



LAPU-LAPU CITY CITIZEN'S CHARTER OFFICE OF THE CITY ENGINEER



GROUND FLOOR, CITY ENGINEERING BUILDING, LAPU-LAPU CITY GOVERNMENT CENTER
BUILDING OFFICIAL: ENGR. PERLA T. AMAR, CE, Enp CONTACT NUMBER: (032) 340-3182

FRONTLINE SERVICE

ISSUANCE OF BUILDING PERMIT INCLUDES RENOVATION, REPAIR A STRUCTURES

The National Building Code of the Philippines
(Presidential Decree 1096), Chapter 3, Section 301
(Building Permits)

"No person, firm or corporation, including any agency, or instrumentality, of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to be done without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building is located or the building work is to be done."

WHO MAY AVAIL OF THE SERVICE:

1. Developers
2. Contractors
3. Individual Project Proponents
4. Government Structure

LIST OF REQUIREMENTS

1. Locational Clearance (from Zoning Office)
2. Height Clearance secured from the MCIAA for CAAP building/ structures within approach/Departure Zones of Runways of Airports for high rise height limitations – Recommends the actual height needs CAAP clearance.
3. Right over Lot Concerned
In case the applicant is the registered owner of the lot:
 - a. Certified True Copy of TCT,
 - b. Tax Declaration,
 - c. Current Real Property Tax Receipt
 In case the applicant is not the registered owner of the lot:
 - a. Duly notarized copy of the Contract of Lease or
 - b. Duly notarized copy of the Deed of Absolute Sale or
 - c. Duly notarized copy of the Contract of Sale
4. Lot Plan from a Licensed Surveyor
5. Locational Plan
6. Site Development Plan
7. Barangay Clearance

B. ARCHITECTURAL

1. Five (5) sets of Plans & Specifications prepared, signed and sealed by a dully licensed Architect/Civil Engineer and/or Structural Plans and details for 2-storey and above structure
2. Floor Plan at scales not less than 1:100m
3. Elevations at scales not less than 1:100m
4. Sections at scales not less than 1:100m
5. Reflected Ceiling Plan
6. PWD Provisions and Details
7. Alternative Fire Exit provisions with Details for Multi-Dwelling and Multi-Use Building
8. Schedule of Doors & Windows and Marked on Plan
9. Detail of Stair Design
10. Bill of Material prepared, signed and sealed by a dully licensed Architect/Civil Engineer (2 copies or more)
- 11: Specifications prepared, signed, and sealed by a dully licensed Architect/Civil Engineer with applicant's signature at least two (2) copies

C. SANITARY AND PLUMBING

1. Sanitary Plan, Layouts & Details
2. Isometric Lay-out
3. Detail of Septic Tank
4. Riser Diagram of Drainage
5. Design Analysis, Technical Specification & other details
6. Estimate of Cost
7. Duly Accomplished Plumbing Application Forms and Worksheets
8. Location Plan
9. Lot Plan (showing the bldg. & septic tank)
10. Certification from egistered Master Plumber
11. Valid PRC ID & PTR of Designing Master Plumber with seal & specimen signature

D. STRUCTURAL

1. Design Analysis/Boring Test for 3 storey & above structure
2. PRC ID & PTR of Designing Engineer with seal & specimen signature
3. Foundation Plan at scale not less than 1:100m
4. Floor Framing Plan at scale not less than 1:100m
5. Roof Framing Plan at scale not less than 1:100m
6. Details of Footing/Columns at any conventional scale
7. Details of Structural Members at any conventional scale

E. ELECTRICAL

1. Complete Electrical Plan with Location Plan & Riser Diagram
2. Duly Accomplished Electrical Application Form and Worksheet
3. Bill of Materials
4. Valid PRC I.D. and updated PTR of Designing Engineer with seal and specimen signature
5. Design Analysis
6. Electrical specifications

F. ELECTRONICS

1. Mechanical Plan & Specifications
2. Mechanical Applications
3. Bill of Materials
4. PTR of Designing Engineer with seal & specimen signature
5. Others in connection with mechanical
6. Mechanical specifications

