i. Original complete construction up to 20.00 sq. meter	Php 3.00
ii. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	3.40
iii. Above 20 sq. meter to 50.00 sq. meters	5.20
iv. Above 50.00sq. m to 100sq. meters	8.00
v. Above 150.00 sq. m. to 150 sq. meters	8.40

c. Division 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. meter	Fee per sq. meter
i. Up to 500	Php 23.00
ii. Above 500 to 600	22.00
iii. Above 600 to 700	20.50
iv. Above 700 to 800	19.50
v. Above 800 to 900	18.00
vi. Above 900 to 1,000	17.00
vii. Above 1,000 to 1,500	16.00
viii. Above 1,500 to 2,000	15.00
ix. Above 2,000 to 3,000	14.00
x. Above 3,000	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:

Sample Computation for building Fee for a building having a floor area of 3,200 sq. meters

First 500 sq. meters @ 23.00	Php 11,500.00
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Next 100 sq. meters @ 22.00	2,200.00
Next 100 sq. meters @ 20.50	2,050.00
Next 100 sq. meter @ 19.50	1,950.00
Next 100 sq. meter @ 18.00	1,800.00
Next 100 sq. meter @ 17.00	1,700.00
Next 100 sq. meter @ 16.00	8,000.00
Next 500 sq. meter @ 15.00	7,500.00
Next 1,000 sq. meter @ 14.00	14,000.00
Last 200 sq. meter @ 12.00	2,400.00
<b>Total Building Fee</b>	<b>Php 53,100.00</b>

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

Area in sq. meters	Fee per sq. meter
i. up to 500	Php 12.00
ii. Above 500 to 600	11.00
iii. Above 600 to 700	10.20
iv. Above 700 to 800	9.60
v. Above 800 to 900	9.00
vi. Above 900 to 1,000	8.40
vii. Above 1,000 to 1,500	7.20
vii. Above 1,500 to 2,000	6.60
ix. Above 2,000 to 3,000	6.00
x. Above 3,000	5.00

Note: Computation of the building fee in item 3.d. follows the example of 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, and commercial industrial structure:

- a. Total Connected Load (kVA)

Note: Total Connected Load ad shown in the load schedule.

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

	Fee
i. 5kVA or less	Php40.00
ii. Over 5kVA to 50 kVA	Php 40.00+Php4.00/kVA
iii. Over 50 kVA to 300 kVA	220.00 + 2.00/kVA
iv. Over 300 kVA to 1,500kVA	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 generator 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	Php300.00/pole
ii. Guying Attachment	Php300.00/attachment

This applies to designs/installation 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	Php 15.00	Php 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 Section 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 Code and the Electrical Engineering Law (RA7920), and the owner fails to perform corrective action 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	Php 170.00
ii. Ice Plants per ton or Fraction thereof	190.00
iii. Packaged centralized Air Conditioning System: Up to 100 tons, per ton	220.00
iv. Every ton or fraction thereof above 100 tons	170.00
v. Window type air conditioners, per unit	190.00
vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan or metric equivalent	170.00
vii. In a series AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purpose of installation/inspection fees, and shall not be considered individually.	

### b. Billboard and Sign Fees: (assessed by City Engineers)

(a) Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area	Php 250.00
(a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters	150.00
(b) Installation Fees per sq. meter or fraction thereof display surface	

Type of sign	Business Signs	Advertising Signs
Display		
Neon	Php 36.00	Php 52.00
Illuminated	24.00	36.00
other	15.00	24.00



6. Location Clearance Fee (Assessed by (CPDO)

(a) of of	If Residential Zone, signage cost is P200,000 and below	Php 500.00	Erection supports any
	In excess of P200,000 multiply excess by .001 and add to	500.00	
	If in commercial zone, signage cost is P500,000 and below	1,000.00	
	In excess of P500,000	3,000.00	

signboard, billboard, marquee, and the like: (Assessed by City Engineer's Office)

(1) Up to 4 sqm. of signboard area	Php 1,500.00
(2) Every sqm. or fraction thereof in excess of 4 sqm.	1,000.00

(b) Content Installation Permit Fees: (Assessed) by CPDO to be included in Zoning / Locational Clearance Permit Fees)

