

**CITY GOVERNMENT OF EL SALVADOR**

**CITIZEN’S CHARTER**

**2020 (1st Edition)**



**OFFICE OF THE BUILDING OFFICIAL**

**ISSUANCE OF BUILDING PERMITS AND CERTIFICATE OF OCCUPANCY, SECURING DEMOLITION PERMIT, FENCING PERMIT, EXCAVATION PERMIT, AND REQUEST A COPY OF ISSUED BUILDING PERMIT AND CERTIFICATION,REQUEST A COPY OF CERTIFICATE OF OCCUPANCY ISSUED SECURING A BILLBOARD/SIGNBOARD PERMIT, SECURING AN ELECTRICAL PERMIT, SECURING A MECHANICAL PERMIT, SECURING A CERTIFICATE OF OPERATION (MACHINERY), SECURING A CERTIFICATE OF FINAL ELECTRICAL INSPECTION**

1. **Service Name: SECURING A BUILDING PERMIT**

Under Presidential Decree – P.D.1096 – National Building Code of the Philippines

**Description of the Service:** A permit is required before construction work can commence setting the acceptable levels of safety for construction in compliance with the National building Code of the Philippines.

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| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL (OBO) | | |
| **Classification:** | | COMPLEX | | |
| **Type of Transaction:** | | GOVERNMENT TO CLIENTS (G2C) | | |
| **Who may avail:** | | Applicants requesting for Building Permit with their corresponding use/character of occupancy of the building/structure applied  Group A – 1  Residential (Dwellings)  Division A – 1 (R – 1)  (Residential buildings/structure for exclusive use of single family occupants)   * Indigenous family dwelling units * Single – detached units * School or company staff housing * Single (nuclear) family dwellings   Division A – 2 (R – 2)  (Residential building for the exclusive use of non – leasing occupants not exceeding 10 persons)   * Single - attached or duplex or townhouses, each privately owned * School dormitories (on campus) * Convents and monasteries * Military or Police barracks/dormitories * All uses allowed in division A – 1 (or for R – 1 class) buildings/structures   Group B -  Residential (buildings/structures. Hotels and Apartments)  Division B -1 (Basic R – 3)  Note: Application of any of the following with a floor area that shall not exceed 1,500sq. m.  Row house building/structure of from one (1) storey up to three (3) storey in height and with each unit for separate use as single family dwellings   * Leased single – detached dwelling unit cottage with more than (1) independent unit and duplexes. * Boarding & lodging houses * Multiple – housing units for lease or still for sale. * Townhouses, each privately owned * Accessories (shop – houses), row houses, townhouses, tenements and apartments   Note : JMC: - Single Dwelling residential building not more than three (3) storeys   * Commercial buildings of not more than two (2) storeys * Warehouse not storing hazardous substance * Renovation within a mall with issued Building Permit | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| New: | | | | |
| 1. Accomplished unified application form  * Signed by the building owner/applicant with Community Tax Certificate or Cedula * Signed and Sealed by the Architect/Civil Engineer in – charge of the construction | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| 1. Five (5) sets of the following:   - Lot survey Plans  -signed and sealed by Geodetic Engineer  - Building Plans  - Architectural plans/documents signed and sealed by Architect  - Civil/Structural plans/documents signed and sealed by Civil Engineer  - Plumbing plans/documents signed and sealed by Master plumber  - Sanitary plans/documents signed and sealed by Sanitary Engineer  - Electrical plans/documents signed and sealed by Professional Electrical Engineer  - Mechanical plans/documents signed and sealed by Professional Mechanical Engineer  - Electronics plans/documents signed and sealed by Professional Electronics Engineer  - Detailed bill of materials and cost estimates, signed and sealed, & notarized as declared by the owner  - Materials Specifications signed and sealed  - Structural Design Analysis/Computation (2 – storey and above) signed and sealed | | Duly licensed and registered Design Professionals | | |
| 1. Transfer Certificate of Title (T.C.T) or Deed of Absolute Sale   (Certified True Copy of Lot Title) | | Register of Deeds – ROD | | |
| 1. Tax Declaration | | City Assessor’s Office - CAO | | |
| 5. Current Tax Receipt/Clearance | | City Treasurer’s Office – CTO | | |
| 6. Contract of Lease affidavit of consent if the property is not owned | | Registered Lot Owner | | |
| 7. Barangay Clearance (for construction) | | Barangay where the construction located | | |
| 8. Locational Clearance | | City planning & Development office/City Zoning office | | |
| 9. Homeowner’s Association Clearance | | Subdivision / Village / Relocation Site Homeowner’s Association President or Leader where the construction is to be done | | |
| 10. Construction safety and Health Program Certificate (or Occupational Safety and Health Clearance) | | Department of Labor and Employment - DOLE | | |
| 11. Clearances from other Agencies – Whenever necessary, written clearances shall be obtained from the various authorities exercising and enforcing regulatory functions affecting building/structures. | | DPWH , ATO/CAAP , DOT , DENR , DOTC , DILG , PPA , DepEd , DOH , PHIVOLCS , National Water Resources Board – NWRB , DAR , DA, NHA, NCWDP and others. | | |
| 12. Fire Safety Evaluation Certificate - FSEC | | Bureau of Fire Protection – BFP | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out and submit accomplished Unified Application form together with ancillary permits/forms and other documentary requirements such as clearances | Check if Unified application form together with ancillary permit/forms has been duly accomplished and if documentary requirements are complete. (for verification/evaluation) | NONE | 20 minutes | CRES S. MAÑA  Staff/Draftsman II |
|  | Conduct site inspection and check status of construction (whether proposed or existing) and submit inspection and evaluation report.  Note: Joint Inspection Team : OBO, CPDO/Zoning Officer, BFP | NONE | 1 Day | Inspector – in - charge |
