



## CITIZEN'S CHARTER

### Front Line Services

#### 1. APPLICATION FOR BUILDING PERMIT

Office or Division:	OFFICE OF THE BUILDING OFFICIAL (OBO)
<p>Classification:</p>	<p><b>Simple Transaction</b></p> <ol style="list-style-type: none"> <li>1. Construction/erection/addition/alteration/ renovation/repair/legalization of the following structures under group J Section 701 Division of the NBCP:               <ol style="list-style-type: none"> <li>i. Private garage not more than ninety (90) square meters;</li> <li>ii. Carport;</li> <li>iii. Sheds not less than six (6) square meters;</li> <li>iv. Agricultural buildings;</li> <li>v. Fences over 1.80 meters in height;</li> <li>vi. Tanks and towers.</li> </ol> </li> <li>2. Repairs which do not involve alteration/changes from the building plans covered by a previously issued Building Permit, Repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit).</li> <li>3. Signage for advertising and business signs; and,</li> <li>4. Stand-alone permit applications for Building Service Equipment and other support facilities including:               <ol style="list-style-type: none"> <li>i. Mechanical;</li> <li>ii. Sanitary;</li> <li>iii. Electrical</li> <li>iv. Electronics; and,</li> <li>v. Accelerographs.</li> </ol> </li> </ol> <p><b>Complex Application</b> – construction/erection/ alteration/ renovation/repair/legalization of the following Complex Type of Project Activity/structures:</p> <ol style="list-style-type: none"> <li>1. Interior Renovations covered by an appropriate Building Permit;</li> <li>2. Conversion of existing building occupancy classification;</li> <li>3. Multiple unit residential house not more than 7 storey;</li> <li>4. Single detached residential house not more than 7 storey;</li> <li>5. Commercial buildings not more than 9 storey;</li> <li>6. Warehouse not more than 9 storey;</li> <li>7. Market buildings not more than 9 storey;</li> <li>8. Billboard Structures;</li> <li>9. All other types of Occupancy not more than 9 storey.</li> </ol> <p><b>Highly Technical Application</b></p> <ol style="list-style-type: none"> <li>1. Construction / erection / addition / alteration / renovation / repair / legalization of the</li> </ol>



following Highly Technical Type of Project Activity / Structures:

1. Commercial buildings exceeding 9 storey;
2. Market buildings exceeding 9 storey;
3. All applications belonging to Group D of the NBCP;
  - i. Mental hospitals, Sanitaria and Mental Asylums and those belonging to Division D-3 of the NBCP;
  - ii. Public and Private hospitals (Division D-2 of the NBCP);
  - iii. Nursing homes for ambulatory patients, school and home, belonging to Division D-3 of the NBCP;
4. Those belonging to Group H and I of the NBCP;
  - i. Recreational or similar public assembly buildings, such as stadia, sports complex, convention centers, etc.
  - ii. Structures that have a non-regular form, as classified in the Structural Reference Standards; and,
  - iii. Those buildings / structures whose use has very advance structure calculation method in design, as classified in the Structural Reference Standards.
5. All types of occupancy of more than 9 storeys.
6. All other building/s or structure/s with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council (NDRRMC).
7. Special Structures such as but not limited to Aerodrome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, Historic Centers / Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized vehicle and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Offshore Energy Facilities, Piers and water-surrounded facilities, Solar Photovoltaic (PV) System, Towers and Underground structures and windowless buildings

2. All other transactions not expressly falling under either 'Complex' or 'Highly Technical' shall, for the purpose of these Guidelines, be considered as 'Simple' consistent with the mandate of RA No. 11032.



<b>Type of Transaction:</b>	<b>G2C</b> – Government to Citizen <b>G2B</b> – Government to Business <b>G2G</b> – Government to Government
<b>Who may Avail:</b>	Any person, firm or corporation including government agencies or instrumentality who planned to erect, repair/renovate, convert any building or structure or cause the same to be done.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>APPLICATION FORMS</b>		
1	4 sets duly accomplished application forms completely and properly filled-out – Unified Building (notarized), Civil/Structural, Sanitary, Electrical, Mechanical (if any), Electronics (if any) application forms.	To be submitted by the owner / applicant / contractor.  Forms can be secured at Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>TECHNICAL DOCUMENTS FOR ARCHITECTURAL, STRUCTURAL, SANITARY / PLUMBING</b>		
2	4 sets of complete plan with key plan, location map and vicinity map duly signed and seal by an Engineer and Architect and signed by the owner / applicant.	To be submitted by the owner / applicant / contractor.
3	1 copy of latest Verification Survey Plan and Survey Report - originally signed and sealed by a Geodetic Engineer.	To be submitted by the owner / applicant / contractor.
4	1 copy of Bill of materials signed and sealed by an Engineer / Architect.	To be submitted by the owner / applicant / contractor.
5	1 set Material Specification signed and sealed by an Engineer / Architect.	To be submitted by the owner / applicant / contractor.
6	1 set of Complete Structural Design and Analysis signed and sealed by a Civil / Structural Engineer ( <b>ring bind</b> ).	To be submitted by the owner / applicant / contractor.
7	1 set of Seismic Load Analysis – for <b>3-storey and up</b> signed and sealed by a civil / structural engineer	To be submitted by the owner / applicant / contractor.
8	1 set of Soil Boring Test – for <b>3-storey and up</b> signed and sealed by a civil / structural engineer with DPWH accreditation.	To be submitted by the owner / applicant / contractor.
9	1 copy of latest PTR and Valid PRC ID and UAP / IAPOA (for Architect) of Licensed Engineers / Architect originally signed and sealed.	To be submitted by the owner / applicant / contractor.
10	Rainwater collection system (City Ordinance No. 13 series of 2017), to be incorporated in Plumbing Plan	To be submitted by the owner / applicant / contractor.
11	1 copy of Sewerage Treatment Plant (STP) analysis originally signed and sealed by Sanitary Engineer, <b>ALL PAGES</b> (if applicable)	To be submitted by the owner / applicant / contractor.
12	1 copy of duly accomplished Green Building Evaluation Checklist – for Building/s with 10,000 sqm. Gross Floor Area (GFA) (if applicable)	To be submitted by the owner / applicant / contractor.
<b>TECHNICAL DOCUMENTS FOR ELECTRICAL</b>		
13	4 sets of Electrical plan duly signed and seal by a Professional Electrical Engineer and signed by the owner / applicant.	To be submitted by the owner / applicant / contractor.
14	1 set detailed Bill of Materials for Electrical works originally signed and sealed by Prof.	To be submitted by the owner / applicant / contractor.



