



## 1. Issuance of Building Permit / Fencing Permit / Sign Permit

**Section 301** of the National Building Code provides that any person, firm or corporation, agency or instrumentality of the government who will construct, alter, repair, use, occupy, convert, move or demolish any building or structure, or cause the same to be done is required to obtain a **building permit** first from the Office of the Building Official assigned in that place where the building or structure is located.

A building permit is a document issued by the Building Official giving permission to an applicant to proceed construction of a building project upon approval of the building plans, specifications and other pertinent documents found conforming to the provisions of the National Building Code of the Philippines. In addition, permits supplementary to a building permit such as Ancillary and Accessory permits shall also be applied. These are the following: a) Architectural Permit; b) Civil Structural Permit; c) Electrical Permit; d) Mechanical Permit; e) Sanitary Permit; f) Plumbing Permit; g) Electronics Permit

<b>Office or Division:</b>	Municipal Engineering Office / Office of the Building Official
<b>Classification:</b>	Highly technical application / transaction
<b>Type of Transaction:</b>	G2C- Government to Citizen; G2G – Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>1. Permit Forms</b> duly accomplished with sign and seal of the respective private, licensed and registered professions. <ul style="list-style-type: none"> <li>• Building permit</li> <li>• Sanitary permit</li> <li>• Electrical permit</li> <li>• Sign permit</li> <li>• Fencing permit</li> <li>• Excavation permit</li> <li>• Mechanical permit</li> <li>• Excavation permit</li> </ul>	Municipal Hall - Office of the Building Official (blank application forms)
<b>2. Legal Documents</b>	
2.1 Transfer Certificate of Title (1 true copy and 3 photocopies)	Provincial Capitol – Registry of Deeds
2.2 Tax Declaration of lot (1 true copy and 3 photocopies)	Municipal Hall – Assessor’s Office
2.3 Current Tax Receipt / Certificate of Non – tax delinquency	Municipal Hall – Treasurer’s Office
2.4 Barangay Certification (for unpatented lands)	Municipal Hall – Office of the Building Official



2.5 Alienable and Disposable Certification (for unpatented lands)	Community Environment and Natural Resources Office (CENRO)
2.6 Deed of sale (if ownership is not yet transferred)	Provided by the applicant
2.7 Affidavit of consent of lot owner (if applicant is not the registered owner of the lot)	The affidavit shall be executed by the registered owner
2.8 Contract of lease (in case of land lease)	Provided by the applicant
2.9 Certificate of Registration and Board Resolution Authorization (in case of Corporation / cooperative)	Provided by the applicant
<b>3. Building Documents</b>	
3.1 Building Plans / Fencing Plans / Sign Plans (5 sets each plus one extra copy of the first page of architectural plans – site development plans) 1 set consist of the following: <ul style="list-style-type: none"> <li>• Architectural plans</li> <li>• Structural plans</li> <li>• Electrical plans including design computations</li> <li>• Sanitary / plumbing plans with design computations</li> <li>• Fire Safety Plans</li> <li>• Electronic Plans</li> <li>• Geodetic Plans</li> <li>• Mechanical Plans</li> </ul>	The building / fencing / sign plans shall be prepared, duly signed and sealed by the respective private, licensed and registered professionals whom the applicant has engaged services.
3.2 Building / Fencing / Sign Cost Estimates, (4 sets each) <ul style="list-style-type: none"> <li>• Architectural Works</li> <li>• Structural Works</li> <li>• Electrical installations</li> <li>• Sanitary / Plumbing Installations</li> <li>• Fire Safety Installations</li> <li>• Electronic Installations</li> <li>• Site Development Works</li> <li>• Mechanical Installations</li> </ul>	The building / fencing / sign cost estimates shall be prepared, duly signed and sealed by the respective private, licensed and registered professional/s whom the applicant has engaged services.
3.3 Technical Specifications (3 sets)	The technical specifications shall be prepared, duly signed and sealed by the respective private, licensed and registered professional / s whom the applicant has engaged services.
3.4 Seismic Analysis and Structural Design computations <b>EXCEPT</b> for one-storey and single detached building /	The seismic analysis and structural design computations shall be prepared, duly signed and sealed by the respective private, licensed and



structure with total floor area of 20.00 sq.m. or less (2 sets)	registered professional whom the applicant has engaged services.
3.5 Boring and load tests / geotechnical investigation report for building / structures three-storey roof deck and higher (2 sets)	Private office of geotechnical engineer
3.6 Electrical design analysis computations optional if included in the plans (2 sets)	The electrical design analysis shall be prepared, duly signed and sealed by the respective private, licensed and registered professional electrical engineer whom the applicant has engaged services.
3.7 DOLE approved Construction Safety and Health Program, as per DOLE D.O. 13 s. 1998 (2 sets)	DOLE – CAR
<b>4. Clearances</b>	
4.1 Mandatory Clearances	
4.1.a Location Clearance (1 original and 2 photocopies)	Municipal Hall – Municipal Zoning Section
4.1.b Fire Safety Clearance (1 original and 2 photocopies)	Local Bureau of Fire Protection
4.2 Written Clearances from other agencies to be secured by the applicant <b>whenever necessary</b> (1 original and 2 photocopies)	
4.2.a Road right-of-way clearance adjacent	DPWH – BED / PEO
4.2.b Waterway clearance	DPWH – BED
4.2.c Transmission line right-of-way clearance	NGCP
4.2.d MGB – DENR OGI Report	MGB
4.2.e La Trinidad Water District clearance for unpatented lands located at Barangay Ambiong	LTWD
4.2.f LGU / Barangay Clearance	Municipal Hall / Barangay Hall
<b>5. Supplemental Requirements</b>	
5.1 Photocopy of PRC ID and PTR of signing professionals, optional if already submitted for the current year (1 set)	Provided by the design professionals whom the applicant has engaged their services.
5.2 Logbook (1 set)	Any school supplies store
5.3 Expanding envelope (1 piece)	Any school supplies store
5.4 Tarpaulin signage, format provided at the back of the checklist of requirements (1 piece)	Any printing services
5.5 Authorization letter in case applicant is not personally applying (1 original and 1 photocopy)	Provided by the applicant