| Check Structural, plumbing, Sanitary, Electrical, Architectural design in conformity with implementing rules and regulations of the National Building Code. Check the provision of Accessibility Law for residential-commercial and commercial buildings. | Enforcement Division Personnel |
| Proceed to CPDO/ZO all plans and documents endorse to City Planning and Development Office/Zoning Office to secure Locational Clearance | See and refer to CPDO/ZONING OFFICE of their own Citizen’s Charter pertaining base to ALURB schedule of fees. |  | BACK ROOM |
| Assess amount of fees to be paid | As per P.D. 1096 – NATIONAL BUILDING CODE OF THE PHILIPPINES NEW SCHEDULE OF FEES AND OTHER CHARGE  1. Base of assessment  a. Character of occupancy or use of building/structure  b. Cost of construction  c. Floor area  2.Regardless of the 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 table:  Table II. G.I. on Fixed cost of construction Per Sq. Meter   |  |  |  |  | | --- | --- | --- | --- | | LOCATION | GROUP | | | | All Cities/Municipalities | A,B.C, D, E, G, H & I | F | J | | P10,000 | P 8,000 | P 6,000 |   3.Construction/addition/renovation/alteration of buildings/structures under group/s and sub-divisions shall be assessed as follows:  Buildings/Structure Fees   |  |  |  |  | | --- | --- | --- | --- | | a | Division A – 1  Area in sq.meter | | Fee,(P) per sq.m. | | i | Original Complete construction up to 20.00 sq.meter | 2.00 | | ii | Additional/renovation/alteration up to 20.00 sq.meters regardless of floor area of original construction | 2.40 | | iii | Above 20.00 sq.meters to 50.00 sq.meters | 3.40 | | iv | Above 50.00 sq.meters to 100.00 sq.meters | 4.80 | | v | Above 100.00 sq.meters to 150.00 sq.meters | 6.00 | | vi | Above 150.00 sq.meters | 7.20 |   Sample Computation for Building Fee for a 75.00 sq.meters floor area:  Floor Area = 75.00 sq.m.  Therefore area bracket is 3.a.iv.  Fee = P 4.80/sq.m.  Building Fee = 75.00 x 4.80 = P 360.00  Buildings/Structures Fees   |  |  |  |  | | --- | --- | --- | --- | | b | Division A – 2  Area in sq.meters | | Fee, (P) per sq.m | | i | Original complete construction up to 20.00 sq.meters | 3.00 | | ii | Additional/renovation/alteration up to 20.00 sq.meters regardless of floor area of original construction | 3.40 | | iii | Above 20.00 sq.meters to 50.00 sq.meters | 5.20 | | iv | Above 50.00 sq.meters to 100.00 sq.meters | 8.00 | |  | v | Above 150.00 sq.meters | 8.40 |  |  |  |  |  | | --- | --- | --- | --- | | c | Division B-1/C-1/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/I-1 & J-1,2,3  Area in sq.meters | | Fee (P) per sq.m | | i | Up to 500 | 23.00 | | ii | Above 500 to 600 | 22.00 | | iii | Above 600 to 700 | 20.50 | | iv | Above 700 to 800 | 19.50 | | v | Above 800 to 900 | 18.00 | | vi | Above 900 to 1,000 | 17.00 | | vii | Above 1,000 to 1,500 | 16.00 |  | | viii | Above 1,500 to 2,000 | 15.00 | | ix | Above 2,000 to 3,000 | 14.00 | | x | Above 3,000 | 12.00 |   NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:  Sample computation for Building Fee for a building having a floor area of 3,200 sq.meters.  First 500 sq.m. @ 23.00 – P11,500.00  Next 100 sq.m. @ 22.00 – 2,200.00  Next 100 sq.m. @ 20.50 – 2,050.00  Next 100 sq.m. @ 19.50 – 1,950.00  Next 100 sq.m. @ 18.00 – 1,800.00  Next 100 sq.m. @ 17.00 – 1,700.00  Next 500 sq.m. @ 16.00 – 8,000.00  Next 500 sq.m. @ 15.00 – 7,500.00  Next 1,000 sq.m. @14.00 – 14,000.00  Last 200 sq.m. @ 12.00 – 2,400.00  Total Building Fee : P 53,100.00  Building/ Structures Fees   |  |  |  |  | | --- | --- | --- | --- | | d | Division C-2 / D-1,2,3 Area in sq.meters | | Fee (P) per sq.m. | | i | Up to 500 - | 12.00 | | ii | Above 500 to 600 - | 11.00 | | iii | Above 600 to 700 - | 10.20 | | iv | Above 700 to 800 - | 9.60 | | v | Above 800 to 900 – | 9.00 | | vi | Above 900 to 1,000 - | 8.40 | | vii | Above 1,000 to 1,500 | 7.20 |  | | viii | Above 1,500 to 2,000 | 6.60 | | ix | Above 2,000 to 3,000 | 6.00 | | x | Above 3,000 - | 5.00 | | e | Division J-2 structures shall be assessed 50% of the rate of the principal building as of which, they are stated accessories  (Section 3.a. to 3.d.) | | Fee, (P) |   NOTE: Computation of the Building Fee in item 3.d. follows the example of Section 3.c. of this Schedule. | 4 Hours | Assessment Personnel Annabelle S. Lunday – for building and Plumbing  Eng’r. Marciano Entice Jr. – for Electrical  Eng’r. Jayson Igloria – for Mechanical |
| Sign order of payment | 1 – 2 minutes | Arch’t. Carlos R. Colanse  OIC – Building Official |
| 1. Pay the required/assessed payments of fees per order of payment or assessment/fees slip | Treasury Office Accept payment and issue Official Receipt |  | 20 minutes | Cashier |
| 3. Proceed to BFP. All plans and documents endorse to Bureau of Fire Protection – BFP to secure Fire Safety Evaluation Certificate – FSEC | City Fire Department/Bureau of Fire Protection – sign and issue Fire Safety Evaluation Certificate - FSEC | See and refer to BFP – corresponding fees of their own Citizen’s Charter pertaining/base to R.A. 9514 Fire Code of the Philippines on its schedule of fees and fines |  | City Fire Marshal |
| 4. Present Official receipt together with the plans documents and all clearances/certificates obtained/secured from other government agencies if required | Record Official receipt. Prepare all plans, forms and documents for signatures to front line service personnel. Endorse signed Building Permit inspection report and other required documents to the Chief of office/Building Official for final approval | NONE | 5 Hours | Arch’t. Carlos R. Colanse  For Line & Grade  Arch’t. Carlos R. Colanse  For Architectural  Arch’t. Carlos R. Colanse  For Plumbing  Arch’t. Carlos R. Colanse  For Civil/Structural  Eng’r. Marciano Entice Jr.  For Electrical  Eng’r. Jayson Igloria  For Mechanical |
| Sign and issue the Building Permit | NONE | 30 minutes | Chief of Office :  Arch’t. Carlos R. Colanse  OIC – Building Official |
| Endorse to the releasing officer |
| 5. Claim Building Permit and sign logbook for acknowlegment | Issue Building Permit |  |  |  |
|  | Release Building Permit | NONE | 15 minutes | CRES S. MAÑA |