Per sqm. per quarter a year (x4 annum) of display surface or fraction thereof:  
Business Signs; (Assessed by CPDO) [i.e. Php 300 x 4 quarters = Php 1,200 per year per signage]

(1) Neon	300.00 x 4 = Php 1,200
(2) Illuminated	300.00 x 4 = Php 1,200
(3) others	300.00 x 4 = Php 1,200
(4) Painted-on (5) Billboard (i.e. 16 sqm)	300.00 x 4 = Php 1,200 1,000.00 x 16 sqm = Php 16,000

(c) Annual Signage Content Renewal Fees; Per sqm. of display surface or fraction thereof of Business Signage or Billboard (Assessed by CPDO) to be during Zoning /Clearance Fees payment:

Annual Inspection Fee for signage	Php 560.00 plus fees per sqm
(1) Neon signs	Php 1,200.00 per sqm.
(2) Illuminated Signs	Php 1,200.00 per sqm
(3) Others / Tarpaulin, etc.	Php 1,200.00 per sqm
(4) Painted-on	Php1,000.00 per sqm

(5) Billboards	Php 500.00 per sqm minimum of Php 5,000.00
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- (d) Lessors tax of owner of lots or buildings where leasable signboards/ billboards are erected is a pre-requisite and shall be paid as assessed by the BPLO.
- (e) Lessors Permit for Billboard or Firewall Signage /Tarpaulins-Php 3,000.00 per year paid at the start of the year plus Annual Content Renewal Fees.

Per sqm of display surface or fraction thereof for tarpaulin fee is Php 500.00 per exhibit date assessed by CPDO and payable in advance in the BPLO Business Fees and Taxes collected / paid per year.

**Annual Inspection Fees** – Annual building inspection fees shall be collected at the following rates:

**A Category 1**

(1) Single detached dwelling units and duplexes are not exempted from annual inspections fees except from Occupancy Permit

(2) Building inspection fees for detached dwelling units and duplexes as may be requested by the owner or as required by the government, the annual inspection fee for each of the services are enumerated below:

(a) Land use conformity	PhP150.00
(b) Architectural plan conformity	120.00
(c) Structural stability	120.00
(d) Sanitary and health requirements	120.00
(e) Fire resistive requirement	120.00
(f) Occupancy Permit	100.00
<b>Total per year</b>	<b>730.00</b> <span style="float: right;">Php</span>

(3) For dwelling units other than single detached and duplexes, the above-mentioned annual inspection fee shall apply.

**B Category II and III**

Commercial (excluding amusement houses and gymnasia), industrial, social and institutional buildings with area of:

Amusement Gymnasia like:	(a) Up to 100 sqm.	Php 120.00	Houses, and the
	(b) Above 100 sqm. up to 200 sqm.	240.00	
	(c) Above 200 sqm. up to 350 sqm.	380.00	
	(d) Above 350 sqm. up to 500 sqm.	720.00	
	(e) Above 500 sqm. up to 750 sqm.	960.00	
	(f) Above 750 sqm. up to 1,000 sqm.	1,200.00	
	(g) In excess of 1,000 sqm.	1,200.00	

(a) First class cinematographs or theaters	Php1,000.00
(b) Second class cinematographs or theaters	600.00
(c) Third class cinematographs or theaters	400.00
(d) Grandstands/bleachers	1,000.00
(e) Gymnasia and the like	600.00

Gymnasia, grandstands, bleachers, concert halls, little theaters, and the like, that are integral part of a school, college or university complex shall be charged in accordance with Category III rates:

**For Fines please refer to NBCDO Sec. 211-212 Fines per notices -**

The following fees shall be added and collected for non-compliance of securing building permit with works stoppage for construction without a permit.

First Notice of Violation	Php5,000.00
Second Notice of Violation	8,000.00
Third Notice of Violation & Filing of Case	10,000.00

**Imposition of Fines of notices** – The minimum fines shall be imposed for failure to comply with the terms of violation committed and the first notice. The medium fines shall be imposed for failure to comply with the terms of the second notice. The maximum fines shall be imposed for failure to comply with the terms of the third and final notice served.

Determination of fine fees according to Building Code of the Philippines PD 1096 Section 211. Implementing Rules and Regulations.

