



EXTERNAL

1. SERVICENAME: ISSUANCE OF BUILDING PERMIT

Description of the Service: A Building Permit is document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, renovation, conversion, repair, demolition or other work activity of a specific project/building/structure after the accompanying principal plans and specification and other pertinent documents that are found satisfactory and substantially confirming with the Implementing Rules of the National Building Code.

Office or Division:	City Engineering Office
Classification:	Technical
Type of Transaction:	G2C
Who may avail:	All (General Public)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Five(5) sets complete plans, Cost Estimate, Specification (Location/ Zoning Clearance, Fire Safety Evaluation Clearance, Photo copy of TCT & Current Real Property Tax Receipt In case the applicant is not the registered owner of the lot, in additional to the above; Duly notarized copy of the Contract of Lease or Deed of absolute Sale or letter of Consent,	City Engineering Office Admin. Section City Planning Development Office BFP Assessor Office DPWH Air Transportation Office DENR DOLE Office of the Barangay Captains



Structural Analysis two storey above, Circuit Load Analysis), Road right of way clearance from DPWH, Request for Height Clearance Approval from Air Transportation Office, Radio frequency Radiation Evaluation Clearance from DOH, (for Cellular Towers), Certificate of Non Coverage, Environmental Compliance Certificate from DENR, DOLE, PCAB Licenses, Barangay Clearance, Permit to Construct, Certificate of No Objection, Photocopy of valid ID and PTR of all involved professionals.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book	Give the logbook to the client	None	5 minutes	Officer of the Day
2. Submit the complete application documents	Receive the complete documents and check for completeness Evaluation and	None Residential Building (Bungalow) Areas	10 minutes 4 days	ENGR. JEFFERSON V. GARCIA Engineer II JOVILYN S. VENTURA Bookbinder II