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| **Office or Division:** | OFFICE OF THE BUILDING OFFICIAL – OBO |
| **Classification:** | HIGHLY TECHNICAL |
| **Type of Transaction:** | GOVERNMENT TO CLIENTS – G2C |
| **Who may avail:** | Applicants requesting for Building Permit with their corresponding Use/Character of Occupancy of Building/Structure applied  **Group G** - Storage and Hazardous Industrial (Pollutive/Non-Hazardous Industries and Pollutive/Hazardous)  **Division G-1 (I-2)**  (Medium Industrial which shall include storage and handling of hazardous and highly flammable materials)  **PRINCIPAL:**  1. Storage tanks, buildings for storing gasoline, acetylene, LPG, calcium, carbides, oxygen, hydrogen, and the like  2. Armories, arsenals and munitions factories  3. Match and fireworks factories  4. Plastics resin plants (monomer and polymer)  5. Plastics compounding and processing plants  6. Acetylene and oxygen generating plants  7. Cooking oil and soap processing plants  8. Factories for highly flammable chemicals  9. Water and power generation/distribution complexes  10. Liquid and solid waste management facilities  11. All other types of large complexes for public utilities  **Division G-2**   * (medium Industrial buildings for storage and handling of flammable materials)   **PRINCIPAL:**  1. All uses permitted in I-1 class  2. Dry cleaning plants using flammable liquids  3. Paint stores with bulk handling  4. Paint shops and spray painting rooms  5. Sign and billboard painting shops  **ACCESSORY:**   * Customary support facilities for industries such as housing, community, utilities and services   **CONDITIONAL:**   * Building/Structure with lesser negative environment impact   **Divisions G-3**   * (medium Industrial buildings for wood working activities, papers cardboard manufacturers; textile and garment factories)   **PRINCIPAL:**  1. Wood working establishments, lumber and timber yards  2. Planning mills and sawmills, veneer plants  3. Wood drying kilns  4. Pulp, paper and paperboard factories  5. Wood and cardboard box factories  6. Textile and fiber spinning mills  7. Grains and cement silos  8. Warehouse where highly combustible materials are stored  9. Factories where loose combustible fiber or dirt are manufactured, processed or generated  10. Garment and undergarment factories  **ACCESSORY:**   * Customary support facilities for industries such as housing, community, utilities and services   **CONDITIONAL:**   * Building/Structure with lesser negative environment impact   **Division G-4**   * (medium Industrial, for repair garages and engine manufactured)   **PRINCIPAL:**  1. Repair garages and shops  2. Factories for engines and turbines and attached testing facilities  **ACCESSORY:**   * Customary support facilities for industries such as housing, community, utilities and services   **Division G-5**   * (medium Industrial, for aircraft facilities)   **Group H** – Assembly for less than 1,000 (Cultural and/or Recreational)  **Divisions H-1**  (Recreational, which are assembly buildings with stage having an occupant load of less than 1,000)  **PRINCIPAL:**  1. Theaters and auditoriums  2. Concert halls and open houses  3. Convention halls  4. Little theaters, audio-visual rooms  **Divisions H-2**  (Recreational, which are assembly buildings with stage and having an occupant load of 300 or more)  **PRINCIPAL:**  1. Dance hall and cabarets, ballrooms  2. Skating rinks  3. Cockfighting arenas  **Divisions H-3**  (Recreational, which are assembly buildings with stage and having an occupant load of less than 300)  **PRINCIPAL:**  1. Dance halls, ballrooms  2. Skating rinks  **Divisions H-4**  (Recreational, tourism estate developments or tourism-oriented establishments, which are structures not included in Divisions H-1)  **PRINCIPAL:**  1. Sports stands  2. Reviewing stands  3. Grandstands and bleachers  4. Covered amusements parks  5. Boxing arenas, jai-alai stadiums  6. Race tracks and hippodromes  7. All types of resort complexes  8. All other types of amusements and entertainment complexes  **Group I** - Assembly for more than 1,000 (Cultural and/or Recreational)  **Divisions I-1**  (Recreational, Assembly buildings with stage and an occupant load of 1,000 or more in the building)  **PRINCIPAL:**  1. Colisea and sports complexes  2. Theaters and convention centers  3. Concert halls and opera houses  4. Convention centers  **ACCESSORY:**  1. Parks/gardens  2. Resort areas, e.g., beaches including accessories uses  3. Open air or outdoor sports activities and support facilities, including low rise stadia, gyms, amphitheaters and swimming pools  4. Golf courses, ball courts, race tracks and similar uses  5. Memorial shrines/monuments, kiosks and other park structures  6. Sports club  7. Underground parking structures/facilities  **Group J** – Accessory  (Agricultural and other Occupancies uses not specifically mentioned under groups A through I )  **Divisions J-1**  **PRINCIPAL:**  1. Agricultural Structures  a. Sheds  b. Barns  c. Poultry houses  d. Hatcheries  e. Stables  f. Greenhouse  g. Granaries  h. Silos  **ACCESSORY:**  1. Cultivation, raising and growing of staple crops such as rice, corn, camote, cassava, and the like  2. Growing of diversified plants and trees, such as fruit and flower bearing trees, coffee, tobacco, etc.  3. Silviculture, mushrooms culture, fishing and fish culture, snake culture, crocodile farm, monkey raising and the like  4. Customary support facilities such as palay dryers and rice threshers and storage barns and warehouses  5. Ancillary dwelling units/farmhouses for tillers and laborers  6. Agricultural research and experimentation facilities such as breeding stations, fish farms, nurseries, demonstration farms, etc.  7. Pastoral activities such as goat-raising and cattle fattening  8. Home occupation for the practice of one’s professions or engaging home business such as dressmaking, tailoring, baking, running a sari-sari store and the like provided that, the number of persons engage in such business/industry shall not exceed five (5), inclusive of the owner, there shall be no change in the outside appearance of the building premises; no home occupation shall be conducted in any customary accessory uses cited above, no traffic shall be generated by such home occupation in greater volume than would normally be expected in a residential neighborhood and any need for parking generated by the conduct of such home occupation shall be met off the street in a place other than the required front yard; no equipment or process shall be used in such occupation which creates noise, vibration, glare, fumes, odors and electrical interference detectable to the normal senses and visual or audible interference in any radio or television receiver in causes fluctuations in line voltage of the premises.  9. Home industry classified as cottage industry, e.g., mat weaving, pottery making, food preservation, etc. provided that such home industry shall not occupy more than 30% of floor area of the dwelling unit; there shall be no change or alteration in the outside appearance of the dwelling unit and shall not be a hazard or nuisance, allotted capitalization shall not exceed the capitalization as set by the Department of Trade and Industry (DTI); such shall consider same provisions as enumerated in Home Occupation, this section.  10. Backyard raising of livestock & fowl, provided that for livestock- a maximum of 10 heads; for fowl, a maximum of 500 birds.  11. All uses allowed in agriculture  12. Rice/corn mills (single pass)  13. Drying, cleaning, curing and preserving of meat and its by products and derivatives  14. Drying, smoking and airing of tobacco  15. Flour mill  16. Cassava flour mill  17. Manufactured of coffee  18. Manufactured of unprepared animal feeds, other grain milling, n.e.c.  19. Production of prepared feeds for animals  20. Cigar and cigarette factory  21. Curing and re-drying tobacco leaves  22. Miscellaneous processing of tobacco leaves, n.e.c.  23. Weaving hemp textile  24. Jute Spinning and weaving  25. Manufactured of charcoal  26. Milk processing plants  (Manufacturing filled, reconstituted or recombined milk, condense or evaporated)  27. Butter and cheese processing plants  28. Natural fluid milk processing  (Pasteurizing, bottling of natural animal milk and cream related products)  29. Other dairy products, n.e.c.  30. Canning and preserving of fruits and fruit juices  31. Canning and preserving of vegetables and vegetables juices  32. Canning and preserving of vegetable sauces  33. Miscellaneous canning and preserving of fruit and vegetable, n.e.c.  34. Fish canning  35. Patis factory  36. Bagoong factory  37. Processing, preserving and canning of fish and other sea foods, n.e.c.  38. Manufacturing of desiccated  39. Manufactured of starch and its products  40. Manufactured of wines from juices of local fruits  41. Vegetable oil mills, including coconut oil  42. Sugarcane milling  (Centrifugal and refines)  43. Sugar refining  44. Muscovado sugar mill  45. Cotton textile mill  46. Manufactured/processing of other plantation crops, e.g., pineapple, bananas, etc.  47. Other commercial handicrafts and industrial activities utilizing plant or animal parts and/or products as raw materials, n.e.c.  48. Other accessory uses incidental to agro-industrial activities  **Division J-2**  (Accessory)  **PRINCIPAL:**  1. Private garages, carports  2. Towers, smokestacks & chimneys  3. Swimming pool including shower and locker room  4. Fence over 1.80 meters high, separate fire walls  5. Steel and/or concrete tanks  **CONDITIONAL:**  1. All uses/occupancy permitted in all other Divisions (or classes of buildings/structures) if such uses/occupancy are part of the Planned Unit Development (PUD)  **Divisions J-3**  **PRINCIPAL:**  1. Stages, platforms and similar structures  2. Pelota, tennis, badminton or basketball courts  3. Tombs, mausoleums and niches  4. Aviaries and aquariums and zoo structures  5. Banks and records vaults. |