In the implementation of the provisions of the Code and its IRR, the Secretary shall formulate necessary rules and regulations and adopt design and construction standards and criteria for buildings and other structures. Such standards, rules and

regulations shall take effect after their publication once a week for three consecutive weeks in a newspaper of general circulation.

## **Section 212. Administrative Fines/ Violation referring to NBCP (PD1096)**

### **1. Imposition of Administrative Fines**

a. The Secretary or his duly authorized representative may prescribe and impose fines not exceeding ten thousand pesos (P10,000.00) in the following cases, subject to the terms and procedures as hereunder provided:

- i. Erecting, constructing altering, repairing, moving, converting, installing or demolishing a private or public building/structure if without building/demolition permit.
- ii. Making any alteration, addition, conversion or repair in any building/structure /appurtenances thereto constructed or installed before the adoption of the Code, whether public or private, without permit.
- iii. Unauthorized change, modification, alteration during the construction in the duly submitted plans and specifications on which the building permit is based.
- iv. Non-compliance with the work stoppage order or notice and/or orders to effect necessary correction in plans and specifications found defective.
- v. Non-compliance with order to demolish building/structure declared to be nuisance, ruinous or dangerous.
- vii. Change in the existing use or occupancy classification of a building/structure without Certificate of Occupancy/Use even if constructed under a valid building permit.
- viii. Failure to post or display the certificate of occupancy/use/operation in a conspicuous place on the premises of the building /structure/appurtenances.
- ix. Change in the type of construction of any building/structure without an amendatory permit.

b. In addition to the imposed penalty, the owner shall correct/remove his violations of the provisions of the Code.

### **2. Determination of Amount of Fines**

a. In the determination of the amount of fines to be imposed, violations shall be classified as follows:

#### **i. Light Violations**

- (a). In the determination of the amount of fines to be imposed, violations shall be classified as follows:
- (b). Failure to post Building Permit construction information sign.
- (c). Failure to provide or install appropriate safety measures for the protection of workers, inspectors, visitors, immediate neighbors and pedestrians.

#### **ii. Less Grave Violations**

(a) Non-compliance with the work stoppage order for the alteration/addition/conversion/repair without permit.

(b) Use or occupancy of building/structure without appropriate Certificate of Occupancy/use/Operation.

#### **iii. Grave Violations**

- (a) Unauthorized change, modification or alteration during construction in the duly submitted plans and specifications on which the building permit is based.
- (b) Unauthorized change in construction from more fire-resistive to less fire-resistive.
- (c) Non-compliance with order to abate or demolish.
- (d) Non-compliance with work stoppage order for construction/demolition without permit
- (e) Change in the existing use or occupancy without Certificate of Change of Occupancy/Use/Operation.
- (f) Excavations left open without any work being done in the site more than one hundred twenty (120) days.

b. Amount of Fines

The following amount of fines for violation of the Code and its IRR is hereby prescribed:

Light Violations	Php5,000.00
Less Grave Violations	8,000.00
Grave Violations	10,000.00

**Surcharge/Penalty** – Without prejudice to the provisions of the preceding section, the City Engineer/Building official is hereby authorized to impose a penalty or surcharge in the following cases in such amount and in the manner as under here fixed and determined:

For constructing, installing, fencing, altering, or causing any change in the use or occupancy of any building or part thereof or appurtenances there to without any permit, there shall be imposed a surcharge of twenty-five percent (25%) of the building permit fee. When the work in the building or structure is started during the pending of the final action or pending approval by the Acting Building Official; of the application for the building permit, the amount of the surcharge shall be according to the following:

Excavation for foundation	10%
Construction of foundation (including pile driving and laying of reinforcing bars)	25%
Construction of superstructure up to 2 meters above established grade	50%
Construction of superstructure up to 2 meters above established grade	100%

For failure to pay the annual inspection fee within (30) days from the prescribe date, a surcharge 25% of the inspection fee shall be imposed.

## FEEDBACK AND COMPLAINTS MECHANISM

How to send a feedback?	Fill out the client feedback form and drop it at the designated suggestion box at the front counter desk.
How feedbacks are processed?	The Administrative Officer opens the suggestion box periodically, compiles and records all feedback forms submitted. A monthly summary report is submitted to the head of office for final evaluation and give instruction to the frontline service personnel on measures to improve the service to the clients.