	<p>Processing of documents to compute the building permit</p>	<p>Construction Up to 20.00 sq.m ₱ 2.00 pesos Additional /Renovation 20 sq.m ₱ 2.40 pesos Above 20.00 sq.m, to 50 sq.m ₱ 4.80 pesos Above 50 sq.m to 100 sq.m ₱ 6.00 pesos Above 150 sq.m ₱ 7.20 pesos Residential Building (Two Storey Above) Area sq.m. Construction Up to 20 sq.m ₱ 3.00 pesos Additional / renovation / alteration up to 20 sq.m ₱ 3.40 pesos Above 20 sq.m to 50 sq.m ₱ 5.20 pesos Above 50 sq.m to 100 sq.m ₱ 8.00 pesos Above 150 sq.m ₱ 8.40 pesos Commercial Building Area in sq.m Up to 500 sq.m ₱ 23.00 pesos Above 500 to 600 sq.m ₱ 22.00 pesos Above 600 to 700 sq.m ₱ 20 pesos Above 700 to 800 sq.m ₱ 19.50 pesos Above Above 800 to 900 sq.m ₱ 18.00 pesos Above 900 to 1,000 sq.m ₱ 17.00 pesos Above 1,000 to 1,500 sq.m ₱ 16.00 pesos Above 1,500 to 2,000 sq.m ₱ 15.00 pesos Above 2,000 to 3,000 sq.m ₱ 14.00 pesos Above 3,000 sq., ₱ 12.00 pesos Commercial Building more than 3,200 sq.m. : First 500 sq.m @ 23.00 ₱ 11,500.00 pesos Next 100 sq.m @ 11.00 22.00 ₱ 2,200.00 pesos Next 100 sq.m @20.50 ₱2,050.00 pesos</p>	<p>ENGR. JEFFERSON V. GARCIA Engineer II PATERIO C. ALAMO Zoning Officer III JOVILYN S. VENTURA Bookbinder II</p>
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		<p>Next 100 sq.m.@ 19.50 ₱ 1,950.00 Pesos. Next 100sq.m @18.00 ₱ 1,800.00 Pesos. Next 100sq.m @ 17.00 pesos ₱ 1,700.00 Pesos. Next 100sq.m @16.00 Pesos. ₱ 8,000.00 Pesos. Next 500sq.m @15.00 Pesos. ₱ 7,500.00 Pesos. Next 1,000 sq.m@ 14.00 Pesos. ₱ 14,000.00 Pesos. Last 200 sq.m @12.00 Pesos. ₱ 2,400.00 Pesos. Institutional Area in Sq.m Up to 500 ₱ 12.00 Pesos. Above 500 to 600 ₱11.00 Pesos. Above 600 to 700 ₱10.20 Pesos. Above 700 to 800. ₱ 9.60 Pesos. Above 800 to 900. ₱ 9.00 Pesos. Above 900 to 1000. ₱ 8.40 Pesos. Above1,000 to 1,500. ₱ 7.20 Pesos. Above 1,500 to 2,000. ₱ 6.60 Pesos. Above 2,000 to 3,000. ₱ 6.00 Pesos Above 3,000 ₱ 5.00 Pesos ELECTRICAL FEE TOTAL CONNECTED LOAD. (KVA). 5 Kva or Less ₱ 200.00 Pesos. Over 5 Kva to 50 kva. ₱ 200.00 Pesos+₱20.00/KVA. Over 50 Kva to 300 Kva. ₱1,100.00+₱10.00/KVA. Over 300 kva to 1,500 kva. ₱3,600.00+₱5.00/KVA. Over 1,500 Kva to 6,000 Kva. ₱9,600.00+₱2.50/KVA. Over 6,000 Kva</p>	
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		<p>₱20,850.00+₱1.25/KVA. TOTAL TRANSFORMER/UNINTERRUPTED POWER SUPPLY (UPS) GENERATOR CAPACITY (Kva) 5 kva or less ₱40.00 Pesos. Over 5kva to 50 kva. ₱40.00 Pesos+₱4.00 kva. Over 50 kva to 300 kva. ₱220.00+₱2.00/kva. Over 300 kva to 1,500 kva. ₱720.00+₱1.00/kva. Over 1,500kva to 6,000 kva. ₱1,920.00+₱0.50/kva. Over 6,000 kva 4,170.00+₱0.0.25/kva.</p> <p>MECHANICAL FEES Refrigeration, Air Conditioning and Mechanical Ventilation.</p> <p>Refrigerartion (Cold Storage), per ton or fraction @ ₱40.00 Pesos. Ice Plants, per ton or fraction ₱60.00 Pesos.</p> <p>Package/Centralized Air conditioning, Systems. Up to 100 tons, per tons @ ₱90.00 Pesos. Every ton or fraction thereof above 100 tons ₱40.00 Pesos. Window type airconditioners, per unit. ₱60.00 Pesos. Mechanical Ventillation per KW or fraction thereof of blower or fan or metric equivalent I a series of AC/REF systems located I 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. ₱40.00 Pesos</p>		
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			<p>Escalator and Moving Walks, funiculars and the like: Escalator and moving walk Per kw ₱ 10.00 Pesos Escalator and moving walks up to 20 Ln.m ₱20.00 pesos Every lineal meter or fraction thereof in excess of 20 Ln.m ₱10.00 Pesos Funicular, per Kw ₱200.00 Pesos Per lineal meter travel ₱20.00 Pesos Cable car, per kw ₱40.00 Pesos Elevators, per unit: Motor driven dumbwaiters ₱ 600.00 pesos. Construction elevators for materials ₱ 2,000.00 pesos Passenger elevators ₱ 5,000.00 pesos Freight elevators ₱ 5,000.00 pesos Car elevators ₱ 5,000.00 pesos BOILERS PER KW Up to 7.5 kw. ₱ 500.00 pesos. Above 7.5 kw to 22 kw. ₱ 700.00 pesos. Above 22 kw to 37 kw. ₱ 900.00 pesos. Above 37 kw to 52 kw. ₱ 1,200.00 pesos. Above 52 kw to 67 kw. ₱ 1,400.00 pesos. Above 67 kw to 74 kw. ₱ 1,600.00 pesos. Every kw or fraction thereof above 74 kw. ₱ 5.00 pesos. Pressurized water heater per unit ₱200.00 Pesos. Water sump and sewage pumps for commercial/industrial use per kw.</p>		