**HIGHLY TECHNICAL TRANSACTION**

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|  | Prepare all forms and documents for signatures to front line service personnel for certificate of occupancy |  |  |  |
| Endorse signed/approved Building Permit, inspection report and other required documents to the Building Official for final approval |
| Sign and issue the certificate of Occupancy | NONE | 30 minutes | **Arch’t. Carlos R. Colanse**  OIC – Building Official |
| Endorse to the releasing Officer |
| 8. Claim Certificate of Occupancy and sign logbook for acknowledgement | Issue the Certificate of Occupancy and record transaction in the logbook | NONE | 30 minutes | **Annabelle S. Lunday**  Staff/Draftsman - III |
| Release Certificate of Occupancy |

**HIGHLY TECHNICAL TRANSACTION**

**3. Service Name: SECURING AN EXCAVATION PERMIT**

A permit is secured prior to the actual ground preparation and excavation after the building line is established.

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| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | HIGHLY TECHNICAL | | |
| **Type of Transaction:** | | GOVERNMENT TO CLIENTS (G2C) | | |
| **Who may avail:** | | Applicants requesting for Excavation Permit | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Accomplished application form | | OFFICE OF THE BUILDING OFFICIAL | | |
| 1. Barangay Clearance | | Barangay where the excavation is to be done | | |
| 3. Copy of the Transfer Certificate of title (T.C.T) | | Register of Deeds – ROD | | |
| 4. Tax Declaration | | City Assessor’s Office - CAO | | |
| 5. Current Tax Receipt/Clearance | | City Treasurer’s Office - CTO | | |
| 6. Clearance: Excavation along and within National Road | | Department of Public Works and Highways – DPWH | | |
| Excavation along and within Provincial Road | | Provincial Engineering Office | | |
| 7. Request for excavation issued by City Water Works System with approval by the Traffic Management office | | TEMU | | |
| 8. Excavation lay-out plans and sections (3 copies) | | Duly licensed and registered Professionals | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** | |
| 1. Submit accomplished application form with other requirements | Evaluate and process application | NONE | 15 minutes | OBO’s Staff  **Annabelle S. Lunday** | |
| Endorse to City Planning and Development office/Zoning office for approval |  |  | BACKROOM | |
| Assess required fees | See separate sheet on ACCESSORY FEES  **g.**Accessory Fees   |  |  | | --- | --- | | **a.**Establishment of line and grade all sides fronting or abutting streets, estevos, rivers and creeks, first 10.00 meters…..  **i.)** Every meter or fraction thereof in excess of 10.00 meters…...  **b.** Ground Preparation and Excavation Fee  **i.)** While the application of 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 requirement.  **(a)** Inspection and Verification Fee…..  **(b)** Per cu. Meter of excavation..  **(c)** Issuance of GP&EP, valid only for thirty (30) days or suspended upon issuance of Building Permit…..  **(d)** Per cu. Meter of excavation for foundation with basement…  **(e)** Excavation other than foundation or basement, per cu. Meter……  **(f)** Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing foundation encroachment……….. | P 24.00  2.40  P 200.00  3.00  50.00  4.00  3.00  250.00 | | 20 minutes | **Annabelle S. Lunday**  Staff/Draftsman III | |
| 1. Pay required fees | City Treasurer’s office - Accept payment and issue official receipt | Payments are based on the schedule above | 20 minutes | CASHIER | |
| 3. Present official receipt  4.Claim Excavation Permit and sign logbook for acknowledgement | Record official receipt | NONE | 10 minutes | **Annabelle S. Lunday**  Staff/Draftsman III | |
| Prepare application form and other documents for signature and for final approval of the Building Official |
| Issue Excavation Permit | NONE | 10 minutes |  | |

**Service Name:SECURING A FENCING PERMIT**

**Description of the Service:** This Service issues a permit required from property owners before the installation of a fence in a construction area within the City of El Salvador.

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| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | COMPLEX | | |
| **Type of Transaction:** | | GOVERNMENT TO CLIENTS (G2C) | | |
| **Who may avail:** | | Applicants intending to install a fence in a construction area | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Accomplished application form  * Signed by the owner/applicant * Signed and sealed by the Architect/Engineer-in-charge of the construction | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| 2. Three (3) sets of plans of fence signed and sealed by the Architect/Civil Engineer  - Lot plan with Vicinity Map | | Duly licensed and registered Design Professional | | |
| 3. Transfer Certificate Title (T.C.T), Deed of sale (Certified copy from the Registry of Deeds) | | ROD | | |
| 4. Current Tax Receipt/Tax clearance | | City Treasurer’s Office - CTO | | |
| 5. Contract of Lease or Affidavit of consent in case the applicant is not the registered owner | |  | | |
| 6. Locational Clearance | | CPDO/City Zoning Office | | |
| 7. Barangay Clearance | | Barangay where the fencing is to be done and located | | |
| 8. Clearances:  - Fencing along National Road/Highway  - Fencing along body of water (e.g. seashore, river, creek, spring etc.) | | Department of Public Works and Highways – DPWH  DPWH , CLENRO | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit accomplished application form together with other requirements | Check if application form if has been duly accomplished and if requirements are complete | None | 15 minutes | **Annabelle S. Lunday**  Staff/Draftsman III |
| Endorse to City Planning & Development Office/Zoning Office for Approval |  | BACKROOM:  **Samuel S. Diabordo**  Job Order |
| Schedule site inspection | 3 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| 2. Claim the Return Slip Form (date of return indicated)  3. Claim the signed order of payment  4.Present Official receipt  5. Claim Fencing Permit and Sign Logbook for acknowledgement | Provide Return Slip (indicate date of return) | NONE | 3 minutes | **Annabelle S. Lunday**  Staff/Draftsman III |
| Conduct site inspection and evaluation | 1 day  5 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| Prepare inspection and evaluation report |
| Prepare assessment of permit fees  Issue signed order of payment | |  |  |  |  | | --- | --- | --- | --- | | C | Fencing Fees | | Fee, (P) | | 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 lineal meter….. | 2.40 |   Payments are based on the schedule above | **Annabelle S. Lunday**  Staff/Draftsman III  **Annabelle S. Lunday**  Staff/Draftsman III |
| Record Official receipt | NONE | 5 minutes | **Annabelle S. Lunday**  Staff/Draftsman III |
| Endorse signed Fencing Permit, inspection report, and other required documents to the Building Official for final approval | 10 minutes |
| Sign and issued the Fencing Permit |
| Endorse to the Releasing Officer | 5 minutes | **Arch’t. Carlos**  **R. Colanse**  OIC-Building Official |
| Issue the Fencing Permit and record transaction in the logbook | NONE | 10 minutes | **Annabelle S. Lunday**  Staff/Draftsman III |

**Service Name: SECURING A PLUMBING PERMIT**

**Description of the Service:** A permit is required and necessary, prior to any commencement, for all plumbing works and installations. When installing pipes whether new construction, additions and/or alterations involving (hot and cold) water supply, fixtures, sewage, drainage and vent system, storm drainage and sewerage system within or adjacent to the building. To ensure, that the proposed plumbing works shall be in accordance, compliance with the standards and in conformity with the revised National Plumbing Code of the Philippines or the Plumbing Law (RA. 1378).

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| **Office or Division:** | | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | | COMPLEX TRANSACTION | | |
| **Type of Transaction:** | | | GOVERNMENT TO CLIENTS - (G2C) | | |
| **Who may avail:** | | | Applicants intending to install water supply and other plumbing works in a construction project. And requesting for plumbing permit. | | |
| **CHECKLIST OF REQUIREMENTS** | | | **WHERE TO SECURE** | | |
| 1. Accomplished application form   * Signed by the owner/applicant * Signed and sealed by a Registered and Licensed Master Plumber | | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| 2. Five (5) sets of plumbing Plans  - Location Plan and site Plan of minimum scale 1:2000  - Plumbing Layouts and Details  - Legend and General notes  - Isometric drawings of the system  - Design analysis and technical specifications  - Cost Estimates | | | Duly licensed and registered Master Plumber | | |
| 3. Barangay Clearance | | | Barangay where the Plumbing works is to be done | | |
| **CLIENT STEPS** | | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit accomplished application form together with other requirements | | Check if application form if has been duly accomplished and if requirements are complete | NONE | 15 minutes | **Cres Maña**  Staff/Draftsman I  **Annabelle S. Lunday**  Staff/Draftsman III |
| 2. Secure date for site inspection | | Schedule site inspection | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-BUILDING OFFICIAL |
| 3. Accompany inspector during the site inspection | | Conduct site inspection and verification | 6 hours | **Arch’t. Carlos R. Colanse**  OIC-BUILDING OFFICIAL  **Isagani B. Consolacion Jr.**  Job Order  **Samuel S. Diabordo**  Job Order |
| Prepare inspection and evaluation report |
| Prepare assessment of permit 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” | | | | | | b. | Every Fixture in excess of one unit | | | | Fee, (p) | | i) | | Each water closet | | 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: | | | | Fee, (p) | | i) | | Each slop sink | | 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 laboratory sink | 4.00 | | xiii) | | Each fixed-type sterilizer | 2.00 | | d. | | Each water meter | | | Fee, (P) 2.00 | | i) | | 12 to 25 mm diameter | 8.00 | | ii) | | Above 25 mm diameter | 10.00 | | e. | | Construction of septic tank, applicable in all Groups | | | Fee, (P) | | i) | | Up to 5.00 cu. Meter of digestion chamber | 24.00 | | ii) | | Every cu. Meter or fraction thereof in excess of 5.00 cu. meter | 7.00 | | 30 minutes | **Annabelle S. Lunday**  Staff/Draftsman III |