	Electrical Engineer (PEE)	
15	1 set scope of works for electrical works originally signed and sealed by PEE	To be submitted by the owner / applicant / contractor.
16	1 set Electrical design Analysis, Short Circuit and Voltage Drop Calculation, originally signed and sealed by PEE.	To be submitted by the owner / applicant / contractor.
17	1 set electrical specification originally signed and sealed by PEE.	To be submitted by the owner / applicant / contractor.
18	1 latest copy of PTR and PRC ID of Professional Electrical Engineer (PEE) / Registered Electrical Engineer (REE) / Registered Master Electrician (RME) originally signed and sealed.	To be submitted by the owner / applicant / contractor.
<b>TECHNICAL DOCUMENTS FOR MECHANICAL</b>		
19	4 sets of Mechanical plan duly signed and seal by a Professional Mechanical Engineer and signed by the owner / applicant. <b>(per equipment)</b>	To be submitted by the owner / applicant / contractor.
20	1 set Detailed Bill of Materials for Mechanical works, originally signed and sealed by Prof. Mechanical Engineer <b>(per equipment)</b> .	To be submitted by the owner / applicant / contractor.
21	1 set of Scope of Mechanical works originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
22	1 set mechanical specification (per equipment) originally signed and sealed by PME.	To be submitted by the owner / applicant / contractor.
23	1 set of Hydraulic Analysis and computation of pumps and tank originally signed and sealed by PME – for Fire Protection	To be submitted by the owner / applicant / contractor.
24	1 set of design computation – for elevator / escalator.	
25	1 copy of Certificate of Structural Stability originally signed and Sealed by Structural Engineer and copy of latest PTR and PRD ID of Structural Engineer – for Elevator and Escalator. <b>(for rehabilitation, modernization, replacement and upgrading)</b>	To be submitted by the owner / applicant / contractor.
26	1 latest copy of PTR and PRC ID of Professional Mechanical Engineer (PME) / Licensed Mechanical Engineer (ME) originally signed and sealed.	To be submitted by the owner / applicant / contractor.
<b>TECHNICAL DOCUMENTS FOR ELECTRONICS</b>		
27	4 sets of Electronics plan duly signed and seal by Professional Electronics Engineer and signed by the owner / applicant.	To be submitted by the owner / applicant / contractor.
28	1 set Detailed Bill of Materials for Electronic works originally signed and sealed by Prof. Electronics Engineer (PECE)	To be submitted by the owner / applicant / contractor.
29	1 set scope of electronic works originally signed and sealed by PECE.	To be submitted by the owner / applicant / contractor.
30	1 set electronics specifications originally signed and sealed by PECE.	To be submitted by the owner / applicant / contractor.
31	1 set of Electronic Design Analysis (voltage Drop and Battery Sizing) – applicable for 5 storey building and above, originally signed and sealed by Professional Electronics Engineer.	To be submitted by the owner / applicant / contractor.