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook	1. Hand the logbook to the client	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
2. Secure 1 set Building permit, ancillary and accessory permit application forms and comply with requirements listed in the checklist	2. Issue building permit, ancillary and accessory permit application forms and checklist of requirements	None	5 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
3. Secure Location Clearance	c/o MPDO – Zoning Section	Refer to MPDO – Section Citizen’s Charter	Refer to MPDO – Section Citizen’s Charter	<i>Zoning Officer</i> Municipal Planning and Development Office – Zoning Section
4. After location clearance is issued, request for fire endorsement	4. Prepare fire endorsement	None	2 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
5. Secure Fire Safety Clearance	c/o of local BFP	Refer to local BFP Citizen’s Charter	Refer to local BFP Citizen’s Charter	<i>Fire Chief</i> Local Bureau of Fire and Protection
6. After securing location clearance and fire safety clearance, submit accomplished building permit application together with the requirements for initial evaluation and secure application number	6.1 Receive application documents and check compliance to requirements  6.2 Provide application number  6.3 Provide Order of Payment and Progress Flow  6.4 Give appropriate	None	15 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official



	instructions to applicant			
7. Secure Line and Grade approval	<p>7.1 Conduct site inspection and check compliance to established easements / setbacks.</p> <p>7.2 Verify if applicant needs to secure additional clearance/s from other agencies.</p> <p>7.3 Assess fee for line and grade</p> <p>7.4 Compute excavation bond, if necessary</p>	See schedule of fees below this service specifications table	2 hours (depends on location)	<p><i>Engr. Raymond Sabado / Mr. Juanito M. Ocampo, Jr.</i> Engineering Office / Office of the Building Official</p>
8. Secure the approval and assessment of fees of the following sections:				
8.1 Architectural	<p>8.1.a Evaluate architectural plans and documents</p> <p>8.1.b Assess architectural fees</p>	See schedule of fees below this service specifications table	20 minutes	<p><i>Arch. Chester Jun L. Zambrano / Arch. Anthony Q. Quias / Arch. Glenn C. Depao</i> Engineering Office / Office of the Building Official</p>
8.2 Structural	8.2.a Evaluate structural plans and documents	None	20 minutes	<p><i>Engr. Charles T. Tayaban / Engr. Jun L. Daliones / Engr. Christelle Joy B. Ampaguey</i> Engineering Office / Office of the Building Official</p>
8.3 Electrical	<p>8.3.a Evaluate electrical plans and documents</p> <p>8.3.b Assess electrical fees</p>	See schedule of fees below this service specifications table	20 minutes	<p><i>Engr. Doval B. Bokilis / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official</p>



		ons table		
8.4 Plumbing and Sanitary	8.4.a Evaluate plumbing and sanitary plans and documents  8.4.b Assess plumbing and sanitary fees	See schedule of fees below this service specifications table	20 minutes	<i>Engr. Johnson W. Chan / Arch. Glenn C. Depao</i> Engineering Office / Office of the Building Official
9. Secure the order of payment to be presented at the Municipal Treasury Office	9. Compute total fees and issue Order of Payment	None	5 minutes	<i>Engr. Julius U. Mandac / Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
10. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment	10.1 Accept the payment based on the Order of Payment  10.2 Issue the Official Receipt	None	Refer to MTO's citizen's charter	<i>Revenue Collection Clerk</i> Municipal Treasurer's Office
11. Return to the Office of the Building Official with the official receipt for the processing of the permit	11.1 Check the official receipt  11.2 Record the fees paid  11.3 Type the application number including other relevant information in the application forms	None	20 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
12. Wait for the approval of building permit application	12.1 Review and check completeness of application documents and final evaluation and approval by the Building Official  12.2 Type the	None	35 minutes	<i>Engr. Julius U. Mandac</i> Engineering Office / Office of the Building Official



	building permit number, record, sort and file application documents			
13. Receive approved building permit	13. Release owner's copy of the permit	None	1 minute	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official
<b>TOTAL</b>			<b>4 hours, 44 minutes</b>	

Note 1: For Fencing permit applications, the signatories of evaluators on Electrical, Sanitary and Bureau of Fire Protection are not required.

Note 2: For Sign (billboard) Permit applications, the signature of the Sanitary Section is not required.

Note 3: For applications involving buildings / structures already constructed without permit, the same process and requirements applies. However, both occupancy certificate and building permit applications may be applied at the same time.

Note 4: Process flow is subject to change to comply with the Joint Memorandum Circular 2018-01.

## 2. Issuance of Certificate of Occupancy

The owner of the building or structure who is granted a building permit shall, upon completion of the building, apply for a **Certificate of Occupancy** from the Office of the Building Official.

A **Certificate of Occupancy** shall be issued by the Building Official within 30 days, if after inspection and submittal of a Certificate of Completion by the Architect or Civil Engineer in charge of the construction, it is found that the building/structure has complied with the provisions of the Building Code.

A building/structure erected without a building permit may be issued a certificate of occupancy provided the owner will be made to comply with the requirements and specifications of the Building Code and other pertinent laws.