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| 4. Claim the Signed order of payment | Issue signed order of payment | Payment are based on the schedule above | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-BUILDING OFFICIAL |
| 5. Present Official receipt | Record Official receipt number | NONE | 20 minutes | **Annabelle S. Lunday**  Staff/Draftsman III  **Mieky Ann M. Obsioma**  Office clerk/J.O |
| Prepare application forms and other documents for signature |
| Sign and issue plumbing permit | 5 minutes | **Arch’t. Carlos R.**  **Colanse**  OIC-BUILDING OFFICIAL |
| Endorse to the Releasing officer | 3 minutes |
| 6. Claim Plumbing permit and sign logbook for acknowledgement | Issue Plumbing Permit | NONE | 10 minutes | **Cres S. Maña**  Staff/Draftsman I  **Wennie M. Arazo**  Offcie clerk/J.O |

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| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit accomplished application form, together with other requirements/complete documents | Check if all items have been duly accomplished | NONE | 10 minutes | Frontline Service personnel  **Annabelle S. Lunday**  Staff/Draftsman-III |
| 2. Confirm schedule of site/building inspection | Schedule site inspection and evaluation |  | 3 minutes |  |
| 3. Accompany Inspector during the site/building inspection | Conduct site/building inspection and evaluation | NONE | 1 day | Inspector in charge  **Arch’t. Carlos R. Colanse**  **Eng’r. Marciano Entice jr**.  **Eng’r. Jayson Igloria** |
| Prepare inspection and evaluation report |
| Prepare assessment of payment of fees | Certificate of Occupancy  ( SEE SCHEDULE OF FEES ON SEPARATE SHEET)  10. Certificate of use or Occupancy (Table II.G.1 for fixed costing)   |  |  |  |  | | --- | --- | --- | --- | | a. | Division A-1 and A-2 Buildings: (Residential) | | **Fee, (P)** | | i.  ii.  iii.  iv.  v. | Costing up to P150,000.00  Costing more than P150,000.00 up to P400,000.00  Costing more than P400,000.00 up to P850,000.00  Costing more than P850,000.00 up to P1,200,000.00  Every Million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 | 100.00  200.00  400.00  800.00  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:  (commercial) | | **Fee, (P)** | | i.  ii.  iii.  iv.  v. | Costing up to P150,000.00  Costing more than P150,000.00 up to P400,000.00  Costing more than P400,000.00 up to P850,000.00  Costing more than P850,000.00 up to P1,200,000.00  Every million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 | 200.00  400.00  800.00  1,000.00  1,000.00 | | c. | Divisions C-1,2/D-1,2,3 Buildings: (Institutional) | | **Fee, (P**) | | i.  ii.  iii.  iv.  v. | Costing up to P150,000.00  Costing more than P150,000.00 up to P400,000.00  Costing more than P400,000.00 up to P850,000.00  Costing more than P850,000.00 up to P1,200,000.00  Every Million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 | 150.00  250.00  600.00  900.00  900.00 | | d. | Division J-1 Buildings/structures: | | **Fee, (P)** | | i.  ii.  iii.  iv.  v. | With floor area up to 20.00 sq.meters  With floor area above 20.00 sq. m. up to 500.00 sq. m.  With floor area above 500.00 sq. m. up to 1,000.00 sq. m.  With floor area above 1,000.00 sq. m. up to 5,000.00 sq. m.  With floor area above 5,000.00 sq. m. up to 10,000.00 sq. m.  (a) With floor area above 10,000.00 sq. m. | 50.00  240.00  360.00  480.00  2,000.00  2,400.00 | | e | Division J-2 Structures: | | **Fee, (P)** | | i. | Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building of which they are accessories | As stated | | ii. | Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d.above | As  stated | | iii | Towers such as for radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:  (a) First 10.00 meters of height from the ground  (b) Every meter or fraction thereof in excess of 10.00 meters | 800.00  50.00 | | f. | Change in Use/Occupancy, per sq. meter or fraction thereof of area affected | | **Fee, (P)**  5.00 | | 1 hour | Assessment Personnel  **Annabelle S. Lunday**  **Eng’r Marciano Entice jr.**  **Eng’r Jayson Igloria** |
|  |  |  |  | Inspector in charge  **Arch’t. Carlos R. Colanse**  **Eng’r. Marciano Entice jr**.  **Eng’r. Jayson Igloria** |
|  |
|  |  |  | Assessment Personnel  **Annabelle S. Lunday**  **Eng’r Marciano Entice jr.**  **Eng’r Jayson Igloria** |
| Prepare endorsement to Fire Department for FSIC |
| 4. Claim the signed order of payment | Issue signed order of payment | NONE | 2 minutes | **Arch’t. Carlos R. Colanse**  OIC- Bldg. Official |
| 5. Pay required fees and submit order of payment | City Treasurer’s Office – Accept payment |  | 20 minutes | CASHIER |
| Issue Official receipt |
| 6. Proceed to Fire Department/ Bureau of Fire Protection – BFP and get Fire Safety Inspection Certificate | City Fire Department/ BFP- sign and issue Fire Safety Inspection Certificate – FSIC | See and refer to BFP- corresponding fees of their own Citizen’s Charter Pertaining / base to R.A. 9514 – Fire Code of the Philippines on its schedule of fees and fines | 3 days | City Fire Marshal |
| 7. Present official receipts together with the FSIC | Record official receipt | NONE | 2 hours | **Eng’r. Marciano Entice Jr.**  For Electrical  **Eng’r. Jayson Igloria**  For Mechanical  **Arch’t. Carlos R. Colanse**  For Architectural  Civil/Structural  Plumbing/Sanitary |
|  | Prepare all forms and documents for signatures to front line service personnel for certificate of occupancy |  |  |  |
| Endorse signed/approved Building Permit, inspection report and other required documents to the Building Official for final approval |
| Sign and issue the certificate of Occupancy | NONE | 30 minutes | **Arch’t. Carlos R. Colanse**  OIC – Building Official |
| Endorse to the releasing Officer |
| 8. Claim Certificate of Occupancy and sign logbook for acknowledgement | Issue the Certificate of Occupancy and record transaction in the logbook | NONE | 30 minutes | **Annabelle S. Lunday**  Staff/Draftsman - III |
| Release Certificate of Occupancy |

**2. Service Name: SECURING A CERTIFICATE OF OCCUPANCY**

**Description of the Service:** This Service prepares a certificate issued to ascertain that a newly constructed edifice or structure complies with stringent safety and sanitary requirements for occupancy

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| **Office or Division:** | OFFICE OF THE BUILDING OFFICIAL - OBO |
| **Classification:** |  |
| **Type of Transaction:** | GOVERNMENT TO CLIENTS (G2C) |
| **Who may avail:** | Applicants requesting for certificate of occupancy with their corresponding use/character of occupancy of Building/Structure applied, based on approved plans and specifications as per issued building permit |
| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| 1. Accomplished application form  * Signed by the owner/applicant * Signed and sealed by the Architect/Engineer-in-charge   2. Building Inspection sheets | OFFICE OF THE BUILDING OFFICIAL – OBO  note: Certificate of occupancy forms and other needed forms simultaneously released during the releasing of the Approved Building Permits |
| 3. Approved Building Permit  4. As- Built or approved plans and specifications | Owner’s/applicant’s copy as per issued Building Permit |
| 5. Certificate of completions  6. Construction Log Books  7. One(1) photocopy of the valid licenses of all involved professionals  8. Photographs of the complete structure showing front, sides and rear areas | Duly licensed Architect or Civil Engineer who undertook the full time inspection and supervision of the construction works |

**Service Name:SECURING A SIGNBOARD/BILLBOARD PERMIT**

**Description of the Service:** This facilitatesa permit which is required to legally construct a signboard/billboard containing details of its dimension, the documents ascertaining ownership or lease of the property and location of lot or building where the signboard/billboard will be placed.