32	1 latest copy of PTR, IECEP and PRC ID of Professional Electronics Engineer (PECE) originally signed and sealed.	To be submitted by the owner / applicant / contractor.
<b>PROOF OF OWNERSHIP</b>		
33	1 copy of Certified True Copy of original or Transfer Certificate of Title (TCT/OCT) covering the subject lot – within the last 4 months. <i>If in case the applicant is not the registered owner of the said lot, in addition to TCT, the following documents must be attached, whichever is applicable:</i> a. 1 copy of duly notarized Deed of Absolute Sale b. 1 copy of duly notarized Deed of Donation c. 1 copy of assignment of Rights or any proof of land ownership and possession. d. 1 copy of duly notarized affidavit of consent from the Lot Owner. d.1. 1 copy duly notarized Extra Judicial Settlement (if registered owner is deceased) d.2. 1 copy duly notarized Special Power of Attorney	To be submitted by the owner / applicant / contractor.
34	1 copy of Tax declaration of land and building (if any)	To be submitted by the owner / applicant / contractor.
35	1 copy of lease contract (if leased)	To be submitted by the owner / applicant / contractor.
<b>CLEARANCE / CERTIFICATION</b>		
36	1 copy CEDULA (Residence Certificate) (Xerox)	2 <sup>nd</sup> Floor, City Treasurer's Office, Pasig City Hall.
37	1 copy of certification that there are no back taxes / Updated Tax Receipt. (original)	2 <sup>nd</sup> floor, Real Property Tax Division, Pasig city Hall.
38	1 copy certificate of No Improvement or with Improvement (original)	3 <sup>rd</sup> floor, City Assessor's Office, Pasig City Hall
39	1 copy of Locational Clearance (original)	6 <sup>th</sup> floor, Pasig City Planning and Development Office, Pasig City Hall.
40	1 copy of DOLE (original)	Department of Labor and Employment
41	1 copy Home Owners Association Clearance (if any)(original)	From the HOA where the building will be constructed
42	1 copy Barangay Clearance (original)	From Barangay where the building will be constructed.
43	1 copy of Certificate of Occupancy (Xerox)(for amendment and renovation application)	To be submitted by the owner / applicant / contractor.
44	1 copy of Secretary's Certificate. Authority to Sign (if corporation) (original copy)	To be submitted by the owner / applicant / contractor.
45	1 copy of Authorization Letter (original copy)	To be submitted by the owner / applicant / contractor.
46	CAAP Clearance (if applicable) (original)	Civil Aviation Authority of the Philippines (CAAP) office
47	DOH Clearance (if applicable) (original)	Department of Health office
48	PHIVOLCS Clearance (if structure is near fault line) (original)	PHIVOLCS office
49	DPWH Clearance (if applicable) (original)	DPWH office
50	MMDA Clearance (if applicable) (original)	MMDA office



51	CENRO Clearance (if applicable) (original)	CENRO office
52	1 copy of Environmental Compliance Certificate from DENR (if applicable) (original)	DENR office

NO.	APPLICANT / CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt (stub).	Receive and check completeness of application documents. If complete, issue acknowledgement receipt (stub).		30 mins. (simple and complex)	OBO Receiving Officer
		Encode received application and documents.		40 mins. (highly technical)	EMS Receiving Officer
			10 mins.	Encoder	
		Site Inspection Check condition of the lot and its boundaries Check adopted setback Check status of construction Prepare Inspection Report		1 day (simple, complex and highly technical)	Bldg. Inspector
		Evaluation of Building Plans and other supporting documents. Land Use and Zoning Land and Grade Architectural Structural Sanitary Electrical Mechanical Electronics		1 day (simple) 5 days (complex) 14 days (Highly Technical)	Technical Evaluators
		Prepare Order of Payment		1 hr. (simple and complex) 2 days (highly Technical)	Assessment officer
		Sign and approve order of payment		1hr.	OIC, Building Official
2	Claim Order of Payment	Issue approved order of Payment		5 minutes.	Releasing Officer
	Pay Permit Fees	Received payment and issue official receipt (O.R.)	Refer to NBC (PD1096) prescribed schedule of Feed and Section 12 of amended	15 minutes.	Cashier City Treasurer's Office



			Pasig Revenue Code (Ord. No. 43 Series of 2004 Schedule of Fees)		
	Present O.R. to OBO	Check / Record O.R. No., and assign bldg. Permit Number / Electrical Permit Number / Mechanical Permit Number / Electronics Permit Number Segregation of plans and documents for applicant and office copy.		1 hr. (simple and complex)  2hrs. (highly technical)	Recording Officer  Filing Officer
		Signed and approved the building and ancillary plans and permit			OIC, Building Official
3	Claim approved bldg. plans and permit	Release approved bldg. and ancillary plans and permit to applicant		10 minutes	Releasing Officer

Prepared By:

Approved By:

Engr. Francis Jerome Ronquillo  
 OIC, Building Official

**2. APPLICATION FOR CERTIFICATE OF OCCUPANCY**

Office or Division:	OFFICE OF THE BUILDING OFFICIAL (OBO)
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Classification:

**Simple Transaction**

1. Construction/erection/addition/alteration/ renovation/repair/legalization of the following structures under group J Section 701 Division of the NBCP:
  - i. Private garage not more than ninety (90) square meters;
  - ii. Carport;
  - iii. Sheds not less than six (6) square meters;
  - iv. Agricultural buildings;
  - v. Fences over 1.80 meters in height;
  - vi. Tanks and towers.
2. Repairs which do not involve alteration/changes from the building plans covered by a previously issued Building Permit, Repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit).
3. Signages for advertising and business signs; and,
4. Stand-alone permit applications for Building Service Equipment and other support facilities including:
  - vi. Mechanical;
  - vii. Sanitary;
  - viii. Electrical
  - ix. Electronics; and,
  - x. Accelerographs.

**Complex Application** – construction/erection/ alteration/ renovation/repair/legalization of the following Complex Type of Occupancy:

1. Interior Renovations covered by an appropriate Building Permit;
2. Conversion of existing building occupancy classification;
3. Multiple unit residential house not more than 7 storey;
4. Single detached residential house not more than 7 storey;
5. Commercial buildings not more than 9 storey;
6. Warehouse not more than 9 storey;
7. Market buildings not more than 9 storey;
8. Billboard Structures;
9. All other types of Occupancy not more than 9 storey.

