

SECURING BUILDING PERMIT

ABOUT THE SERVICE:

Any person, firm or corporation, including any agency or instrumentality of the government that will construct, alter, repair, convert, move and add any building/structure or any portion, shall first obtain a building permit from the Building Official.

WHO MAY AVAIL OF THE SERVICE:

All person, firm or corporation, including any agency or instrumentality of the government who are interested to construct, alter, repair, convert, move and add any building/structure

WHAT ARE THE REQUIREMENTS:

- Duly Accomplished Application Form
- Barangay Clearance/Permit to Construct Civil Works from the Barangay that has territorial jurisdiction over the applicant and property.
- Certified True Copy (c.t.c.) of the ORIGINAL CERTIFICATE OF TITLE/TRANSFER CERTIFICATE OF TITLE (TCT/OCT) of the lot.
- LATEST TAX RECEIPT/CLEARANCE or CERTIFICATE OF NON-TAX DELINQUENCY of lot (and lot improvement, if renovation, addition and extension) from the City Treasurers Office
- LATEST TAX DECLARATION of lot (and lot improvement, if renovation, addition and extension) from the City Assessors Office.
- LOT SECTION MAP/SUBDIVISION PLAN of lot
- DPWH CLEARANCE for newly constructed building/structures along National Roads
- LOCATIONAL CLEARANCE from the City Planning and Development Office
- FIRE SAFETY EVALUATION CLEARANCE from the City Fire Marshall
- DENR Non-Coverage Clearance for Industrial & Commercial Project not covered under PD 1586.
- NATIONAL HISTORICAL COMMISSION CLEARANCE for the development of project on designated Historical sites.
- PROJECT PLANS with Bill of Materials/Cost Estimate and General Specifications

FEES/CHARGES:

New Schedule of fees and other charges are computed based on the National Building Code of the Philippines and its Implementing Rules and Regulations and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac. Surcharge and penalty are imposed on started project without issued building permit.

SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 p.m.

HOW TO AVAIL THE SERVICE:

| STEP/S | APPLICANT/ CLIENT | SERVICE PROVIDER | PROCESSI NG TIME | PERSON IN CHARGE/ RESPONSIBL E | FEES / CHARGE S | FORMS |
|--------|---|--|---------------------|--|-----------------------|---|
| 1. | Inquire and Secure Application Forms | Brief client on requirements and issues application forms and checklist. | 5 minutes | <u>OCBO- RECEIVING</u> RICHARD A. PUNGTILAN IMEE F. SIPISIP | NONE | NONE |
| 2. | Submit Duly Accomplished Application Forms & Complete Supporting Documents/ Requirements | Checks and receives accomplished application forms with complete requirements. Advice client to come back after receipt of notification from the office | 10 minutes | <u>OCBO- ADMINISTRA TIVE DIVISION</u> IMEE F. SIPISIP | NONE | Duly accompli shed Applicatio n Forms; Brgy. Clearanc e/ Permit to Construct Civil Works; Certified True Copy of OCT/TCT ; Latest Tax Receipt/ Clearanc e or |

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|--|--|---|--|---|------|--|
| | | | | | | <p>Cert. of Non-Tax Delinquency; Tax Declaration of lot; Lot Section Map/ Subdivision Plan; Project Plans with Bill of Materials/ Cost Estimates; Location Clearance</p> |
| | | <p>Conduct Site inspection and check status of construction (whether proposed or existing) and submit inspection report</p> | <p>4 hours (urban) 1 day (rural)</p> | <p><u>OCBO-INSPECTION AND ENFORCEMENT DIVISION (IED)</u></p> <p>INDALECIO P. ARCANGEL</p> <p>ABIGAIL J. ASUNCION</p> | NONE | NONE |
| | | <p>Processing and Evaluation of plans (whether in</p> | <p>15 minutes</p> | <p><u>OCBO-PROCESSING AND EVALUATION</u></p> | NONE | NONE |

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| | | <p>conformity with the implementing rules & regulation of the National Building Code of the Philippines)</p> <p>Assess and issues the Order of Payment and tells client to pay at the Treasury Office</p> | 5 minutes | <p><u>DIVISION (PED)</u></p> <p>RICHARD A. PUNGTILAN</p> <p><u>OCBO-AD</u></p> <p>RICHARD A. PUNGTILAN</p> | <p>New Schedule of fees and other charges are computed based on the National Building Code of the Philippines and its Implementing Rules and Regulations and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac</p> | NONE |
|--|--|---|-----------|--|---|------|

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| 3. | Submit Official Receipt to Building Office | Records the Official Receipts and prepares endorsement letter to Bureau of Fire for BFP Evaluation | 5 minutes | <u>OCBO-AD</u> IMEE F. SIPISIP | NONE | NONE |
| 4. | Go back to Building Office and submit BFP Safety Evaluation Clearance. Receives Approved Building Permit with placard | Receives and Records BFP Safety Evaluation Clearance. with the Official Receipt | 10 minutes | <u>OCBO-AD</u> IMEE F. SIPISIP ABIGAIL J. ASUNCION | NONE | NONE |
| x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x | | | | | | |