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| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | COMPLEX TRANSACTION | | |
| **Type of Transaction:** | | GOVERNMENT TO CLIENTS - (G2C) | | |
| **Who may avail:** | | Applicants requesting for signboard/billboard permit | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Accomplished sign Permit Application form  - signed by the owner/applicant  - signed and sealed by the Architect/Engineer-in-charge of the construction  - Accomplished Civil/Structural Permit Application form  - signed and sealed by a licensed Structural Engineer – (in case/ if it needs structural analysis  - Accomplished Electrical Permit application form – signed and sealed by Professional Electrical Engineer | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| 2. Five (5) sets of plans of signboard/billboard details signed and sealed by the Architect/Engineer  - Lot plan with Location plan/Vicinity Map  - Specifications  - Structural Analysis (in case, if it needs to require) | | Duly licensed and registered Design Professional | | |
| 3. Transfer of Certificate Title (T.C.T) / Deed of sale (certified copy from Registry of Deeds) | | Register of Deeds – ROD | | |
| 4. Contract of lease in case the applicant is not the registered owner | | Registered Lot Owner | | |
| 5. Clearance :  Construction/installation of signboard/billboard   * Along National Road * Along Provincial Road * Along City Road | | * Department of Public Works and Highways – DPWH * Provincial Engineering Office * City Engineer’s Office , TEMU | | |
| 6. Barangay Clearance | | Barangay where the construction/installation of signboard/billboard is to be done | | |
| 7. Locational Clearance | | City Planning and Development Office / City Zoning Office | | |
| 8. Tax Declaration | | City Assessor’s Office – CAO | | |
| 9.Current Tax Receipt/Clearance | | City Treasurer’s Office - CTO | | |
| 10. Construction Safety and Health Program (or Occupational Safety and Health Clearance) | | Department of Labor and Employment – DOLE | | |
| 11. Fire Safety Evaluation Certificate – FSEC | | Bureau of Fire Protection – BFP | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit accomplished application form and other requirements | Check if application form has been duly accomplished and if requirements are complete | NONE | 30 minutes | **Cres Maña**  Staff/Draftsman I  **Annabelle S. Lunday**  Staff/Draftsman III |
| Endorse to City Planning and Development Office/Zoning Office for approval |  |  | BACK ROOM:  **Samuel S. Diabordo**  Job Order |
| 2. Confirm schedule of site inspection and evaluation | Schedule site inspection and evaluation | NONE | 5 minutes | **Annabelle S. Lunday**  Staff/Draftsman III |
| 3. Get the return slip | Provide return slip | NONE | 3 minutes |
| 4. Accompany inspector during site inspection | Conduct site inspection and evaluation | NONE | 1 day | **Arch’t. Carlos R. Colanse**  OIC-Building Official  **Eng’r. Marciano S. Entice Jr.**  Staff/Engineer-I  **Isagani B. Consolacion Jr.**  J.O |
| Prepare inspection and evaluation report | 30 minutes |
| Prepare assessment of permit fees | |  |  |  |  | | --- | --- | --- | --- | | h. | Sign Fees : | | Fee, (P) | |  | i) | Erection and anchorage of display surfaces, up to 4.00 sq. meters of signboard area --- | 120.00 | |  |  | (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters ---- | 24.00 | | h. | 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 | | h. | iii) | Annual Renewal Fees, per sq. meter of display surface or fraction thereof : | | | Type of Sign Display | | Business Signs | Advertising signs | | Neon | | P 36.00, min. fee shall be P124.00 | P46.00, min. fee shall be P200.00 | | Illuminated | | P18.00, min. fee shall be P72.00 | P38.00, min. fee shall be P150.00 | | Others | | P12.00, min. fee shall be P40.00 | P20.00, min. fee shall be P110.00 | | Painted - on | | P 8.00, min. fee shall be P30.00 | P12.00, min. fee shall be P100.00 | | 1 hour | **Annabelle S. Lunday**  Staff/Draftsman III  **Eng’r. Marciano S. Entice**  Staff/Engineer I |
| 5. Claim signed order of payment | Issue signed order of payment | Payment are based on the schedule above | 3 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| All plans and documents endorse to City Fire Department/BFP to secure Fire Safety Evaluation Certificate - FSEC |  |  |  |
| 6. Present Official receipt and FSEC | Record Official receipts | NONE | 15 minutes | **Annabelle S. Lunday**  Staff/Draftsman III  **Mieky Ann M. Obsioma**  Office clerk/J.O |
| Prepare the signboard/billboard Permit | 3 hours |
| Endorse signed signboard/billboard Permit, inspection report, and other required documents to the Building Official for final approval | 5 minutes |
| Sign and issue the Signboard/Billboard Permit | NONE | 10 minutes | **Arch’t. Carlos R. Colanse**  OIC –Building Official |
| Endorse to the releasing Officer | 5 minutes |
| 7. Claim signboard/billboard Permit and sign Logbook for acknowledgement | Issue the signboard/billboard Permit | NONE | 10 minutes | **Cres S. Maña**  Staff/Draftsman I  **Wennie M. Arazo**  Office clerk/J.O |
| Release signboard/billboard Permit |

**Service Name:CERTIFIED TRUE COPY OF BUILDING PERMIT**

The office of the Building Official (OBO) provides a certified true copy of the Building Permit requested by the Building owners in El Salvador City.

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| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | SIMPLE TRANSACTION | | |
| **Type of Transaction:** | | G2C , G2G | | |
| **Who may avail:** | | Building owner’s requesting for Certified True Copy of Building Permit | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Letter of Request  2. Original Building Permit Issued  3. Photocopy of Building Permit | | BUILDING OWNER’S COPY | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit the letter of request along with other requirements | Check and receive request letter, original building permit and photocopy of building permit | NONE | 5 minutes | **Cres S. Maña**  Staff/Draftsman I |
| 2. Receive order of payment | - Issue order of payment  - Inform client to proceed to Treasury Office - Cashier | 12. Certification :   |  |  |  | | --- | --- | --- | | a. | Certified true copy building permit - | Fee, (P)  50.00 | |
| 3. Present Official receipt and claim Certified True Copy of Building Permit. | - Receive official receipt  - Prepare Certified True Copy of Building Permit | NONE | 5 minutes |
| Sign/approved Certified True Copy of Building Permit | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| Release Certified True Copy of Building Permit | 5 minutes | **Cres S. Maña**  Staff/Draftsman I  **Wennie M. Arazo**  Office clerk/J.O |

**Service Name:CERTIFIED TRUE COPY OF CERTIFICATE OF OCCUPANCY/USE**

The office of the Building Official (OBO) provides a certified true copy of Certificate of Occupancy/Use requested by the building owners, business owners and any government agency.