**Highly Technical Application**

1. Construction / erection / addition / alteration / renovation / repair / legalization of the following Highly Technical Type of Occupancy:
  1. Commercial buildings exceeding 9 storey;





	<ol style="list-style-type: none"> <li>2. Market buildings exceeding 9 storey;</li> <li>3. All applications belonging to Group D of the NBCP;       <ol style="list-style-type: none"> <li>i. Mental hospitals, Sanitaria and Mental Asylums and those belonging to Division D-3 of the NBCP;</li> <li>ii. Public and Private hospitals (Division D-2 of the NBCP);</li> <li>iii. Nursing homes for ambulatory patients, school and home, belonging to Division D-3 of the NBCP;</li> </ol> </li> <li>4. Those belonging to Group H and I of the NBCP;       <ol style="list-style-type: none"> <li>i. Recreational or similar public assembly buildings, such as stadia, sports complex, convention centers, etc.</li> <li>ii. Structures that have a non-regular form, as classified in the Structural Reference Standards; and,</li> <li>iii. Those buildings / structures whose use has very advance structure calculation method in design, as classified in the Structural Reference Standards.</li> </ol> </li> <li>5. All types of occupancy of more than 9 storeys.</li> <li>6. All other building/s or structure/s with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council (NDRRMC).</li> <li>7. Special Structures such as but not limited to Aerodome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, Historic Centers / Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized vehicle and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Offshore Energy Facilities, Piers and water-surrounded facilities, Solar Photovoltaic (PV) System, Towers and Underground structures and windowless buildings</li> </ol> <p>2. All other transactions not expressly falling under either 'Complex' or 'Highly Technical' shall, for the purpose of these Guidelines, be considered as 'Simple' consistent with the mandate of RA No. 11032.</p>
<p>Type of Transaction</p>	<p><b>G2C</b> – Government to Citizen  <b>G2B</b> – Government to Business  <b>G2G</b> – Government to Government</p>



Who will avail:	The owner/s of newly constructed/renovate/repared building permit or structure to check / verify its compliance to the requirements of National Building Code of the Philippines (P.D.1096) and its IRR, City Zoning Ordinance (Ordinance No.17, Series of 2002), Fire Code of the Philippines (RA 9514) and other related existing laws.
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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>APPLICATION FORMS</b>		
<b>1</b>	1 Duly accomplished Unified application forms for Certificate of Occupancy	Pasig City Hall, 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>2</b>	3 copies of duly accomplished and notarized Certificate of Completion signed by the owner / applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction. <i>*If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.</i>	To be submitted by the owner / applicant / contractor  Forms can be secured at Pasig City Hall, 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>3</b>	2 sets duly accomplished Electrical Completion Forms, originally signed and sealed by Professional Electrical Engineer (PEE) and Electrical Engineer In-charge. <i>*If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.</i>	To be submitted by the owner / applicant / contractor  Forms can be secured at Pasig City Hall, 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>4</b>	2 sets duly accomplished Mechanical Completion Forms, originally signed and sealed by Professional Mechanical Engineer (PME) and Mechanical Engineer In-charge. <i>*If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.</i>	To be submitted by the owner / applicant / contractor  Forms can be secured at Pasig City Hall, 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>5</b>	2 sets duly accomplished Electronics Completion Forms, originally signed and sealed by Professional Electronics Engineer (PECE) and Electronics Engineer In-charge. <i>*If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.</i>	To be submitted by the owner / applicant / contractor  Forms can be secured at Pasig City Hall, 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>PLANS</b>		
<b>6</b>	2 set copy of approved plans (Architectural, Structural, Plumbing/Sanitary, Electrical, Mechanical (per equipment) (if any), Electronics (if any)).	To be submitted by the owner / applicant / contractor.
<b>7</b>	4 sets As-Built Plans signed and Sealed by respective Engineers and signed by owner / applicant (Architectural, Structural, Plumbing/Sanitary, Electrical, Mechanical (per equipment) (if any), Electronics (if any)) ( <i>in case there are changes in the approved</i>	To be submitted by the owner / applicant / contractor.