<b>Office or Division:</b>	Municipal Engineering Office / Office of the Building Official
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C; G2G





<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Forms		Municipal Engineering Office / Office of the Building Official (blank forms)		
2. Inspection Report		Municipal Engineering Office / Office of the Building Official (blank forms)		
3. Latest picture of the building, exterior face, base it from perspective of approved plan, completed or almost complete		Provided by the applicant		
4. Certificate of completion		Municipal Engineering Office / Office of the Building Official (blank forms)		
5. Affidavit of Civil Engineer		Municipal Engineering Office / Office of the Building Official (blank forms)		
6. Certificate of Plumbing Inspection		Municipal Engineering Office / Office of the Building Official (blank forms)		
7. Certificate of Final Electrical Inspection (CFEI)		Municipal Engineering Office / Office of the Building Official (blank forms)		
8. Certification from Electrician / Electrical Engineer		Private electrician / Electrical engineer in-charge of electrical works		
9. Fire Inspection Certificate		Bureau of Fire and Protection		
10. Construction logbook – signed and sealed by supervising engineer / architect		Site Engineer / architect in-charge of construction		
11. Building permit, electrical permit, sanitary permit and zoning clearance (1 photocopy each)		Provided by the applicant		
12. Approved plans for reference during inspection only, to be returned to applicant immediately		Provided by the applicant		
13. PRC ID and current year PTR of professionals, if not yet submitted (1 photocopy)		Professionals in-charge of construction		
14. As-built plans for legalization application with no violations		Private professional		
15. As-built plans with proposed remedial measures indicated on plans		Private professional		
16. Affidavit of undertaking to institute remedial measures of # 15 within one year only		Notary Public		
17. Affidavit of no objection from affected neighboring lot owners		Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook	1. Hand the logbook to the client	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office /





				Office of the Building Official
2. Secure application forms	2. Release application form	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
3. Submit duly accomplished application forms and documents required from the checklist	3.1 Check compliance 3.2 Schedule date of inspection	None	5 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
4. Accompany inspection team to the building site	4. Conduct inspection of building to check compliance to the approved building plans and specifications covered by the issued building permit	None	2.5 hours	<i>Engr. Julius U. Mandac, Engr. Charles T. Tayaban/Engr. Jun L. Daliones / Engr. Christelle Joy B. Ampaguey, Arch. Chester Jun L. Zambrano / Arch. Anthony Q. Quias / Arch. Glenn C. Depao, Engr. Johnson W. Chan, Engr. Raymond Sabado/Mr. Juanito M. Ocampo, Jr., Engr. Doval B. Bokilis / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official
5. Return to the engineering office for the typing of data in the Certificate of Occupancy	5.1 Type data in the Certificate of Occupancy 5.2 Prepare endorsement to the local Bureau of Fire and Protection	None	10 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
6. Secure the approval from the zoning section	c/o MPDO – zoning section	c/o MPDO – zoning section	Refer to MPDO Zoning Section Citizen's Charter	<i>Zoning Officer</i> Municipal Planning and Development Office – Zoning Section



7. Secure Bureau of Fire and Protection Certificate of inspection	c/o local BFP	c/o local BFP	Refer to local BFP Citizen's Charter	Bureau of Fire and Protection
6. Secure the approval of the inspection team of the engineering office	6. Sign the Certificate of Occupancy as to compliance with the following (in any order): a. Line and grade b. Architectural c. Structural d. Electrical e. Sanitary / Plumbing	None	10 minutes (2 minutes per signatory)	<i>Engr. Charles T. Tayaban/Engr. Jun L. Daliones / Engr. Christelle Joy B. Ampaguey, Arch. Chester Jun L. Zambrano / Arch. Anthony Q. Quias / Arch. Glenn C. Depao, Engr. Johnson W. Chan, Engr. Raymond Sabado/Mr. Juanito M. Ocampo, Jr., Engr. Doval B. Bokilis / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official
7. Pay the Building Code Fees and when required, pay the Administrative fine	Receive payment and issue Official Receipt	See schedule of fees provided under Service #1	Refer to MTO Citizen's Charter	Revenue Collection Clerk Municipal Treasurer's Office
8. Submit official receipt to the Engineering Office / Office of the Building Official	8.1 Receive Official receipt 8.2 Process application 8.3 Transmit application to Building Official for approval	None	6 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
9. Wait for the approval of the Certificate of Occupancy	9.1 Evaluate and review completeness of documents 9.2 Approve application	None	15 minutes	<i>Engr. Julius U. Mandac</i> Engineering Office / Office of the Building Official
10. Wait for the release of approved Certificate of	10. Final processing, recording, and	None	10 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i>



Occupancy	sorting of approved application			Engineering Office / Office of the Building Official
11. Receive owner's copy of the Certificate of Occupancy	11. Release owner's copy of the Certificate of Occupancy	None	2 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
<b>TOTAL</b>			<b>3 hours and 34 minutes</b>	
Note 1: For applications involving buildings / structures already constructed without permit, the same process and requirements apply. However, both Certificate of Occupancy and Building Permit applications may be applied at the same time.				
Note 4: Process flow is subject to change to comply with the Joint Memorandum Circular 2018-01.				

### 3. Issuance of Certifications on Issued Permits or Certified Photocopies of Building Permits, Occupancy Certificates and other related documents

Any person, upon request, may be issued certified copies of building permits and certificates on file provided the purpose of the request is for legal and academic purposes only. For request of copies of building plans, a written permission from the designer is required prior to issuance of the certified copy except when the requesting party is the building owner.

<b>Office or Division:</b>	Municipal Engineering Office / Office of the Building Official			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished request slip / letter.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook	1. Hand the logbook to the client	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
2. Accomplish request slip for the desired document to	2.1 Receive copy of request 2.2 Prepare and		25 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office /



be certified.	issue order of payment 2.3 Prepare the requested document			Office of the Building Official
3. Pay the required fees at the Municipal Treasury Office	Receive payment and issue official receipt		Refer to MTO Citizen's Charter	Revenue Collection Clerk Municipal Treasurer's Office
4. Return to the Engineering Office and Submit Official receipt	4.1 Release copy of document to the client 4.2 Record and file office copy of the document	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
<b>TOTAL</b>			<b>31 minutes</b>	

#### 4. Engineering Investigations, Survey, Design and Preparation of Programs of Work, Detailed Estimates and Plans of Local Infrastructure and Public Works Projects

The Office of the Municipal Engineer is primarily responsible in the administration, coordination, supervision and control of the construction, maintenance, improvement, repair of all infrastructure and public works projects of the Municipality.