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| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | SIMPLE TRANSACTION | | |
| **Type of Transaction:** | | G2C , G2B , G2G | | |
| **Who may avail:** | | Building owner’s, business owners and any government agency requesting for Certified True Copy of Certificate of Occupancy/Use | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Letter request address to  Arch’t. Carlos R. Colanse  OIC – Building Official  2. Original Certificate of Occupancy/Use  3. Photocopy of Certificate of Occupancy/Use | | - Person who request the certificate   * Building owner’s copy | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit the letter of request along with other requirements | - Check and receive request letter, original  - Certificate of Occupancy/Use and photocopy of Certificate of Occupancy/Use | NONE | 5 minutes | **Annabelle S. Lunday**  Staff/Draftsman III |
| 2. Receive order of payment | - Issue order of payment  - Inform client to proceed to Treasury Office – Cashier | 12. Certification :   |  |  |  | | --- | --- | --- | | b. | Certified true copy of Certificate of Occupancy/Use | Fee, (P)  50.00 | |
| 3. Present Official receipt and claim Certified True Copy of Certificate of Occupancy/Use | - Receive official receipt  - Prepare Certified True Copy of Certificate of Occupancy/Use | NONE | 5 minutes |
| Sign/approved Certified True Copy of Certificate of Occupancy/Use | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| Release Certified True Copy of Certificate of Occupancy/Use | 5 minutes | **Annabelle S. Lunday**  Staff/Draftsman III  **Mieky Ann M. Obsioma**  Office clerk/J.O |

**Service Name:SECURING AN ELECTRONICS PERMIT**

**Description of the Service:** This facilitates the issue of a permit which is necessary prior to begin any electronics works, when installing any electronic system, Information Technology (IT) System, equipment, apparatus, device and/or component. To ensure the proposed electronic works shall be in conformity with the Electronics Code of the Philippines (RA.9292)

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| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | COMPLEX TRANSACTION | | |
| **Type of Transaction:** | | G2C , G2G | | |
| **Who may avail:** | | Applicants intending to install telecommunication system, broadcasting system, cable or wireless television system, information technology system, security and alarm system, electronics fire alarm system, sound communication system centralized clock system, sound-reinforcement system, electronics control and conveyor system, electronics/computerized process controls automation system, building automation management and control system, building wiring utilizing copper cable, fiber optic cable or other medial electronics system, navigational aids and controls, indoor and outdoor signages, installation of solar panel. | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Accomplished application form  - signed by the owner/applicant  - signed and sealed by Professional Electronics Engineer-in-charge of Electronics works | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| 2. Five (5) sets of Electronic plans and technical specifications for wired or wireless telecommunication systems, including, but not limited to the following:  **a.** General layout plans with legends  **b.** Single line diagram  **c.** Riser diagram  **d.** Isometry of the system  **e.** Equipment specifications  **f.** Design analysis, as applicable  **g.** Cost estimates | | Duly licensed and registered Professional Electronics Engineer | | |
| 3. Barangay Clearance | | Barangay where the electronics works/installation is to be done | | |
| 4. Building Permit | | OBO- simultaneously issued, Building Permit and Electronics Permit | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit accomplished application form together with other requirements | Check if application form has been duly accomplished and if requirements are complete | NONE | 15 minutes | **Cres S. Maña**  Staff/Draftsman I  **Annabelle S. Lunday**  Staff/Draftsman III |
| 2. Secure date for site inspection | Schedule site inspection | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| 3. Accompany inspector during the site inspection | Conduct site inspection and verification | 1 day | **Arch’t. Carlos R. Colanse**  OIC-Building Official  **Engr. Marciano Entice Jr.**  Staff/Engineer I  **Engr. Samuel S. Diabordo**  Job Order |
| Prepare inspection and evaluation report |
| Prepare assessment of permit fees | 7. Electronic Fees   |  |  |  | | --- | --- | --- | | Pay Items Description | | Fee, (P) | | **a.** | Central office switching equipment, remote switching units, concentrators, PABX/PBX’s, cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications | 2.40 per port | | **b.** | Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location | 1,000 per port  Cont’d | | **c.** | Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin chargers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines X-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoor or outdoors | 10.00 per unit | | **d.** | Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected | 2.40 per outlet | | **e.** | Station/terminal/control/point/ port/central or remote panels/outlets for security and alarm systems (including watchman systems, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.) , electronics fire alarm (including early-detection systems, smoke detectors, 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 systems and similar types of electronic or electronically- controlled installations whether a user terminal is connected. | 2.40 per Termi-nation | | **f.** | Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities. | 1,000.00 per location | | **g.** | Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception. | 1,000.00 per structure | | **h.** | Electronic or electronically- controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. | 50.00 per unit | | **i.** | Poles and attachment :  **i)**Per Pole (to be paid by pole owner) –  **ii)** Per attachment (to be paid by any entity who attaches to the pole of others) - | 20.00  20.00 | | **j.** | Other types or electronically- controlled device, apparatus, equipment, instrument or units not specifically identified above. | 50.00 per unit | |  |  |
| 4. Claim the signed order of payment | Issue signed order of payment | Payment are based on the schedule above | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| 5. Present official receipt | Record official receipt number | NONE | 20 minutes | **Annabelle S. Lunday**  Staff/Draftsman III  **Mieky Ann M. Obsioma**  Office clerk/J.O. |
| Prepare application forms and other documents for signature |
| Sign and issue electronics permit | NONE | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
| Endorse to the Releasing officer | 3 minutes |
| 6. Claim Electronics Permit and sign logbook for acknowledgment | Issue Electronics Permit | NONE | 10 minutes | **Cres S. Maña**  Staff/Draftsman I  **Wennie M. Arazo**  Office clerk/J.O |