	<i>plans)</i>	
<b>TECHNICAL DOCUMENTS FOR ARCHITECTURAL, STRUCTURAL, SANITARY / PLUMBING</b>		
8	1 daily construction Logbook – duly accomplished and signed and sealed by the supervising Engineer / Architect on every page.	To be submitted by the owner / applicant / contractor.
9	1 set copy of detailed bill of materials (actual cost) signed and sealed by the supervising Engineer / Architect.	To be submitted by the owner / applicant / contractor.
10	1 set copy of Building and Ancillary Permits <b>(Xerox copy)</b>	To be submitted by the owner / applicant / contractor.
11	1 copy of material specification – signed and sealed by Engineer / Architect on every page	To be submitted by the owner / applicant / contractor.
12	Photo of structure with substantial completion showing inside (for fit out), front, sides, and rear areas.	To be submitted by the owner / applicant / contractor.
13	3 copies of latest PTR and Valid PRC ID, UAP-IAPOA (for Architect) of licensed Engineer / Architect originally signed and sealed.	To be submitted by the owner / applicant / contractor.
14	1 copy of duly notarized affidavit of change of Engineer / Architect / Sanitary <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
15	1 copy of Secretary's Certificate. Authority to Sign (if corporation) <b>(original copy)</b>	To be submitted by the owner / applicant / contractor.
16	1 copy of Authorization Letter <b>(original copy)</b>	To be submitted by the owner / applicant / contractor.
<b>TECHNICAL DOCUMENTS FOR ELECTRICAL</b>		
19	1 copy of detailed Bill of Materials for electrical works (actual cost) originally signed and sealed by PEE.	To be submitted by the owner / applicant / contractor.
20	3 copies of latest PTR and PRC ID of PEE / RME originally signed and sealed.	To be submitted by the owner / applicant / contractor.
21	1 copy of PCAB license of Electrical Contractor <b>(for bldg./structure with 200 and above Main breaker)</b>	To be submitted by the owner / applicant / contractor.
22	1 copy of Insulation Test/Megger Test with Certificate of Calibration of the Equipment used	To be submitted by the owner / applicant / contractor.
23	1 copy of duly notarized affidavit of change of Electrical Engineer <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
24	1 copy of Yellow Card from Meralco <b>(Xerox copy, back to back)</b>	Meralco Business Center.
<b>TECHNICAL DOCUMENTS FOR MECHANICAL</b>		
25	1 copy of detailed Bill of Materials for Mechanical works originally signed and sealed by PME (per equipment) (actual cost)	To be submitted by the owner / applicant / contractor.
26	1 copy specification originally signed and sealed by a Professional Mechanical Engineer.	To be submitted by the owner / applicant / contractor.
27	3 copies of latest PTR and PRC ID of PME / ME originally signed and sealed.	To be submitted by the owner / applicant / contractor.
28	1 copy of duly notarized affidavit of change of Mechanical Engineer (if applicable)	To be submitted by the owner / applicant / contractor.
<b>TECHNICAL DOCUMENTS FOR ELECTRONICS</b>		
29	1 copy of detailed Bill of Materials for Electronic works (actual cost) originally signed and sealed by PECE.	To be submitted by the owner / applicant / contractor.



30	3 copies of latest PTR, IECEP and PRC ID of PECE originally signed and sealed.	To be submitted by the owner / applicant / contractor.
31	1 copy of duly notarized affidavit of change of Electronics Engineer (if applicable)	To be submitted by the owner / applicant / contractor.

NO.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt (stub).	Received and check completeness of application documents. If complete, issue acknowledgement receipt (stub)		30 mins. (simple and complex)	OBO Receiving Officer
				40 mins. (highly technical)	EMS Receiving Officer
		Encode received application and documents		10 minutes	Encoder
		Conducting final inspection, verification and/or review of the building/ structure based on submitted as-built plans and supporting documents Prepare inspection report		1 day (simple) 2days (complex) 7 days (Highly Technical)	Bldg. Inspector  Technical Evaluators
		Evaluation of Building Plans and other supporting documents.  Land Use and Zoning Line and Grade Architectural Structural Plumbing/Sanitary Electrical Mechanical Electronics		1 day (simple) 4 days (complex) 10 days (highly technical)	
		Prepare order of payment	Refer to NBC(PD 1096) prescribed schedule of fees and Section 12 of the amended Pasig Revenue Code (Ord. No.43 Series of 2004 Schedule of Fees)	1 hr. (simple and complex) 2 days (highly technical)	Assessment officer
	Sign and approve order of payment		1 hr.	OIC, Building Official	
2	Claim Order of Payment	Issue Order of Payment		10 minutes	Releasing Officer
	Pay Permit fees	Received payment and issue official receipt (O.R.)		15 minutes	Cashier City Treasurer's Office



	Present O.R. to OBO	Check and Record O.R. No.  Assign certificate of Occupancy/Use number Preparation of owners copy and office copy of plans and documents.		1 hr. (simple and complex)  2hrs. (highly technical)	Recording Officer
		Sign certificate of Occupancy/Use			OIC, Building Official
<b>3</b>	Claim certificate of Occupancy/Use and sign on Logbook	Release Certificate of Occupancy/Use		10 minutes	Releasing Officer

**3. APPLICATION FOR DEMOLITION PERMIT**



OFFICE OR DIVISION:	OFFICE OF THE BUILDING OFFICIAL (OBO)
Classification:	<p><b>Simple application:</b> Demolition of a single residential structure not more than three hundred (300) square meters and three storey in height.</p> <p><b>Complex Transaction:</b> Any type of occupancy / use with area of more than three hundred (300) square meters.</p>
Type of Application:	<p><b>G2C</b> – Government to Citizen <b>G2B</b> – Government to Business <b>G2G</b> – Government to Government</p>
Who may Avail:	Any person, firm, or corporation including government agency or instrumentality who planned to demolish any building or structure.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1	4 copies of Duly accomplished and notarized Demolition Permit application Forms originally signed and sealed by a licensed Civil Engineer / Architect.	To be submitted by the owner / applicant / contractor.  Forms can be secured at Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
2	3 sets old plan or simple sketch plans of the subject building/structure with dimensions (floor plan and elevation), vicinity and location plan – signed and sealed by the supervising engineer/architect and signed by the owner.	To be submitted by the owner / applicant / contractor.
3	1 copy of Certified true Copy of TCT <i>If in case the applicant is not the registered owner of the said lot, / building in addition to TCT, the following Documents must be attached, whichever is applicable</i> <ul style="list-style-type: none"> <li>a. 1 copy of duly notarized Deed of Absolute Sale</li> <li>b. 1 copy of duly notarized Deed of Donation</li> <li>c. 1 copy of assignment of Rights or any proof of land / building ownership and possession.</li> <li>d. 1 copy of duly notarized affidavit of consent from the Lot Owner. <ul style="list-style-type: none"> <li>d.1. 1 copy duly notarized Extra Judicial Settlement (if registered owner is deceased)</li> <li>d.2. 1 copy duly notarized Special Power of Attorney</li> </ul> </li> </ul>	3 <sup>rd</sup> floor, Registry of Deeds, Pasig City Hall.  To be submitted by the owner / applicant / contractor.
4	1 copy of tax declaration of lot and building	3 <sup>rd</sup> floor, City Assessor's Office
5	1 copy of tax clearance or updated tax receipt	2 <sup>nd</sup> floor, Real Property Tax Division
6	1 copy of barangay clearance for demolition.	From the barangay where the building/structure to be demolished is located
7	1 copy of homeowner's clearance	From HOA where the building/structure to be



