Service: Processing and Issuance of Building Permit and **Ancillary Permit Applications**

: Any person, firm or corporation, including any agency or instrumentality of the Who may avail of the service

government desiring to obtain a building permit and any ancillary permits

Schedule of Service Availability : Monday to Friday, 8:00 AM - 5:00 PM

Requirements

: 1. Accomplished prescribed application forms, plans and specifications prepared, signed and sealed of the duly licensed and registered professionals:

a. Duly notarized application for Building Permit

b. Architectural Permit

c. Civil/Structural Permit

d. Electrical Permit

e. Mechanical Permit

f. Sanitary Permit

g. Plumbing Permit

h. Electronics Permit

2. In case the applicant is the registered owner of the lot:

a. Certified true copy of OCT/TCT, on file with the Registry of Deeds

b. Tax Declaration

c. Current Real Property Tax Receipt

3. In case the applicant is not the registered owner of the lot, in addition to No.2

a. Duly notarized copy of the Contract of Lease

b. Duly notarized copy of Deed of Absolute Sale

c. Duly notarized Affidavit of Consent and Authority

4. Lot Survey Plan (by the Geodetic Engineer)

5. Locational Clearance (from the HLURB)

6. Zoning Certification (from the MPDC)

7. Log book for the Daily Activities of the Construction

8. Detailed Estimates

9. Structural Analysis and Design (for Buildings or structures of 2 storeys and above)

10. Seismic Analysis

11. Boring and Load Tests (for Buildings or structures of three [3] storeys and higher)

12. Barangay Clearance

13. Environmental Compliance Certificate (ECC) for critical areas/projects and/or

Certificate of Non-Coverage (CNC) for non-critical areas/projects (online application at http://www.emb.gov.ph)

14. DPWH Clearance (for buildings/structures/improvements within the National RROW)

15. Written Clearances from the various authorities exercising and enforcing regulatory

functions affecting buildings/structures, whenever necessary.

Fees

: In accordance to NBCDO Memorandum Circular No.1 Series 2004 "New Schedule of Building Permit Fees and Other Charges" of the Revised IRR of the NBC (PD 1096)

HOW TO AVAIL THE SERVICE:

STEP	Applicant/Client (Do the following)	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Location
1	Get Application forms and checklist of necessar documents	Give copy of the applica- tion forms and checklist of necessary documents	5 minutes	Cherryl B. Andicoy	None	2nd floor, Municipal Engineer's Office, New Municipal Hall
2	Submit accomplished prescribed application forms, plans and other	I. Verify and check the submitted documents for conformity and	15 - 30 minutes	Cherryl B. Andicoy	None	2nd floor, Municipal Engineer's Office, New Municipal Hall

relative documents	compliance as to:		
	Line and Grade		
	Architectural/Accessibility		

	Applicant/Client		Duration of Activity			
STEP	(Do the following)	Service Provider	(Under Normal	Person In Charge	Fees	Location
			Circumstances)			
		Land Use and Zoning				
		Civil/Structural				
		Electrical				
		Mechanical				
		Sanitary				
		Plumbing				
		Electronics				
		Geodetic				
		Fire Safety Requirements				
		II. Refer one (1) set of	within 5 working days	Municipal Fire Marshal	l	Ginatilan Fire Station
		plans and specifications		(MFM), Bureau of Fire		Ginatilan, Cebu
		to MFM, BFP for review		Protection (BFP)		
		and recommendations				
		with respect to fire safety				
		and control requirements				
		III. Prepare corres-	1 day	Cherryl B. Andicoy	Pursuant to	2nd floor, Municipal
		ponding fees and			NBCDO	Engineer's Office,
		Order of Payment			Memoran-	New Municipal Hall
					dum Circular	
					No. 1 Series	
					of 2004 of	
					the Revised	
					IRR of NBC	
					(PD 1096)	
	D	05.15	45 .			
3	Pay to the Cashier	Issue Official Receipt	15 min.	Cashier		Ground floor,
						Treasurer's Office,
						Old Municipal Bldg.
4	Request for Approval	I. Check all the documents	30 min.	Cherryl B. Andicoy		2nd floor, Municipal
	and Issuance of	II. Sign all the application		2.7.5		Engineer's Office,
	Building Permit and	forms				New Municipal Hall
	Ancillary Permit	III. Issue Building Permit				
	,	within 3 days from				
		payment of required				
		fees and Ancillary				
		Permit				
		1	End of Transaction	1		