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			<p>₱60.00 Pesos. Automatic fire sprinkler system per sprinkler head.</p> <p>₱4.00 Pesos Diesel/Gasoline Ice, Steam, Gas Turbine/Engine,Hydro,Neuclear or generating units and the like per kw: Every kw up to 50 kw.</p> <p>₱25.00 Pesos. Above 50 kw up to 100 kw.</p> <p>₱20.00 Pesos. Every kw Above 100 kw.</p> <p>₱ 3.00 Pesos. Compressed Air, Vacuum,Commercial, Institutional and/or Industrial Gases, Per Outlet.</p> <p>₱ 20.00 Pesos. Power piping for gas/steam/etc. Per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher.</p> <p>₱ 4.00 Pesos. OTHER INTERNAL COMBUSTION ENGINES, INCLUDING CRANES, FORKLIFTS, LOADERS, PUMPS,MIXERS,COMPRESSORS AND THE LIKE NOT REGISTERED WITH THE LTO PER KW. Up to 50 kw</p> <p>₱ 10.00 Pesos Above 50kw to 100 kw.</p> <p>₱ 12.00 Pesos Every Above ₱ 3.00 Pesos 100 kw. Pressure Vessels, Per cu. Meter or fraction thereof.</p> <p>₱ 60.00 Pesos. Other Machine/Equipment for Commercial/Industrial/Institutional Use not else where specified, per kw or fraction thereof.</p> <p>₱ 60.00 Pesos Pneumatic tubes, Conveyors, Monoralls for materials handling and addition to existing supply</p>	
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			<p>and/or exhaust duct works and the like, per lineal meters or fraction thereof ₱ 10.00 Pesos. PLUMBING FEE EVERY FIXTURE IN EXCESS OF ONE UNIT Each water closet ₱ 7.00 Pesos Each floor drain. ₱ 3.00 Pesos. Sink ₱ 3.00 Pesos Each lavatory. ₱ 7.00 Pesos Each faucet ₱ 2.00 pesos Each shower head. ₱ 2.00 pesos SPECIAL PLUMBING FIXTURES: Each slop sink ₱ 7.00 pesos Each urinal. ₱ 4.00 pesos Each bathtub ₱ 7.00 pesos Each grease trap. ₱ 7.00 pesos Each garage trap. ₱ 7.00 pesos Each Bidet ₱ 4.00 pesos Each dental cuspidor. ₱ 4.00 pesos Each gas fire Water Heater ₱ 4.00 pesos Each drinking fountain ₱ 2.00 pesos Each bar or soda fountain sink ₱ 4.00 pesos Each laundry sink ₱ 4.00 pesos Each laboratory sink ₱ 4.00 pesos Each fixed-type sterilizer ₱ 2.00 pesos Each water meter ₱ 2.00 pesos 12 to 25mm ø ₱ 8.00 pesos</p>		
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		<p>Above 25mmø ₱ 10.00 pesos CONSTRUCTION OF SEPTIC TANK, APPLICABLE IN ALL GROUPS Up to 5.00 cu.m of digestion chamber ₱ 24.00 pesos Every cu.m or fraction thereof excess of 5.00 cu.m ₱ 8.00 pesos ELECTRONICS FESS Wireless communication ₱ 2.40 per port /lm Broadcasting communication station, communications center, switching center, control center operation and or maintenance center, call center, cellsites ₱ 1,000.00 per location Automated teller machines ticketing, telephone booths, pay phones, coin changer, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment ₱ 1,000.00 per unit Antenna Towers ₱ 1,000.00 Per structure Signage and display system including TV monitors, multi-media signs ₱ 50.00 per unit ACCESSORIES OF THE BUILDING/ STRUCTURES FEES Additional height more than 8 mt. Charge an additional fee ₱ 0.25 cents Bank of records vaults with interior volume up to 20 cu. mts ₱ 20.00 pesos in excess of 20cu.m ₱8.00 pesos SWIMMING POOLS, PER CU. METER OR FRACTION THEREOF Group a Residential</p>		
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			<p>₱3.00 pesos Commercial/Recreational/Industrial GROUPS B,E,F,G</p> <p>₱36.00 pesos. Social/Recreational/Institutions GROUPS C,D,H,I</p> <p>₱24.00 pesos. SWIMMING POOL SHOWER ROOMS/LOCKR ROOMS: Per unit or fraction thereof</p> <p>₱60.00 pesos. Residential GROUP A.</p> <p>₱6.00 pesos GROUP B,E,F,G</p> <p>₱18.00 pesos GROUP C,D,H</p> <p>₱12.00 pesos. CONSTRUCTION OF FIREWALLS SEPARATE FROM THE BUILDING Per sq.m or fraction there of</p> <p>₱12.00 pesos Provided that the minimum fee shall be.</p> <p>₱48.00 pesos. CONSTRUCTION/ERECTION OF TOWERS Single detached dwelling units</p> <p>₱500.00 pesos. Commercial/Industrial up to 10 meters in height.</p> <p>₱2,400.00 pesos. Every Meters/fraction excess of 10 meters.</p> <p>₱120.00 pesos. EDUCATIONAL/RECREATIONAL/INSTITUTIONAL Up to 10 meters in height</p> <p>₱1,800.00 pesos. Every Meter/fraction thereof excess 0.00 meters</p> <p>₱120.00 pesos. Storage silos, up to 10 meters in height.</p> <p>₱2,400.00 pesos. Every meters/fraction excess 10.00 meters</p> <p>₱150.00 pesos. CONSTRUCTION OF SMOKESTACKS AND</p>		