		demolished is located.
8	1 copy of CEDULA (community tax certificate)	City Treasurer's Office, 2 <sup>nd</sup> Floor Pasig City Hall
9	1 copy of demolition methodology – signed and sealed by the supervising civil engineer / architect	To be submitted by the owner / applicant / contractor.
10	1 copy of cost of demolition and duration of demolition – signed and sealed by the supervising engineer/architect.	To be submitted by the owner / applicant / contractor.
11	1 copy of latest PTR and Valid PRC ID of the supervising Civil engineer or Architect	To be submitted by the owner / applicant / contractor.
12	1 copy of Authorization Letter ( <b>original copy</b> )	To be submitted by the owner / applicant / contractor
13	1 copy of Secretary's Certificate. Authority to Sign (if corporation) ( <b>original copy</b> )	To be submitted by the owner / applicant / contractor

NO.	APPLICANT/ CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt	Received and Check completeness of application documents		30 minutes	OBO Receiving Officer
		Encode received applications and documents		10 minutes	
		Inspect location of project site  Prepare inspection report		2 days	Bldg. Inspector
		Evaluate methodology for demolition, technical requirements		1hr.	Evaluator
		Prepare order of payment	P500 – processing fee (commercial) P500 – inspection fee (commercial) P200 – processing fee (residential) P200 – inspection fee (residential) Demolition fee P4.00/sq.m	1 hr.	Assessment officer
		Approve Tax Order of Payment		1 hr.	OIC, Building Official
2	Claim order of payment	Issue order of payment		10 minutes	Releasing Officer
	Pay permit fees	Receive payment and issue official receipt		15 minutes	Cashier City Treasurer's Office



	Present OR to OBO	Check and record OR number and assign demolition permit number		30 minutes	Recording Officer
		Approve demolition permit			OIC, Building Official
3	Claim permit and sign on Logbook	Release approved demolition permit		5 minutes	Recording Officer

**4. APPLICATION FOR CERTIFICATE OF FINAL ELECTRICAL INSPECTION**





OFFICE OR DIVISION:	OFFICE OF THE BUILDING OFFICIAL (OBO) / ELECTRICAL PERMIT SECTION
Classification:	CFEI is being issued to residential, Commercial and Industrial establishment who are applying for Meralco Service Meter. As stipulated in article 1.2.2.2 of the Philippine Electrical Code, "no electrical installation, alteration, and/or addition shall be connected to any power supply or any other source of electrical energy without a Certificate of Final Electrical Inspection/Completion (DPWH Form No. 96-006-E or as amended) obtained from the government authority concerned.
Type of Application:	<b>G2C</b> – Government to Citizen <b>G2B</b> – Government to Business <b>G2G</b> – Government to Government
Who may Avail:	Any person, firm, or corporation including government agency or instrumentality.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>FOR NEWLY CONSTRUCTED / RENOVATED BUILDING / STRUCTURE OR UNIT</b>		
1	1 copy of duly accomplished CFEI application form with sketch of location	To be submitted by the owner / applicant / contractor.  Forms can be secured at Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
2	1 copy of Yellow Card from Meralco	Meralco Business Center
3	1 copy of Approved Electrical Plan and Permit	To be submitted by the owner / applicant / contractor.
4	1 set of As-built Electrical Plan originally signed and sealed by a Professional Electrical Engineer.	To be submitted by the owner / applicant / contractor.
5	2 sets of duly accomplished Certificate of Electrical Completion originally signed and sealed by Professional Electrical Engineer. <i>*If the construction was undertaken through a contact, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.</i>	To be submitted by the owner / applicant / contractor.  Forms can be secured at Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
6	1 copy of PTR and PRC ID of PEE originally signed and sealed	To be submitted by the owner / applicant / contractor.
7	1 copy of approved Building Permit	To be submitted by the owner / applicant / contractor.
8	1 copy of Certificate of Occupancy	To be submitted by the owner / applicant / contractor.
9	1 copy of PCAB license of Electrical Contractor	To be submitted by the owner / applicant / contractor.
10	1 copy Insulation Test/Megger Test	To be submitted by the owner / applicant / contractor.
11	Authorization letter for representative, with attached photocopy of ID of both the owner and the representative.	To be submitted by the owner / applicant / contractor.
12	Picture of building / structure, service entrance and Panel Board	To be submitted by the owner / applicant / contractor.
<b>FOR EXISTING BUILDING / STRUCTURE OR UNIT</b>		
1	1 copy of duly accomplished CFEI application form with sketch of location	To be submitted by the owner / applicant / contractor.  Forms can be secured in Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government



