

# ENGINEERING DEPARTMENT/ OFFICE OF THE BUILDING OFFICIAL

Engineering Department, 2nd Floor, Public Service Center  
Department Head/OIC: Engr. Kennedy Sueno  
Tel. Nos.: 948-1201/ 02 , 948-1206

## ISSUANCE OF BUILDING AND OTHER ANCILLARY PERMITS

No.	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Applicant/Representative files the accomplished application together with the complete requirements at the Receiving Section	City Engineer Building Official Office Receiving Clerk	2nd Floor Public Service Center Building 5th St., Cor., Aquilina Extn. Sto. Niño	15 minutes
2	Applicant receives the Order of Payment and pays the Filing Fee	Cashier Clerk	2nd Floor Public Service Center Building 5th St., Cor., Aquilina Extn. Sto. Niño	15 minutes
3	Applicant returns to the receiving section and present the Official Receipt and gets the Endorsement letter together with one (1) set of plans, bill of Materials and Specifications, Receiving Clerk gives notice to applicant when to follow up his/her application	Receiving Clerk	2nd Floor Public Service Center Building 5th St., Cor., Aquilina Extn. Sto. Niño	15 minutes
4	Applicant proceeds to the Fire Department and endorse the plan and document for their review & evaluation in accordance with the Fire Code of the Philippines (RA 9514)	Fire Department	W .Paz St., Cor., Shoe Avenue Sta. Elena Marikina City	3-5 days
5	Applicants secure the Fire Safety Checklist Requirement, and submit the same to the City Engineer & Building Official Office Releasing Section a) If the Building Permit application and other requirements are in order or complying with the provisions of the NBC, the applicant gets the Order of Payment b) if it does not comply with the provision of the Building Code (P.D. 1096), the applicant receives the letter of Denial stating thereto all the deficiencies.	Processing Clerk  Releasing Clerk	2nd Floor Public Service Center Building 5th St., Cor., Aquilina Extn. Sto. Niño	15 minutes

6	Applicant pays the fees at the cashier	Cashier (City Treasurer's Satellite Office)	2nd Floor Public Service Center Building 5th St., Cor., Aquilina	1-3 minutes
7	Applicant returns to the releasing clerk and present the Official Receipt Releasing Clerk assigns the corresponding Permit Nos. All the applications/documents Are submitted to the Chief, Permits Division, for final review/evaluation/signature	Processing Clerk Chief, Permits Division	2nd Floor Public Service Center Building 5th St., Cor., Aquilina Extn. Sto. Niño	30 minutes
8	The Building and other Ancillary Permit are signed by the Building Official All Permits are issued to the applicant together with a copy of the Approval Plan, Specification and Bill of Materials	Releasing Clerk	2nd Floor Public Service Center Building 5th St., Cor., Aquilina Extn. Sto. Niño	15-30 minutes

### Requirements:

1. Five (5) Sets of construction Plan prepared, signed and sealed
  - a. By a duly licensed architect or civil engineer, in case of architectural and structural plans;
  - b. By a duly licensed sanitary engineer or master plumber, in case of plumbing, sanitary installation plans;
  - c. By duly licensed professional electrical engineering, incase of electrical plans;
  - d. By a duly licensed professional mechanical engineer, in case of mechanical plans;
  - e. Duly accomplished Building permit application form signed and sealed by Architect/Civil engr. In case of full time inspector & supervisor of construction works (Box 2 & Box 5) & Box 3 applicant and or authorize representative
  - f. Duly accomplished Electrical permit application signed and sealed y Prof. Electrical Engineer n case of electrical permit
  - g. Duly accomplished permit application form signed and sealed by a sanitary Engr. or master plumber in case of sanitary permit
  - h. Duly accomplished Mechanical permit application form signed sealed by by a mechanical engineering in case of Mechanical Permit
  - i. Xerox copy of PTR/PRC ID of the Engrs./Architect who signed and sealed the plans.
2. Five sets of location Plans with vicinity Map (Signed & Sealed by a licensed Geodetic Engineer)
3. Five copies specification (signed and sealed by architect/civil engineer)
4. Five copies bill of materials (signed and sealed by architect/civil engineer)
5. Structural Computation (For Two (2) storey and above) with the signed and sealed of civil/ structural engineer
6. soil analysis (For three (3) storey and above) NSCP Volume 1 6th edition 2010

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7. Certified true Xerox copy of transfer certificate of title (TCT) Registry of deeds
8. Xerox copy of tax declaration
9. Xerox copy of tax receipt for the current year
10. Barangay Clearance
11. Homeowners Presidents clearance/CRO Clearance in the absence of homeowners association/ city hall
12. Approved locational clearance/permit issued by planning office/2nd floor city hall
13. construction logbook
14. Mayor's permit of the contractor/ engr./architect in charge of the construction / license office window 35
15. Construction clearance from the developer (optional)
16. notarized contract of leased (if the property is not owned) or notarized written authorization letter from the lot owner/ to utilized construct within the property
17. Other clearances: (development permit coming from HLURB)
18. Construction safety and health program/DOLE Malate, Manila

Five Sets of Location Plan with vicinity Map (Signed & Sealed By a Licensed Geodetic Engineer)
Five Copies specification (Signed and Sealed by Architect/Civil Engineer)
Five Copies Bill of Materials (Signed and Sealed by Architect/Civil Engineer)
Structural Computation (For Two (2) Storey and above) with signed and Sealed of Civil/Structural Engineer
Soil Analysis ( For three (3) storey and above)
Certified True Xerox Copy of Transfer Certificate of Title (TCT) issued by Registry of Deed
Xerox Copy of Tax Declaration Xerox Copy of Tax Receipt for the current year
Barangay Clearance
Homeowners Presidents Clearance/CRO Clearance, in the absence of legitimate Homeowners Association
Approved Locational Clearance Certificate issued by Planning Office
Construction Logbook
Mayor's Permit of the Contractor/Engr./Architect In-Charge of the Construction
Construction Clearance from the Developer (Optional)
Other National Government Clearances as required e.g Development Permit coming from HLURB Approved Construction Safety Health Program coming from DOLE Department of Health Clearance (DOH) Air Traffic Clearance (ATO) National Telecommunication Company Clearance (NTC)

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.