The office is also mandated to provide engineering services for public welfare upon request and endorsement by the Barangay Council and the Local Chief Executive. The following are the technical services that may be availed from the engineering office : a) Engineering investigation and surveys; b) Preparation of Architectural and Engineering Design plans; c) Detailed Engineering (Preparation of Plans, Program of Works and Detailed Estimates), d) Project Management and Supervision.

<b>Office or Division:</b>	Municipal Engineering Office			
<b>Classification:</b>	Highly Technical application / transaction			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request		Barangay / Organization / requesting party/ies		
2. Barangay Resolution endorsing the request		Barangay Hall		
3. Local Chief Executive endorsement		Mayor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY</b>	<b>FEES TO</b>	<b>PROCESSING</b>	<b>PERSON</b>



	<b>ACTIONS</b>	<b>BE PAID</b>	<b>TIME</b>	<b>RESPONSIBLE</b>
1. Sign in the client logbook	1. Hand the logbook to the client	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an Engineering Office</i>
2. Present copy of the barangay request / resolution duly endorsed by the Local Chief Executive	2.1 Receive and record request	None	2 minutes	<i>Engr. Benedict P. Pineda / Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an / Ms. Angela T. Juan Engineering Office</i>
	2.2 Forward request to the Municipal Engineer			
	2.3 Assign technical personnel		5 minutes	
3. Accompany assigned personnel /s to the project site	3.1 Conduct inspection and / or technical survey	None	1 day	<i>Municipal Engineer Engineering Office</i>
	3.2 Prepare technical report / design plans, detailed estimates and program of work		See matrix below this table	
4.	4.1 Review report / program of work	None	1 hour	<i>Municipal Engineer Engineering Office</i>
	4.2 Prepare endorsement to the LCE for appropriate action or approval			
5. Receive copy of the report / program of work	5.1 Release copy of report / program of work	None	5 minutes	<i>Engr. Jasmin C. Tacio / Ms. Angela T. Juan Engineering Office</i>
	5.2 File copy			
<b>TOTAL</b>		None		

## **5. Issuance of Permit For Temporary Electrical Service Connection (Pursuant to the provisions of PD 184 and PD 1096)**

Permit for Temporary Electrical Service Connection is issued by the Office of the Building Official to applicants who wish to be connected with temporary electrical service during the construction of their buildings / structures and other permitted activities that needs temporary lighting.



<b>Office or Division:</b>	Municipal Engineering Office / Office of the Building Official			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Building Permit (1 photocopy); or		Owner's copy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook	1. Hand the logbook to the client	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
2. Secure application forms	2.1 Issue application forms  2.2 Give appropriate instructions	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an / Engr. Doval B. Bokilis / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official
3. Submit accomplished form and the required document	3. Receive and evaluate application as to compliance with the requirements	None	6 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
4. Secure order of payment	4. Prepare order of payment	None	2 minutes	<i>Engr. Doval B. Bokilis / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official
5. Pay the Building Code Fees	5. Receive payment and issue Official Receipt	See schedule of fees provided under Service #1	Refer to MTO Citizen's Charter	Revenue Collection Clerk Municipal Treasurer's Office
6. Submit official receipt to the Engineering Office / Office of the Building	6.1 Receive Official receipt  6.2 Record OR	None	8 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building



Official	number and application number			Official
7. Wait for approval of the permit	7.1 Sign application for endorsement to the Building Official  7.2 Final evaluation and approval	None	4 minutes	<i>Engr. Benedict P. Pineda / Engr. Julius U. Mandac</i> Engineering Office / Office of the Building Official
8. Receive copy of permit	8. Record and issue permit	None	2 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
<b>TOTAL</b>			<b>28 minutes</b>	

## **6. Issuance of Electrical Permit and Certificate of Final Electrical Inspection for Additional or Reconnection of KWH meter (Pursuant to the provisions of PD 184 and PD 1096)**

Electrical Permit and Certificate of Final Electrical Inspection are issued by the Office of the Building Official to applicants who wish to have additional Kilowatt Hour Meter or to be reconnected with electricity after the Local Electrical Utility Company has disconnected their services.

<b>Office or Division:</b>	Municipal Engineering Office / Office of the Building Official
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Certificate of Non-Tax Delinquency of Lot (1 true copy)	Municipal Hall – Municipal Treasurer’s Office
2. Certificate of Non-Tax Delinquency of Building (1 true copy)	Municipal Hall – Municipal Treasurer’s Office
3. Certificate of Occupancy covering the building (1 photocopy)	Owner’s copy
4. Electric Bill (1 original and 1 photocopy)	Local Electric Utility Company (BENECO)
5. For reconnection, proof that the electric service of the applicant has been disconnected by the Local Electric Utility	Local Electric Utility Company (BENECO)