		(www.pasigcity.gov.ph).
2	1 copy of Yellow Card from Meralco	Meralco Business Center
3	1 photocopy of TCT / Lot Award / NHA Clearance (Proof of Ownership)	To be submitted by the owner / applicant / contractor.
4	1 photocopy of tax declaration of Land and Building	To be submitted by the owner / applicant / contractor.
5	1 photocopy of latest tax receipt / tax clearance for Land and Building	
6	1 photocopy of previously approved Building Permit / occupancy permit of the existing building / structure (for verification purposes only)	To be submitted by the owner / applicant / contractor.
7	1 set of Electrical Plan / Electrical Load Schedule, originally signed and sealed by Professional Electrical Engineer	To be submitted by the owner / applicant / contractor.
8	1 set of Electrical Plan and permit for commercial / Industrial establishment	To be submitted by the owner / applicant / contractor.
9	1 photocopy of Business Permit for Commercial / industrial establishment	To be submitted by the owner / applicant / contractor.
9	1 copy of Fire Safety Inspection Certificate (FSIC) for Business – for Commercial / industrial establishment	To be submitted by the owner / applicant / contractor.
10	1 copy of Barangay Clearance for CFEI application purposes.	From Barangay Hall where the house / building / structure is located
11	Picture of building / structure, service entrance and Panel Board	To be submitted by the owner / applicant / contractor.
<b>ADDITIONAL REQUIREMENTS IN CASE THE APPLICANT IS NOT THE LAWFUL OWNER OF THE PROPERTY</b>		
1	1 copy of duly notarized Contract of Lease / Duly notarized Affidavit of Consent signed by the property owner or all of the immediate Heirs of the Property Owner.	To be submitted by the owner / applicant / contractor.
2	1 copy of duly notarized extra judicial settlement	To be submitted by the owner / applicant / contractor.
3	1 copy of duly notarized Deed of Absolute Sale	To be submitted by the owner / applicant / contractor.
4	1 copy of duly notarized Deed of Donation	To be submitted by the owner / applicant / contractor.
5	1 copy of Duly Notarized Special Power of Attorney signed by the Property Owner.	To be submitted by the owner / applicant / contractor.
6	1 photocopy of Memorandum of Agreement (MOA) between the lot owner and HOA, for properties under the CMP of the City Government	To be submitted by the owner / applicant / contractor.
7	Homeowners' Association Clearance originally signed by the HOA President.	Office of the HOA President where the property is located
8	Duly Notarized Affidavit of Substitution from the HOA	Office of the HOA President where the property is located
9	Photocopy of Certification from UPAO and PHRU	UPAO and PHRU Office, 6 <sup>th</sup> Floor, Pasig City Hall
10	Grant of Right of way	Meralco Business Center
11	Authorization to process CEI, with photocopy of ID of both owner and representative.	To be submitted by the owner / applicant / contractor.
<b>CEI REQUIREMENTS FOR TELECOMS</b>		
1	1 copy of duly accomplished CFEI application form with sketch of location	To be submitted by the owner / applicant / contractor.
2	1 copy of Yellow Card from Meralco	Meralco Business Center
3	1 photocopy of TCT / Lot Award / NHA	To be submitted by the owner / applicant / contractor.



	Clearance (Proof of Ownership)	
4	1 photocopy of tax declaration of Land and Building	To be submitted by the owner / applicant / contractor.
5	1 photocopy of latest tax receipt / tax clearance for Land and Building	To be submitted by the owner / applicant / contractor.
6	1 copy of Contract of Lease	To be submitted by the owner / applicant / contractor.
7	Photocopy of Excavation Permit for Pole Installation	Excavation Permit Office, 3 <sup>rd</sup> Floor, Pasig City Hall
8	TPMO Clearance	TPMO Office
9	Clearance from Engineering Department	Office of the City Engineer, 6 <sup>th</sup> Floor, Pasig City Hall
10	Approved Electrical permit for cell site / Antenna	To be submitted by the owner / applicant / contractor.
11	Approved Electronics permit for cell site / Antenna	To be submitted by the owner / applicant / contractor.
12	Certificate of use	To be submitted by the owner / applicant / contractor.
13	Picture of building / structure, service entrance and Panel Board	To be submitted by the owner / applicant / contractor.
14	Authorization to process CEI, with photocopy of ID of both owner and representative.	To be submitted by the owner / applicant / contractor.

NO.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents	Received and check completeness of application documents		30 minutes	Receiving Officer
		Encode received application and documents and endorsed to assigned CFEI inspectors for schedule of inspection.		10 minutes	Clerk
	Inspect location of project site	Prepare inspection report		2 Days	CFEI Inspector
		Evaluate documents for compliance			
		Final Evaluation of submitted requirements, if found complete and compliant prepare assessment of permit fees		20 Minutes	Head, Electrical Section
	Prepare Order of Payment	All regulatory fees and assessment for Electrical are based on pertinent sections P.D.	10 minutes	Clerk	