**Service Name:SECURING A MECHANICAL PERMIT**

A permit is necessary before the installation, erection, fabrication, construction, removal or alteration of any machinery, mechanical equipment or process for any mechanical works, projects or plants.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office or Division:** | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| **Classification:** | | COMPLEX TRANSACTION | | |
| **Type of Transaction:** | | GOVERNMENT TO CLIENTS (G2C) | | |
| **Who may avail:** | | Applicants/Property owners requiring Mechanical Permit | | |
| **CHECKLIST OF REQUIREMENTS** | | **WHERE TO SECURE** | | |
| 1. Accomplished application form   * Signed by the owner/applicant * Signed and sealed by a Registered and Licensed Professional Mechanical Engineer | | OFFICE OF THE BUILDING OFFICIAL - OBO | | |
| 2. Five (5) sets of Mechanical Plans  **a.** Location Plan and Key Plan  **b.** General Layout Plan for each floor, drawn to a scale of not less than 1:100, indicating the equipment in heavier lines than the building outline with names of machinery and corresponding brake horsepower shall be indicated.  **c.** Longitudinal and Transverse Sections of building and equipment base on the section lines drawn to scale of at least 1:100 showing inter-floor relations and defining the manner of support of machines/equipment. Sections shall run longitudinally and transversely through the building length or width other than particularly detailed section for each machinery/equipment (fired and unfired pressure vessel, elevator, escalator, dumbwaiter, etc.).  **d.** Isometric drawing of gas, fuel, oil system showing: Assembly of pipes on racks and supports. Legend and General notes, capacity per outlet and Complete individual piping system.  **e.** Plans drawn to scale of 1:100 indicating location of store rooms, fuel tanks, fire extinguishing systems, fire doors, fire escape ladders and other protective facilities.  **f.** Detailed drawings of all duct work installations, indicating dampers, controls, filters, fireproofing, acoustical and thermal insulation.  **g.** Detailed Plans of machinery foundations and supports drawn to scale of at least 1:50  **h.** Detailed plans of boilers and pressure vessels with a working pressure of above 70kPa regardless of kilowatt rating.  **i.** Design Computations and Detailed Plans of elevators, escalators, and the like drawn to scale of 1:50  **j.** For all installations, additions or alterations involving machinery of at most 14.g kW, the signature of a duly Licensed Mechanical Engineer shall be sufficient except fired and unfired pressure vessels, elevators, escalators, dumbwaiters, central/split/packaged type of air conditioners and piping system of steam, gas or fuels.  **k.** Detailed plans of fire suppression systems, location of automatic and smoke detectors and alarm and initiating devicesuse to monitor the conditions that are essential for the proper operation including switches for the position of gate valves as well as alert and evacuation signals, the detailed layout of the entire safe area to be protected and the heat/smoke ventilation system. | | Duly licensed and registered Professional Mechanical Engineer | | |
| **CLIENT STEPS** | **AGENCY ACTIONS** | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Fill out and submit accomplished application form together with other requirements | Receive and check if application form has been duly accomplished and if requirements are complete | NONE | 30 minutes | **Cres S. Maña**  Staff/Draftsman I  **Annabelle S. Lunday**  Staff/Draftsman III |
| 2. Secure date for site inspection | Schedule site inspection | 5 minutes | **Eng’r. Jayson I. Igloria**  Motorpool Supervision |
| 3. Accompany inspector during the site inspection | Conduct site inspection and verification | 1 day | **Arch’t. Carlos R. Colanse**  OIC-Building Official  **Eng’r. Jayson I. Igloria**  Motorpool Supervisor  **Eng’r. Marciano S. Entice Jr.**  Staff/Engineer-I |
| Prepare inspection and evaluation report |
| Endorse inspection report and other required documents to the Building Official for final approval | 5 minutes |
| Assess Amount of permit fees to be paid | 5. Mechanical Fees   |  |  |  |  | | --- | --- | --- | --- | | a. | Refrigeration, Air conditioning and Mechanical Ventilation : | | Fee, (P) | | i) | Refrigeration (cold storage) , per ton or fraction thereof - | 40.00 | | ii) | Ice Plants, per ton or fraction thereof - | 60.00 | | iii) | Package/Centralized Air Conditioning Systems up to 100 tons, per tons | 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 system located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually. | As stated |   For evaluation purposes:  For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.) :  1.10 kW per ton, for compressor up to 5 tons capacity,  1.00 kW per ton, for compressor above 5 tons up to 50 tons capacity  0.97 kW per ton, for compressor above 50 tons capacity.  For Ice making (refer to 5.a.ii.)  3.50 kW per ton, for compressor up to 5 tons capacity,  3.25 kW per ton, for compressor above 5 up to 50 tons capacity,  3.00 kW per ton, for compressor above 50 tons capacity.  For Air conditioning (refer to 5.a.iii.)  0.90 kW per ton, for compressors 1.2 to 5 tons capacity,  0.80 kW per tons, for above 5 up to 50 tons capacity,  0.70 kW per ton, for compressor above 50 tons, capacity.   |  |  |  |  | | --- | --- | --- | --- | | b. | Escalator and Moving Walks, Funiculars and the like : | | Fee, (P) | | i) | Escalator and moving walk, per kW or fraction thereof - | 10.00 | | ii) | Escalator and moving walks up to 20.00 lineal meters or fraction thereof- | 20.00 | | iii) | Every lineal meter or fraction there at in excess of 20.00 lineal meters - | 10.00 | | iv) | Funicular, per kW or fraction thereof –  (a) Per lineal meter travel - | 200.00  20.00 | | v) | Cable car, per kW or fraction thereof –  (a) Per lineal meter travel - | 40.00  5.00 |  |  |  |  |  | | --- | --- | --- | --- | | c. | Elevators, per unit : | | Fee, (P) | | i) | Motor driven dumbwaiters - | 600.00 | | ii) | Construction elevators for materials - | 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 | | Fee, (P) | | i) | Up to 7.5 kW - | 500.00 | | ii) | Above 7.5kW to 22kW - | 700.00 | | iii) | Above 22kW to 37kW - | 900.00 | | iv) | Above 37kW to 52kW - | 1,200.00 | | v) | Above 52kW to 67kW - | 1,400.00 | | vi) | Above 67kW to 74kW - | 1,600.00 | | vii) | Every kW or fraction thereof above 74kW - | 5.00 |   **NOTE:**  **(a)**Boiler rating shall be computed on the basis of1.00 sq. meter of heating surface for one (1) boiler kW.  **(b)** Steam from this boiler used to propel any prime-mover is exempted from fees.  **(c)** Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.   |  |  |  |  | | --- | --- | --- | --- | | e. | Pressurized water heater, per unit - | | Fee, (P)  200.00 | | f. | Water, sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof - | | Fee,(P)  60.00 | | g. | Automatic fire sprinkler system, per sprinkler head - | | Fee,(P)  4.00 | | h. | Diesel/gasoline ICE, steam, Gas turbine/Engine, Hydro, nuclear or Solar Generating Units and the like, per kW : | | Fee,(P) | | i) | Every kW up to 50kW | 25.00 | | ii) | Above 50kW up to 100kW - | 20.00 | | iii) | Every kW above 100kW - | 3.00 | | i. | Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet - | | Fee, (P)  20.00 | | j. | Gas Meter, per unit - | | Fee,(P)  100.00 | | k. | Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher - | | Fee,(P)  4.00 | | l. | Other Internal Combustion Engines, including cranes, forklifts. Loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW : | | Fee,(P) |  |  |  |  |  | | --- | --- | --- | --- | |  | i) | Up to 50kW - | 10.00 | | ii) | Above 50kW to 100kW | 12.00 | | iii) | Every kW above 100kW or fraction thereof - | 3.00 | | m. | Pressure Vessels, per cu. Meter or fraction thereof - | | Fee,(P)  60.00 | | n. | Other Machinery/Equipment for commercial/industrial/ institutional use not elsewhere specified, per kW or fraction thereof - | | Fee,(P)  60.00 | | o. | Pneumatic tubes, conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof - | | Fee,(P)  10.00 | | p. | Weighing Scale Structure, per ton or fraction thereof - | | Fee,(P)  50.00 |   **NOTE:**Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees. | 2 hours | **Engr. Jayson I. Igloria**  Motorpool Supervisor |
| 4. Claim the signed order of payment | Issue signed order of payment | Payment are based on the schedule above | 5 minutes | **Eng’r. Jayson I. Igloria**  Motorpool Supervisor/ Engineer-I/ Registered Mechanical Engineer |
| 5. Present Official receipt | Record Official receipt number | NONE | 20 minutes | **Annabelle S. Lunday**  Staff/Draftsman III  **Wennie M. Arazo**  Office clerk/J.O  **Mieky Ann M. Obsioma**  Office clerk/J.O |
| Prepare application forms and other documents for signature |
| Sign and issue Mechanical permit | 5 minutes | **Arch’t. Carlos R. Colanse**  OIC-Building Official |
|  |  |
| Endorse to the Releasing officer | 3 minutes |
| 6. Claim Mechanical permit and sign logbook for acknowledgement | Issue Mechanical Permit | NONE | 10 minutes | **Cres S. Maña**  Staff/Draftsman I  **Wennie M. Arazo**  Office clerk/J.O |



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| **FEEDBACK AND COMPLAINTS MECHANISM** | |
| How to send feedback | 1. Send your feedback through e-mail [nc.elsalvadorcity@gmail.com](mailto:nc.elsalvadorcity@gmail.com) 2. Call us through landline (088) 555-2064 for BUSINESS ONE STOP SHOP |
| How feedbacks are processed | 1. Accomplish our CUSTOMER SATISFACTION SURVEY FEEDBACK FORM available in the office; 2. Put this in the SUGGESTION BOX at the INFORMATION DESK |
| How to file a complaint | 1. Accomplish our CUSTOMER SATISFACTION SURVEY FEEDBACK FORM available in the office; 2. Put this in the SUGGESTION BOX at the INFORMATION DESK 3. Talk to the OFFICER OF THE DAY |
| How complaints are processed | 1. Written and verbal complaints shall immediately be attended to by the OFFICER OF THE DAY. |
| Contact Information of CCB | CSC – Contact Center ng Bayan – 0908-8816-565 |
| PCC | Presidential Complaints Center - 8888 |
| ARTA | Anti-Red Tape Authority – 478-5093 |