Company (1 photocopy)				
6. Electric plans signed and sealed by a private Professional Electrical Engineer (2 original copies)		Prepared, signed and sealed by a private Professional Electrical Engineer		
7. Location plan signed by the private Electrical Engineer (2 original copies)		Prepared, signed by a private Electrical Engineer / Master Electrician		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client logbook	1. Hand the logbook to the client	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
2. Secure application forms	2.1 Issue application forms 2.2 Give appropriate instructions	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
3. Submit accomplished form and the required documents	3.1 Receive and evaluate application as to compliance with the requirements 3.2 Schedule date of inspection	None	5 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
4. Accompany inspector on the scheduled date of inspection	4.1 Conduct inspection of electrical installation 4.1 Assess building code fees	None	2 hours	<i>Engr. Doval B. Bokilis / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official
5. Secure order of payment	5. Prepare order of payment	None	2 minutes	<i>Engr. Doval B. Bokilis / Mr. Ike B. Opad</i> Engineering Office / Office of the Building Official
6. Pay the Building Code Fees and fire code fees	6. Receive payment and issue Official Receipt	See schedule of fees provided under Service	Refer to MTO Citizen's Charter	Revenue Collection Clerk Municipal Treasurer's Office



		#1		
7. Secure Fire Protection Certification endorsement	7. Prepare endorsement	None	3 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
8. Secure Fire Protection Certification	c/o local BFP	c/o local BFP	Refer to MTO Citizen's Charter	<i>Local BFP Chief</i> Local BFP
9. Submit application with all documentary requirements	9.1 Receive and evaluation application  9.2 Record OR number and application number	None	8 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
10. Wait for approval of the permit	10.1 Sign application for endorsement to the Building Official  10.2 Final evaluation and approval	None	4 minutes	<i>Engr. Benedict P. Pineda / Engr. Julius U. Mandac</i> Engineering Office / Office of the Building Official
11. Receive copy of permit	11. Record and issue permit	None	2 minutes	<i>Engr. Christelle Joy B. Ampaguey / Engr. Liezl L. Binay-an</i> Engineering Office / Office of the Building Official
<b>TOTAL</b>			<b>2 hours and 30 minutes</b>	



**Schedule of Building Code fees and other charges provided under PD 1096 otherwise known as the National Building Code of the Philippines**

1. Basis of assessment
  - a. Character of Occupancy
  - b. Cost of construction
  - c. Floor area
  - d. Height
  
2. Regardless of type of construction, the cost of construction of any building / structure for the purpose of assessing the corresponding fees shall be based on the following tables

LOCATION	GROUP		
	All cities and Municipalities	A, B, C, D, E, F, G, H, I	F
P 10,000.00		P8,000	P6,000

3. Construction/addition/renovation/alteration of buildings/structures under group/s sub-divisions shall be assessed as follows:

a. Division A-1

	Area in sq. meters	Fees per sq.m.
i.	Original complete construction up to 20.00 sq.m.....	P 2.00
ii.	Additional/renovation/alteration up to 20.00 sq.m. regardless of floor area of original construction .....	2.40
iii.	Above 20 sq.meters to 50 sq. meters .....	3.40
iv.	Above 50 sq. meters to 100 sq. meters .....	4.80
v.	Above 100 sq. meters to 150 sq.meters .....	6.00
vi.	Above 150 sq. meters .....	7.20

b. Division A-2

	Area in sq. meters	Fees per sq.m.
i.	Original complete construction up to 20.00 sq.m. ....	P3.00
ii.	Additional/renovation/alteration up to 20.00 sq.m. regardless of floor area of original construction .....	3.40
iii.	Above 20 sq.meters to 50 sq. meters .....	5.20



- iv. Above 50 sq. meters to 100 sq. meters ..... 8.00
- v. Above 150 sq. meters ..... 8.40

c. Divisions 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. meters		Fees per sq.m.	
i.	Up to 5,000	....	P 23.00
ii.	Above 5,000 to 6,000		22.00
iii.	Above 6,000 to 7,000		20.50
iv.	Above 7,000 to 8,000		19.50
v.	Above 8,000 to 9,000		18.00
vi.	Above 9,000 to 10,000		17.00
vii.	Above 10,000 to 15,000		16.00
viii.	Above 15,000 to 20,000		15.00
ix.	Above 20,000 to 30,000		14.00
x.	Above 30,000	.....	12.00

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

i.	Up to 5,000	.....	P 12.00
ii.	Above 5,000 to 6,000		11.00
iii.	Above 6,000 to 7,000		10.20
iv.	Above 7,000 to 8,000		9.60
v.	Above 8,000 to 9,000		9.00
vi.	Above 9,000 to 10,000		8.40
vii.	Above 10,000 to 15,000		7.20
viii.	Above 15,000 to 20,000		6.60
ix.	Above 20,000 to 30,000		6.00
x.	Above 30,000	.....	5.00

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a to 3.d).

4. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

a. Total Connected Load (kVA)

Fee



i.	5 kVA or less .....	P200.00
ii.	Over 5 kVA to 50kVA .....	200.00+20.00/kVA
iii.	Over 50 kVA to 300 kVA .....	1,100.00+10.00/kVA
iv.	Over 300kVA to 1,500kVA .....	3,600.00+5.00/kVA
v.	Over 1,500kVA to 6,000 kVA .....	9,600.00+2.50/kVA
vi.	Over 6,000kVA .....	20,850.00+1.25/kVA

NOTE: Total Connected Load as shown in the Load Schedule.

