



OFFICE OF THE CITY ARCHITECT
4th Floor City Hall Annex Building, Tabaco City

SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
ISSUANCE OF BUILDING PERMIT (NEW & RENOVATION)	1 Filing of Complete Documents 1. Client submits accomplished forms together with the complete requirements. 2. CAO receives and evaluates submitted documents.	5 minutes	1. 1 pc. Long Expandable Envelope 2. 2 copies of Letter to the Local Building Official 3. Barangay Construction Clearance (2 copies) 4. 2 copies of duly Notarized Authorization Letter for authorized representative to transact in behalf of the applicant	<ul style="list-style-type: none"> • Arch. Nathan Casaul • Daniel Confessor • Juan Cope • Vanessa Navas 	None	G2C G2B G2G	Highly Technical
	2 Evaluation of Documents and Assessment Fees 1. CAO assesses/compute s for the Building Permit fees. 2. Technical review and evaluation of submitted plans.	10 minutes 2 days (Simple Structures) 14 days (Complex	5. 3 copies of any of the following Property Documents: A. Transfer Certificate of Title (TCT) - Certified Blue Copy; Tax	<ul style="list-style-type: none"> • Leo Angelo Bataller • Vanessa Navas • Technical Division Personnel 	None		



			Structures)	Declaration and Latest Tax Receipt			
		Payment of Fees and Releasing of Building Permit		B. Deed of Sale/Lease Contract duly notarized/ Contract to Sell/ Extrajudicial Settlement (If TCT is not in the name of the owner/ applicant)			
		1. CAO issues Assessment of Fees for Building Permit	10 minutes	C. Certificate of Lot Award (CeLA)/ Certification from Home Owner's Association President (If government lot)			
	3	2. Client pays the assessed fees for building permit at the City Treasurer's Office.		6. 5 copies of Bill of Materials, Specifications, Cost of Estimates, Structural Analysis, Site Development Plan with lot plan (signed and sealed by			
		3. Client presents Official Receipt of payment to the OBO.	5 minutes			Based on the assessment of the submitted plans of the client and in accordance with PD 1096 (National Building Code of the Philippines)	
		4. Final Evaluation and Approval of Building Plans and Permits					
		5. Client claims the approved Building Permit	5 minutes				
		6. CAO releases Building Permit					



			<p>Geodetic Engineer), and 1 Construction Logbook</p> <p>7. 5 copies Building Plan signed and sealed by professionals (Architectural, Civil/Structural, Sanitary/ Plumbing, Mechanical, Electronics)</p> <p>8. 5 copies Application and Permit Forms (Building, Architectural, Civil/Structural, Sanitary/ Plumbing, Electrical, Mechanical)</p> <p>9. 4 copies of Valid Licenses of all involved professionals - Professional Tax Receipt (PTR) and Professional Regulation Commission</p>				
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			<p>(PRC) Identification Card.</p> <p>10. Location Clearance or Certificate - 2 copies</p> <p>11. 2 copies of Fire Safety Clearance</p> <p>Additional Requirements for Commercial Building:</p> <p>12. 3 copies of Electrical Design Analysis, Voltage Drops, Circuit Circulation and Plumbing Design Analysis</p> <p>13. Plate Load Test Analysis (for 3 storeys or 2 storeys with Attic/ Mezzanine/ Roof deck/ Penthouse and above)</p> <p>14. Soil Boring Test Result (4 storeys or 3 storeys with Attic/ Mezzanine/ Roof deck/</p>				
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				Penthouse and above) 15. Approved Construction Health and Safety Program 16. DPWH Clearance (If the building is along the national road) Additional Requirements for Industrial Building: 17. Environmental Compliance Certificate (ECC)/ Certificate of Non-Coverage (CNC)				
ISSUANCE OF OCCUPANCY PERMIT (Residential and Commercial)	1	Filing/ Submission of Complete Documents 1. Client submits accomplished form together with the complete requirements.	5 minutes	1.3 copies of Certificate of Completion, duly notarized	<ul style="list-style-type: none"> • Arch. Nathan Casaul • Daniel Confesor • Juan Cope • Vanessa Navas 	None	G2C G2B G2G	Highly Technical
		2. CAO receives and assess submitted documents. 3. CAO sets schedule of Field Inspection with the	5 minutes	2. Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision.				



		Building Inspectorate Team. 4. CAO conducts site inspection.	1 day	3. As-Built Plans, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision. 4. 1 photocopy of the valid licenses of all involved professionals 5. Captioned photographs of Site and Completed Building/ Structure showing front, sides, and rear areas. 6. Yellow card issued by the Electrical Service Provider (APEC)	<ul style="list-style-type: none"> • Building Inspectorate Team 			
	2	Payment of Fees 1. CAO assess the fees and issues Order of Payment for Occupancy Permit 2. Client pays the Assessed Fees for Certificate of Occupancy at the Treasurer's Office 3. Final Evaluation and Approval of Permit	10 minutes		<ul style="list-style-type: none"> • Vanessa Navas • Arch. Nathan Casaul • Daniel Confesor • Juan Cope 			
	3	Releasing of Certificate of Occupancy 1. Client presents the Official Receipt and claim Certificate of Occupancy 2. CAO releases Certificate of Occupancy	5 minutes		<ul style="list-style-type: none"> • Arch. Franco Bite 			
ISSUANCE OF WIRING PERMIT (Residential &	1	Filing/Submission of Complete Documents 1. Client submits		1.2 copies of Barangay Certification signed	<ul style="list-style-type: none"> • Engr. Jona Almonte • Engr. Gio 		G2C G2B G2G	Highly Technical



Commercial)		complete requirements. 2. CAO receives and assess submitted documents. 3. CAO sets schedule of Site Inspection. 4. CAO conducts Site Inspection.	5 minutes	by the Barangay Captin (Certifies that the location of applied dwelling/ building is not located within danger zone) 2.2 pcs. 3R size picture of the Front View of the applied dwelling/building 3.1 copy of Property documents: ● TCT ● Title of Land ● Deed of Sale (duly notarized) ● Contract to Sell (duly notarized) ● Extra Judicial Settlement (duly notarized) ● Lease Contract (duly notarized) 4. Duly notarized Affidavit of Consent from the lot owner in case the applicant is a tenant/occupant 5.2 copies Affidavit of Undertaking and Certificate of Lot	Bordonada • Leonardo Busing			
	2	Payment of Fees 1. CAO assess the fees and issues Order of Payment for Wiring Permit. 2. Client pays the Assessed Fees for Wiring at the City Treasurer's Office. 3. Final Evaluation and Approval of Wiring Permit.	5 minutes		• Engr. Jona Almonte • Engr. Gio Bordonada • Leonardo Busing	Based on the assessment of the submitted documents of clients and in accordance with PD 1096 (National Building Code of the Philippines)		
			5 minutes				• Arch. Franco Bite	
	3	Releasing of Wiring Permit 1. Client presents the Official Receipt and claim the Wiring Permit. 2. CAO releases the Wiring Permit.	5 minutes		• Engr. Jona Almonte • Engr. Gio Bordonada • Leonardo Busing	None		



			<p>Award if government owned lot</p> <p>6. Site location map with name, address, and contact number</p> <p>7. Sketch/ Electrical Plan/ Electrical Permit (after site inspection)</p>				
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