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			<p>CHIMNEY FOR COMMERCIAL/INDUSTRIAL Smokestack up to 10.00 meters in height. ₱240.00 pesos. Excess 10.00 meters ₱12.00 pesos. Chimney up to 10.00 meters in height. ₱48.00 pesos Every 10.00 meter excess. ₱2.00 pesos Construction of commercial/Industrial mixed ovens.per sq..m .₱48.00 pesos. Construction of Industrial Klin/Furnace per cu. meter. .₱12.00 pesos. Construction of Reinforced Concrete/still tanks up to 2 cu.m. .₱12.00 pesos Every excess 2 meters. .₱12.00 pesos For all other than excess 10.00 cu.m. .₱480.00 pesos. Every excess/fraction of 10.00 cu.m. .₱24.00 pesos. Construction of Water and Waste Water Treatment per cu.m. .₱ 7.00 pesos. Construction of Reinforced Concrete of steel tank above ground up to 10.00 cu.m .₱ 480.00 pesos. Under ground up to 20 cu.m .₱ 540.00 pesos. Every excess of 20.00cu.m. .₱24.00 pesos. Pull outs and reinstallation of commercial/Industrial Steel tanks. Underground of meter excavation. .₱3.00 pesos. Saddle and Trestle Mounted Horizontal Tank per cu.m .₱3.00 pesos</p>		
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		<p>Booths, Kioks, Platforms Stage and Like per sq.m of floor area. Construction of permanent type. .P10.00 pesos Construction of Temporary type. .P5.00 pesos Inspection knock down temporary type per unit. .P24.00 pesos Construction of Buildings and other accessory structures within cemetery and memorial parks. Tombs per sq.m of covered ground. P5.00 pesos Semi enclosed mausoleums per sq.m P5.00 pesos Totally enclosed Mausoleums per sq.m. P12.00 pesos Totally enclosed Mausoleums per sq.m. P5.00 pesos Columbarium per sq.m. P18.00 pesos ACCESSORY FEES Establishment of Line and Grade all Sides Fronting or abutting Streets, Esteros, Rivers and creeks first 10.00 meters P24.00 pesos Every excess 10.00 meters. P2.40 pesos</p> <p>Ground Preparation and excavation fee. Inspection and Verification fee. P200.00 pesos Per cu.m of Excavation. P3.00 pesos Issuance of GP & EP. P50.00 pesos Per Cu.m of excavation for foundation with basement. P4.00 pesos</p>		
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		<p>Encroachment of Footing and Foundation of building Intrusture for building areas per sq.m. ₱250.00 pesos.</p> <p>FENCING FEES Made of Masonary, metal,concrete up to 1.80 meters in height per lineal meter, ₱3.00 pesos Every Excess of 1.80 meters in height per lineal meter. ₱4.00 pesos Made of Indigenous Material, Barbed, Chicken or Hog wires ₱2.40 pesos Construction of Pavement up to 20.00 sq.m ₱24.00 pesos Every excess of 20%fractionof paved areas for Commercial, Industrial and Institutional used such as Parkings, Sidewalk area, Gasoline Station premises, Skating rinks, Pelota, Courts, tennis and Basketball Court. ₱3.00 pesos Street and Sidewalk enclosure up to 20.00 sq.m per calendar month. ₱240.00 pesos Every excess of 20.00 sq.m ₱12.00 pesos</p> <p>Erection of Scaffolding Occupaying Public Areas per Calendar Month. Up to 10 meters in Length in every lineal meter of 10.00 meters ₱150.00 pesos.</p> <p>SIGNS FEES Erection and anchorage of display Up to 4 sq.m of signboard area. ₱120.00 pesos. Every Excess 4 sq.m meters. ₱24.00 pesos</p> <p>REPAIR FEE Alteration, Renovation ,improvement, vertical ,dimensions of building and sq.m</p>		
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		<p>such as interior and exterior walls. ₱5.00 pesos Alteration, Renovation, improvement, Horizontal, dimensions of building and sq.m such as flooring, Ceiling, and Roofing. ₱5.00 pesos Repair on Building/structure costing more than 5,000 pesos shall be charged 1% of the detailed repair cost. Demolition/Moving of building/structure fees per sq.m of area.. Building per sq.m floor area. ₱3.00 pesos Building System/frames per vertical or horizontal. ₱3.00 pesos Structural up to 10 meters in height. ₱800.00 pesos Every excess of 10.00 meters in height. ₱50.00 pesos Appendage of up to 3.00 cu.m/ unit ₱50.00 pesos Every excess of 3.00 cu.m ₱50.00 pesos Base on computed fee</p>		
3. Payment of Building Permit at City Treasurer's Office	Order of Payment Fee	Order of payment fee	5 minutes	CARINA THERESA Q. BULAN Revenue Collection Clerk II
4. Photocopy the receipt and return to	Record of receipt for the	None	5 minutes	JOVILYN S. VENTURA Bookbinder II



City Engineering Office for the recording of building permit fee	building permit Prepared documents to be signed by the building official Building Official final review for the Approval of Building permit	None None	30 minutes 30 minutes	JOVILYN S. VENTURA Bookbinder II ENGR.GARRY D. CABANILLA City Engineer
5. Sign in the client logbook to receive the building permit	Released the building permit to the client	None	5 minutes	JOVILYN S. VENTURA Bookbinder II
TOTAL			4 DAYS & Hours	



ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT