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

	Fee
i.	5 kVA or less ..... P40.00
ii.	Over 5 kVA to 50kVA ..... 40.00+P4.00/kVA
iii.	Over 50 kVA to 300 kVA ..... 220.00+2.00/kVA
iv.	Over 300kVA to 1,500kVA ..... 720.00+1.00/kVA
v.	Over 1,500kVA to 6,000 kVA .....1,920.00+0.50/kVA
vi.	Over 6,000kVA .....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	30.00/pole
ii.	Guying Attachment	30.00/attachment

This applies to designs/installations 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	Wiring Permit Issuance	Electric Meter
Residential	P15.00	P15.00
Commercial / Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees



The Total Electrical Fes shall be the sum of Section 4.a to 4.d of this Rule.

f. Forfeiture of Fees

If the Electrical works or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA7920), and the owner fails to perform corrective actions 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 ... P40.00
- ii. Ice plants, per ton or fraction thereof ..... 60.00
- iii. Packaged/Centralized Air Conditioning Systems:
  - Up to 100 tons, per ton ..... 90.00
  - iv. Every ton or fraction thereof above 100 tons ..... 40.00
  - v. Window type air conditioners, per unit ..... 60.00
  - vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent ..... 40.00
- vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be use as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.

b. Escalators and Moving Walks, funiculars and the like:

- i. Escalators and moving walk, per kW or fraction thereof ... P10.00
- ii. Escalator and moving walks up to 20 linear meters or fraction thereof ..... 20.00
- iii. Every linear meter or fraction thereof in excess of 20 linear meters ..... 10.00
- iv. Funicular, per kW or fraction thereof (a) Per lineal meter travel ..... 40.00
- v. Cable car, per kW or fraction thereof (a) Per lineal meter travel ..... 5.00

c. Elevators, per unit:

- i. Motor driven dumbwaiters .....P 600.00
- ii. Construction elevators for material ..... 2,000.00



iii.	Passenger elevators .....	5,000.00
iv.	Freight elevators .....	5,000.00
v.	Car elevators .....	5,000.00

d. Boilers, per kW:

i.	Up to 7.5 kW .....P	500.00
ii.	Above 7.5 kW to 22 kW	700.00
iii.	Above 22 kW to 37 kW	900.00
iv.	Above 37 kW to 52 kW	1,200.00
v.	Above 52 kW to 67 kW	1,400.00
vi.	Above 67 kW to 74 kW	1,600.00
vii.	Every kW or fraction thereof above 74 kW....	5.00

NOTE (a) Boiler rating shall be computed on the basis of 1.00 sq.m. of heating surface for 1 boiler kW

(b) Steam from this boiler used to propel any prime –mover is exempted from fees.

© Steam engine/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e.	Pressurized water heater, per unit .....P	200.00
f.	Water, sump and sewage pumps for commercial/ industrial use per kW or fraction thereof .....	60.00
g.	Automatic fire sprinkler system, per sprinkler head .....	4.00
h.	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the likes, per kW:	
	a. Every kW up to 50 kw .....	25.00
	b. Above 50 kW up to 100 kW .....	20.00
	c. Every kW above 100 kW .....	3.00
i.	Compressed Air, Vacuum, Commercial, Institutional and or Industrial Gases, per outlet .....	20.00
j.	Gas Meter, per unit .....	100.00
k.	Power piping for gas/steam/etc., per ln.m. or fraction thereof or per cu.m. or fraction thereof whichever is higher .....	4.00
l.	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, Not registered with the LTO, per kW:	
	i. Up to 50 kW .....	10.00
	ii. Above 50 kW to 100 kW .....	12.00
	iii. Every above 100 kW or fraction thereof .....	3.00
m.	Pressure Vessels, per cu. M. or fraction thereof .....	60.00





- n. Other Machinery/Equip't for Comm'l/ Industrial/Institutional  
Use elsewhere specified, per kW or fraction thereof ..... 60.00
- o. Pneumatic tubes, Conveyors, Monotrails for materials handling  
and addition to existing supply and or exhaust duct works and the  
like, per lineal meters or fraction thereof ..... 10.00
- p. Weighing Scale Structures, per ton or fraction thereof ..... 50.00

NOTE: Transfer of machine or equipment location within a building  
requires a mechanical permit and  
Payment of fees.

6. Plumbing Fees

- a. Installation fees, one (1) "UNIT" composed of one (1) water closet, two (2)  
floor drains, one (1) lavatory,  
One (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A  
partial part thereof shall be charged  
as that of the cost of a whole " UNIT" .....P 24.00
- b. Every fixture in excess of one unit:
  - i. Each water closet .....P 7.00
  - ii. Each floor drain ..... 3.00
  - iii. Each sink ..... 3.00
  - iv. Each lavatory ..... 7.00
  - v. Each faucet ..... 2.00
  - vi. Each shower head ..... 2.00
- c. Special Plumbing Fixtures:
  - i. Each slop sink .....P 7.00
  - ii. Each urinal ..... 4.00
  - iii. Each bath tub ..... 7.00
  - iv. Each grease trap ..... 7.00
  - v. Each garage trap ..... 7.00
  - vi. Each bidet ..... 4.00
  - vii. Each dental cuspidor ..... 4.00
  - viii. Each gas fired water heater ..... 4.00
  - ix. Each drinking fountain ..... 2.00
  - x. Each bar or soda fountain sink ..... 4.00
  - xi. Each laundry sink ..... 4.00
  - xii. Each lavatory sink ..... 4.00
  - xiii. Each fixed-type sterilizer ..... 2.00
- d. Each water meter .....P 2.00
  - i. 12 to 25 mm dia. .... 8.00
  - ii. Above 25 mm dia. .... 10.00
- e. Construction of septic tank, applicable in all Groups



- i. Up to 5.00 cu.m. of digestion chamber .....P24.00
- ii. Every cu.m. or fraction thereof in excess of 5.00cu.m.... 7.00

## 7. Electronics Fees

- a. Central office switching equipment, remote switching units, concentrators, PABX/PBX's cordless/wireless telephone and telecommunication systems, inter-communication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communication ..... P2.40 per port
- b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/ relay radio and broadcasting communications stations communications centers, switching centers, control centers, operations or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communication services, including those used in navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/ vehicle location ..... P1,000.00 per location
- c. Automated teller machines, ticketing, vending and other types of electronic dispensing machine, telephone booths, pay phones, coin changers, location or direction finding system, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanner, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purpose and other similar electronic or electronically-controlled apparatus or devices, whether located indoors or outdoors ..... P10.00 per unit
- d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected .....P2.40 per outlet
- e. Station, terminal control point port/central or remote panels/outlets for security and alarm system (including watchman system, burglar alarms, intrusion detection system, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal



- lights, etc.) electronics fire alarm(including early detection systems, smokedetectors, etc.) sound-reinforcement background, music, paging/conference systems, and the like,CATV, MATV/CCTV and off-air television, electronically controlled conveyance systems, building automation, management system and similar types of electronic or electronically-controlled installations whether a user terminal is connected .....P2.40 per termination
- f. Studios, auditoriums, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation
  - g. and similar activities .....P1,000.00 per location
  - h. Antenna towers/masts or other structures for installation of any electronic and or communications transmission/reception .....P1,000.00 per structure
  - i. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi media signs, etc. .... P50.00 per unit
  - j. Poles and attachment:
    - a. Per Pole ( to paid by pole owner) .....P 20.00
    - b. Per attachment ( to be paid by any entity who attaches to the pole of others) ..... 20.00
  - k. Other types of electronics or electronically controlled device, apparatus, equipment,instrument, or units not specifically identified above. ....P 50.00 per unit

#### 8. Accessories of the Building/Structure Fees

- a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces,lanais, and the like, shall be charged 50% of the rate of the principal building of which they are a part (section 3.a to 3.d of this schedule).
- b. Building with a height of more than 8.00 meters shall be charged an additional fee of twenty five centavos (P0.25) per cubic meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.
- c. Bank and Records Vaults with interior volume up to  
20.00 cu. Meters .....P20.00
  - i. In excess of 20.00 cu.m. .... 8.00
- d. Swimming Pools, per cu. Meter or fraction thereof:
  - i. Group A Residential ..... P3.00
  - ii. Commercial / Institutional Groups B, E, F ,G ..... 36.00
  - iii. Social/ Recreational/Institutional Groups C, D, H, I ... 24.00



- iv. Swimming pools improvised from local indigenous materials such as rocks, stones, and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.
- v. Swimming pool shower rooms/locker rooms:
  - i. Per unit or fraction thereof .....P 60.00
  - ii. Residential GROUP A ..... 6.00
  - iii. GROUP B, E, F, G, ..... 18.00
  - iv. GROUP C, D, H, ..... 12.00
- e. Construction of firewalls separate from the building:
  - i. Per sq.m. or fraction thereof .....3.00
  - ii. Provided, that the minimum fee shall be .....48.00

f. Construction of towers: Including Radio and TV towers, water tank supporting structures and the like:

Use or Character of Occupancy

	Self-Supporting	Trilon (Guyed))
i. Single detached dwelling units ...	P 500.00	P150.00
ii. Commercial/Industrial (Groups B,E,F,G) Up to 10.00 meters in height.....	2,400.00	240.00
(a) Every meter		
(b) or fraction thereof in excess of 10.00 meters	120.00	12.00
iii. Educational/Recreational /Institutional (Groups C,D,H,I) up to 10.00 meters In height .....	1,800.00	120.00
(a) Every meter or		
(b) fraction thereof in excess of 10.00 meters .....	120.00	12.00

g. Storage silos, up to 10.00 meters in height .....P2,400.00



- a. Every meter or fraction thereof in excess of 10.00 meters..... 150.00
- b. Silos with platforms or floors shall be charged an additional fee in accordance with section 3.e of this schedule.
  
- h. Construction of smokestacks and chimneys for Commercial/Industrial Use
  - Groups B,E,F and G:
    - a. Smokestacks, up to 10.00 meters in height, measured from the base .....P 240.00
      - (a) Every meter or fraction thereof in excess of 10.00 meters ..... 12.00
    - b. Chimneys up to 10.00 meters in height, measured from the base ..... 48.00
      - (a) Every meter or fraction thereof in excess of 10.00 meters ..... 2.00
  - i. Construction of Commercial/Industrial Fixed Ovens,
  - j. per square meters or fraction thereof of interior floor areas .....48.00
  - k. Construction of Industrial Kiln/Furnace, per cu.m. or fraction thereof of volume .....12.00
  - l. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B. up to 2 cu.m..... 12.00
    - i. Every cu.m. or fraction thereof in excess of 2.00 cu.m. .... 12.00
    - ii. For all other than Groups A and B up to 10.00 cu.m. .... 480.00
      - (a) Every cu.m. or fraction thereof in excess of 10.00 cu.m. .... 24.00
  - m. Construction of Water and Waste Water Treatment Tanks (including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu.m.volume.....P 7.00
  - n. Construction of reinforced concrete or steel tanks except for commercial/Industrial Use:
    - i. Above ground, up to 10.00 cu.meters ..... 480.00
      - Every cu. Meter or fraction thereof in excess of 10.00 cu. Meters .....480.00
    - ii. Underground up to 20.00 cu. meters ..... 540.00
      - Every cu. meter or fraction thereof in excess of 20.00 cu. meters ..... 24.00
  - o. Pull-outs and Reinstallation of Commercial / Industrial Steel Tanks:



- i. Underground, per cubic meter or fraction thereof of excavation ..... 3.00
- ii. Saddle or trestle mounted horizontal tanks .....3.00
- iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with section 8.k above
- p. Booths, Kiosks, Platforms, Stages and the like per sq.m. or fraction thereof of floor area:
  - i. Construction of permanent type ..... 10.00
  - ii. Construction of temporary type ..... 5.00
  - iii. Inspection of knock-down temporary type, per unit ..... 24.00
- q. Construction of building and other accessory structures within cemeteries and memorial parks:
  - i. Tombs, per sq.m. of covered ground areas ..... 5.00
  - ii. Semi-enclosed mausoleums whether canopied or not, per sq.m. of built-up area ..... 5.00
  - ii. Totally enclosed mausoleums, per sq.m. of floor area ..... 12.00
  - iv. Totally enclosed mausoleums, per sq.m. of floor area .... 5.00
  - v. Columbarium, per sq. meter ..... 18.00