G. MECHANICAL

1. Mechanical Plan
 - a. Location Plan and Key Plan
 - b. General Layout Plan not less than 1:100m scale
 - c. Design Computations
 - d. Isometric drawing of all machineries, machinery foundations with details and foundation computations
 If Applicable:
 - e. Detailed plans of Boilers and pressure vessels
 - f. Detailed plans of Fire Suppression System with initiating, monitoring, and alarm devices
 - g. Detailed drawing of duct work installations
2. Dully Accomplished Mechanical Application Form
3. Bill of Materials
4. PTR of Designing Engineer with seal and specimen signature
5. Mechanical Specifications

HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Secure Checklist of Requirements	Provide checklist and give instructions	1 min	Ricky P. Oyo
2	Submit corresponding plans and requirements as per checklist with filled up permit forms and supporting documents.	Check completeness of documents attached	15 mins	Clifford S. Cosep, Line and Grade Alvaro E. Prado, Architectural Vicente R. Bortes, Jr., Electrical Mary Faith B. Reglanos, Sanitary & Plumbing Christopher C. Barcala, Structural Ignacio P. Paquibol, Jr., Mechanical
3	Submit documents to receiving clerk.	All plans and documents are officially received, no plans and documents will be out of the office premises unless it will be withdrawn by applicant	1 min	Ricky P. Oyo
4		Assessment of fee and signature of every section head	8 mins	Clifford S. Cosep, Line and Grade Alvaro E. Prado, Architectural Vicente R. Bortes, Jr., Electrical Mary Faith B. Reglanos, Sanitary & Plumbing Christopher C. Barcala, Structural Ignacio P. Paquibol, Jr., Mechanical
5	Payment of assessed fees at CTO	Collect payment and issue OR	3 mins	Revenue Collection Officer on Duty
6	Secure endorsement to fire and safety inspection	Prepare endorsement Countersign Sign and approve	3 mins	Ricky P. Oyo Ferdinand Eugenio C. Lim
7	Submit results of the fire & safety inspection to the Office of the Building Official (OBO)	Receive documents	1 min	Ricky P. Oyo
8		Recommend approval – assistant Building Official Sign approve Building Permit	2 mins	Ferdinand Eugenio C. Lim
9	Secure approved application	Record and release plans, documents and retain an office file	3 mins	Luciano V. Daron, Jr.

PROPOSED FLOW ON HOW TO AVAIL THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Submit corresponding duly accomplished application forms, plans, and other requirements per checklist attached	Perform preliminary assessment of the application by checking the completeness of documents attached to the application and inform immediately the applicant or authorized representative of any deficiency(ies) in the accompanying requirements enumerated in the Citizen's Charter. Assign an identification number to an application which shall be the identifying transaction number between the government and the applicant and issue an acknowledgement receipt containing the seal of the agency, name of responsible officer or employee, designation, date, and time of receipt.	15 – 30 mins (According to the nature of application)	Ricky P. Oyo
2		Technical sections will check and verify plans, specifications and other requirements. If no deficiency, reflect immediately the assessed permit fee and sign the respective plans, applications, etc. and for instance, there is/are deficiency(ies) but cannot affect the assessment of fees, reflect immediately the assessed amount without signing the plans and other supporting unless the deficiency(ies) was settled. From Sanitary/Plumbing Section back to receiving clerk to determine if such application has deficiency, inform the applicant or if none, receive immediately the application.	a. LINE & GRADE 15 minutes from receipt of application from step 1; b. ELECTRICAL 15 minutes from receipt of application from Line & Grade; c. ARCHITECTURAL 15 minutes from receipt of application from Electrical.	Clifford S. Cosep Vicente R. Bortes, Jr. Alvaro E. Prado
3		Technical sections will check and verify plans, specifications and other requirements. If no deficiency, reflect immediately the assessed permit fee and sign the respective plans, applications, etc. and for instance, there is/are deficiency(ies) but cannot affect the assessment of fees, reflect immediately the assessed amount without signing the plans and other supporting unless the deficiency(ies) was settled. From Sanitary/Plumbing Section back to receiving clerk to determine if such application has deficiency, inform the applicant or if none, receive immediately the application.	d. STRUCTURAL 15 minutes from receipt of application from Architectural; e. MECHANICAL 15 minutes from receipt of application from Structural, and; f. SANITARY/PLUMBING 15 minutes from receipt of application from Mechanical.	Christopher C. Barcala Ignacio P. Paquibol, Jr. Mary Faith B. Reglanos
4		Verify the application if no deficiency, receive and record the application, prepare billing of Building Permit fees and inform the applicant	8 mins	Ricky P. Oyo
5	Payment of assessed fees at CTO	Collect payment and issue OR	3 mins	Revenue Collection Officer on Duty
6	Secure endorsement to fire and safety inspection	Assign building permit number Prepare endorsement Countersign of Chief of Enforcement Division Sign and endorsed by the Building Official	3 mins	Ricky P. Oyo Ferdinand Eugenio C. Lim
7	Submit results of the fire & safety inspection to the Office of the Building Official (OBO)	Receive documents	1 min	Ricky P. Oyo
8		Recommend issuance by chief of Enforcement division & issuance of Building Permit by Building Official	2 mins	Ferdinand Eugenio C. Lim
9	Secure issued permit	Record and release plans, documents and retain an office file	5 mins	Luciano V. Daron, Jr.

ISSUANCE OF BUILDING OCCUPANCY PERMIT. (INCLUDES RENOVATION, REPAIR AND DEMOLITION OF STRUCTURE)

The National Building Code of the Philippines
(Presidential Decree 1096), Chapter 3, Section 309
(Certificate of Occupancy)

"No building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefore as provided in this Code."

WHO MAY AVAIL OF THE SERVICE:

1. Copy of the complete set of Building Permit and Building Plans
2. Fire Safety Inspection Certificate from the Bureau of Fire Protection
3. Duly Accomplished Certificate of Completion

SCHEDULE OF SITE INSPECTION

TUESDAY AND THURSDAY 9:00 AM TO 12 NOON

HOW TO AVAIL OF THE SERVICE

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1	Present requirements and request for inspection	Receive documents and set schedule for inspection	2 mins	Ferdinand Eugenio C. Lim
2	Payment of Occupancy fee	Receive payment and issue OR	3 mins	Revenue Collection Officer on duty
3	Present Official Receipt	Prepare Certificate of Occupancy Prepare of Mission Order Countersign of Chief of Enforcement division Sign by the Building Official	3 mins	Luciano V. Daron, Jr. Ferdinand Eugenio C. Lim
4	Be present during the scheduled inspection	Check Structure as to compliance with the approved plans and specifications	30 mins	Clifford S. Cosep, Line and Grade Alvaro E. Prado, Architectural Vicente R. Bortes, Jr., Electrical Mary Faith B. Reglanos, Sanitary & Plumbing Christopher C. Barcala, Structural Ignacio P. Paquibol, Jr., Mechanical

Steps	Follow These Steps		It Will Take You	Please Approach
	Client	Personnel		
1		Affix signatures as to compliance with specifications on Certificate of Final Inspection	5 mins	Clifford S. Cosep, Line and Grade Alvaro E. Prado, Architectural Vicente R. Bortes, Jr., Electrical Mary Faith B. Reglanos, Sanitary & Plumbing Christopher C. Barcala, Structural Ignacio P. Paquibol, Jr., Mechanical
2		Issue Certificate of Occupancy	2 mins	Ferdinand Eugenio C. Lim
3		Prepare Transmittal for City Assessor's Office Countersign of Chief of Enforcement division Sign by the Building Official	3 mins	Evelyn L. Bodongan Ferdinand Eugenio C. Lim
4	Claim	Release Certificate of Occupancy together with the owner's copy of the plans and other related documents	5 mins	Luciano V. Daron, Jr.