

## Citizen's Charter

### ISSUANCE OF BUILDING PERMIT

#### ABOUT THE SERVICE:

A Building Permit is issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition, or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and its Implementing Rules and Regulations and the Local Zoning Ordinance

#### REQUIREMENTS:

1. Mayor's Permit
2. Zoning Clearance from the Office of the Municipal Planning and Development Coordinator
3. Five (5) copies of duly accomplished Application Forms
4. Proof of Ownership
  - a) In case the applicant is the registered owner of the lot: 1) Certified true copy of TCT; 2) Tax Declaration; 3) Current Real Property Tax Receipt.
  - b) In case the applicant is not the registered owner of the lot: 1) Duly notarized copy of the contract of lease, or 2) Duly notarized copy of deed of absolute sale, or 3) Duly notarized copy of contract of sale.
5. Five (5) sets of plans duly signed and sealed by Licensed Professional Practitioner.
6. Five (5) copies Building specification duly signed by Licensed Professional Practitioner.
7. Five (5) copies of Bill of Materials and Estimates signed by Licensed Professional Practitioner.
8. Road Right of Way Clearance, for building constructed along National, Provincial and Municipal Roads
9. Construction Safety and Health Program
10. Structural Design/analysis (for 2-storey and above)

#### SERVICE SCHEDULES:

Monday to Friday  
8:00 am to 5:00 pm

**FEES:**

Permit fees are computed based on the following:

- Type of Occupancy
- Total floor area of the Project
- Height of Building/structure
- Electrical Installation
- Plumbing Installation
- Fencing, if applicable

For constructing, installing, repairing, altering or causing any change in the occupancy/use of any building/structure or part thereof or appurtenances thereto without any permit, there shall be imposed a surcharge of one hundred percent (100%) of the building fees. Provided that when the work in the building/structure is started pending approval of the Building Official of the application for the building permit, the amount of 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 two (2m) above established grade	50%
Construction of superstructure above two (2m)	100%

**HOW TO AVAIL OF THE SERVICE:**

Applicant/Client	Responsibilities of Person/Department Concerned	Processing Time	Person(s) Responsible
1. Secure application forms and other requirements	Brief the client regarding the requirements	5 minutes	Engr. Nilo E. Diesta John Neil E. Encinares Janet G. Baylon
2. Submit application for building permit and other requirements to the Office of the Building Official (OBO) for evaluation and processing	Receive, review and assess the different fees to be collected by the Treasurer's Office and issues the client.	15 minutes	Engr. Nilo E. Diesta John Neil E. Encinares Janet G. Baylon
	a) Order of payment	15 minutes	
	b) Endorsement to the BFP together with the following: <ul style="list-style-type: none"> <li>• 1 set building plans</li> <li>• 1 copy of cost estimates, and</li> <li>• 1 copy of building specifications</li> </ul>	5 minutes	
3. Submit to the OBO personnel: 2 copies Fire Safety Evaluation Clearance and 1 copy of official receipt of payment of fees	Record the OR and completely filled-up application forms and prepare the permit for approval	1 hour	Engr. Nilo E. Diesta John Neil E. Encinares Janet G. Baylon

**ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION**

**SERVICE SCHEDULE:**

Monday to Friday  
8:00 am to 5:00 pm

**FEES:**

CFEI fee      Php. 230.00

**HOW TO AVAIL OF THE SERVICE:**

Applicant/Client	Responsibilities of Person/Department Concerned	Processing Time	Person(s) Responsible
1. Submit the accomplished application form and other requirements for assessment	Receive, conduct field inspection, verification and issues order of payment	Maximum of 3 days (it depend upon the location)	Engr. Nilo E. Diesta  Eduardo Encinares
2. Client presents proof of payment	Record the OR and completely filled up application form and prepare the permit for approval.  Approval and releasing	1 hour  30 minutes	Engr. Nilo E. Diesta  Eduardo Encinares

## ISSUANCE OF OCCUPANCY PERMIT

### ABOUT THE SERVICE:

Upon completion of the project, the owner or the permittee shall apply for an Occupancy Permit at the OBO prior to occupancy.

### SERVICE SCHEDULE:

Monday to Friday  
8:00 am to 5:00 pm

### REQUIREMENTS:

- Certificate of completion together with the logbook and the Building Inspection Sheet duly accomplished
- As-built plans and specifications jointly signed and sealed by the designing Architect or Civil Engineer
- Fire Safety Inspection Certificate

### FEES:

Permit fees are computed based on the following:

Type of Occupancy  
Cost of the Project

### HOW TO AVAIL OF THE SERVICE:

Applicant/Client	Responsibilities of Person/Department Concerned	Processing Time	Person(s) Responsible
1. Submit complete requirements for evaluation.	Receive and indorse to BFP for issuance of FSIC.	5 minutes	Engr. Nilo E. Diesta Janet G. Baylon
2. Submit the FSIC to the OBO personnel.	Receive and conduct of final inspection and recommendation.	Maximum of 3 days (It depends upon location)	Engr. Nilo E. Diesta Janet G. Baylon
	Compute permit fee and issue order of payment.	5 minutes	
3. Submit official receipt to the OBO personnel	Prepare the permit and completely fill up the application forms for the signature of the approving officers	30 minutes	Engr. Nilo E. Diesta Janet G. Baylon
	Approval and releasing of permit.	30 minutes	

## TECHNICAL ASSISTANCE

### ABOUT THE SERVICE:

Technical assistance is provided to all barangays in the preparation of Programs of Work, Detailed Estimates, Plans, as well as the implementation of Barangay Funded, Municipal Funded, Downloaded Funds from different funding agencies, and infrastructure projects for funding.

### WHO CAN AVAIL THE SERVICE:

Representatives from the different barangays/organizations.

### REQUIREMENTS:

Request (verbal or written/Annual Investment Plan) containing the project being requested for programming/Resolution for Funding.

### FEES: NONE

### SERVICE SCHEDULE:

Monday to Friday  
8:00 am to 5:00 pm

### HOW TO AVAIL OF THE SERVICE:

Applicant/Client	Responsibilities of Person/Department Concerned	Processing Time	Person(s) Responsible
1. Request for the preparation of Program of Work either verbally or writing.	Receive requests schedule site inspection	2 minutes	Engr. Nilo E. Diesta John Neil E. Encinares
	Conduct site inspection	4 hours	Engr. Nilo E. Diesta John Neil E. Encinares
	Prepare POW	2 days	Engr. Nilo E. Diesta John Neil E. Encinares
2. Receive the Program of Work.	Issue approved POW.	5 minutes	Engr. Nilo E. Diesta John Neil E. Encinares