#### 9. Accessory Fees

- a. Establishment of Line and Grade, all sides fronting or abutting street, esteros, rivers and creeks, first 10.00 meters ..... 24.00
  - i. every meter or fraction thereof in excess of 10.00 meters ... 2.40
- b. Ground Preparation and Excavation Fee
  - i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.
    - (a) Inspection and Verification Fee .....P200.00
    - (b) Per cu. meters of excavation ..... 3.00
    - (c) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit ..... 50.00
    - (c) Per cu. meter of excavation for foundation with basement .....4.00
    - (d) Excavation other than foundation or basement, per cu.meter .....3.00
    - (e) Encroachment of footing or foundation of buildings/structures to public areas as permitted, Per sq. meter or fraction thereof of footing or foundation encroachment..... 250.00



- c. Fencing Fees:
  - i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof..... 3.00
  - ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof ..... 4.00
  - iii. Made of indigenous materials, barbed, chicken or hog wires, per linear meter ..... 2.40
- d. Construction of Pavements, up to 20.00 sq. meters .....24.00
- e. In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating ring, pelota courts, tennis and basketball courts and the like .....3.00
- f. Use of Streets and Sidewalks, Enclosure and Occupancy of Sidewalks up to 20 sq.m., per calendar month .....240.00
  - i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters .....12.00
- g. Erection of Scaffoldings and Occupying Public Areas, per calendar month.
  - i. Up to 10.00 meters length ..... 150.00
  - ii. Every lineal meter or fraction thereof in excess of 10.00 meters .....12.00
- h. Sign Fees:
  - i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area .....120.00
    - (a) Every square meter or fraction thereof in excess of 4.00 sq.meters ..... 24.00
  - ii. Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00	P 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof

Type of Display	Business Signs	Advertising Signs
Neon	P36.00, min. fee shall be P124.00	P 46.00, min. fee shall be P200.00
Illuminated	P18.00, min. fee shall be P72.00	P 38.00, min. fee shall be P 50.00
Others	P12.00, min. fee shall be P40.00	P20.00, min. fee shall be P110.00





Painted-on	P8.00, min. fee shall be P30.00	P12.00, min. fee shall be P100.00
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- i. Repairs Fees:
  - i. Alteration/renovation/improvement on vertical dimensions of building/structures in sq. meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all Groups .....P5.00
  - ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups .....P5.00
  - iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with the same or new substitute and labor)
- j. Raising of Buildings/Structures Fees:
  - i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
  - ii. The fees to be charged shall be as prescribed under section 3.a to 3.e of this schedule, whichever Group applies.
- k. Demolition / Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:
  - i. Building in all Groups per sq. meter area .....P3.00
  - ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences ..... 4.00
  - iii. Structures up to 10.00 meters in height .....800.00
    - (a) Every meter or portion thereof in excess of 10.00 meters .....50.00
  - iv. Appendage of up to 3.00cu. meter/unit ..... 50.00
    - (a) Every cu. meter or portion thereof in excess of 3.00 cu. meters .....50.00
  - v. Moving Fee, per sq. meter of area of building / structure to be moved ..... 3.00

**10. CERTIFICATES OF USE OR OCCUPANCY ( Table 11.G.1 for fixed costing)**

- a. Division A-1 and A-2 Buildings:
  - i. Costing up to P150,000.00..... P100.00
  - ii. Costing more than P150,000 up to P400,000.00 ..... 200.00
  - iii. Costing more than P400,000 up to P850,000.00 ..... 400.00
  - iv. Costing more than P850,000 up to P1,200,000.00..... 800.00
  - v. Every million or fraction thereof in excess of P1,200,000.00..800.00
- b. Divisions B-1/E-1,2,3/F-1/G-1,2,3,4,5 / H-1,2,3,4 / and I-1 Buildings:



i.	Costing up to P150,000.00 .....	P200.00
ii.	Costing more than P150,000.00 up to P400,000.00.....	400.00
iii.	Costing more than P400,000.00 up to P850,000.00 .....	800.00
iv.	Costing more than P850,000.00 up to P1,200,000.00 ...	1,000.00
v.	Every million or fraction thereof in excess of P1,200,000.00 .....	1,000.00
c. Division C-1,2 /D-1,2,3 Buildings:		
i.	Costing up to P150,000.00 .....	P150.00
ii.	Costing more than P150,000.00 up to P400,000.00.....	250.00
iii.	Costing more than P400,000.00 up to P850,000.00 .....	600.00
iv.	Costing more than P850,000.00 up to P1,200,000.00...	900.00
v.	Every million or fraction thereof in excess of P1,200,000.00.... .....	900.00
d. Division J-1 Buildings/Structures:		
i.	With floor area up to 20.00 sq. meters .....	P 50.00
ii.	With floor area above 20.00 sq. meters up to 500.00 sq. meters .....	240.00
iii.	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters .....	360.00
iv.	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters .....	480.00
v.	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters .....	200.00
vi.	With floor area above 10,000.00 sq. meters .....	2,400.00
d. Division J-2 Structures:		
i.	Garage, carports, balconies, terraces, lanais, and the like: 50% of the rate of the principal building, of which they are accessories	
ii.	Aviaries, aquariums, zoo structures and the like: same rate as for Section 10.d. above.	
iii.	Towers such as Radio and TV transmissions, cellsites, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:	
	(a)	First 10 meters of height from the ground .....P800.00
	(b)	Every meter or fraction thereof in excess of 10.00 meters .....50.00
f.	Change in Use / Occupancy, per sq. meter or fraction thereof of area affected .....	5.00