			1096 also known as "The National Building Code of the Philippines", and from the Revised Local Revenue Code of Pasig City.		
		Sign and approve Order of Payment		30 minutes	Head, Electrical Section OIC, Building Official
2	Claim Order of Payment	Issue Order of Payment		5 minutes	Releasing Officer
	Pay Permit fees	Received payment and issue official receipt (O.R.)		15 minutes	Cashier City Treasurer's Office
	Present O.R. to Electrical Permit Section	Check and Record O.R. No.  Assign Wiring Permit number  Prepare CFEI		30 minutes	Recording Officer
Approved and Signed Certificate of Final Electrical Inspection			CFEI Inspector  Head, Electrical Section  OIC, Building Official		
3	Claim copy of approved wiring permit	Issue copy of wiring permit  Send approved CFEI via email to Meralco		10 minutes	Releasing Officer

Prepared By:

Approved By:

Noted By:

Engr. Vicente F. Villanueva Jr.  
Head, Electrical Permit Section

Engr. Francis Jerome Ronquillo  
OIC, Building Official

**5. APPLICATION FOR PERMIT TO OPERATE OF MECHANICAL EQUIPMENT**

<b>OFFICE OR DIVISION:</b>	<b>OFFICE OF THE BUILDING OFFICIAL (OBO) /</b>
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<b>MECHANICAL PERMIT SECTION</b>	
Classification:	<b>Simple Transaction</b> Stand-alone permit applications for Building Service Equipment and other support facilities including: <b>i. Mechanical;</b> ii. Sanitary; iii. Electrical iv. Electronics; and, v. Accelerographs
Type of Application:	<b>G2C</b> – Government to Citizen <b>G2B</b> – Government to Business <b>G2G</b> – Government to Government
Who may Avail:	Any person, firm, or corporation including government agency or instrumentality.

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>FOR ELEVATOR, ESCALATOR, DUMBWAITER, CARLIFT</b>		
1	2 sets of Duly accomplished Certificate of Completion for Mechanical originally signed and Sealed by Professional Mechanical Engineer / Mechanical Engineer In-Charge with sign of applicant and Mechanical Contractor.	To be submitted by the owner / applicant / contractor.  Forms can be secured at Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
2	4 sets as-built mechanical plan originally signed and sealed by Professional Mechanical Engineer (PME) with sign of applicant ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
3	1 copy of approved mechanical permit to install and plan	To be submitted by the owner / applicant / contractor.
4	1 set of detailed bill of materials (actual cost) for mechanical works originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
5	3 copies of latest PTR and PRC ID of PME originally signed and Sealed	To be submitted by the owner / applicant / contractor.
6	1 copy of mechanical specification originally signed and sealed by a Professional Mechanical Engineer ( <i>in case there are changes in the approved plans</i> )	
7	1 copy of Certificate of Safe operating Condition and Load Testing Certificate originally signed and sealed by PME – for elevator and escalator	To be submitted by the owner / applicant / contractor.
8	1 copy of certificate of structural Stability originally signed and sealed by Structural Engineer and 1 copy of latest PTR and PRC ID of Structural Engineer originally signed and sealed. <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
9	1 copy of Certificate of Occupancy <b>(Xerox copy) (if applicable)</b>	To be submitted by the owner / applicant / contractor.
10	1 copy of duly notarized Affidavit of Change of Mechanical Engineer <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
11	Authorization letter to process with attached photocopy of ID of the owner and representative	To be submitted by the owner / applicant / contractor.
<b>FOR GENERATOR, PUMPS AND OTHER MECHANICAL EQUIPMENT</b>		
1	2 sets of Duly accomplished Certificate of	To be submitted by the owner / applicant / contractor.



	Completion for Mechanical originally signed and Sealed by Professional Mechanical Engineer with sign of applicant and Mechanical Contractor.	Forms can be secured in Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
2	4 sets as-built mechanical plan originally signed and sealed by Professional Mechanical Engineer (PME) with sign of applicant. <i>(in case there are changes in the approved plans)</i>	To be submitted by the owner / applicant / contractor.
3	1 copy of approved mechanical permit to install and plan	To be submitted by the owner / applicant / contractor.
4	1 set of detailed bill of materials (actual cost) for mechanical works originally signed and sealed by PME.	To be submitted by the owner / applicant / contractor.
5	1 copy of mechanical specification originally signed and sealed by PME <i>(in case there are changes in the approved plans)</i>	To be submitted by the owner / applicant / contractor.
6	3 copies of latest PTR and PRC ID of PME originally signed and Sealed	To be submitted by the owner / applicant / contractor.
7	1 copy of Certificate of Safe operating Condition originally signed and sealed by PME.	To be submitted by the owner / applicant / contractor.
8	1 copy of Certificate of Structural Stability originally Signed and Sealed by Structural Engineer and 1 copy of latest PTR and PRC ID of Structural Engineer on floor above Ground floor <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
9	1 copy of duly notarized Affidavit of Change of Mechanical Engineer <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
10	1 copy of Certificate of Occupancy <b>(if applicable)(Xerox Copy)</b>	To be submitted by the owner / applicant / contractor.
11	1 copy of Authorization letter to process with attached photocopy of ID of the owner and representative	To be submitted by the owner / applicant / contractor.

NO.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents	Received and check completeness of application documents		30 minutes	Receiving Officer
		Encode received application and documents and endorsed to assigned PTO inspector		10 minutes	Clerk
	Inspect status / condition of mechanical equipment and verify correctness of plans submitted	2 days		PTO Inspector	



		based on actual installation.  Prepare inspection report  Evaluate documents for compliance			
		Final Evaluate submitted requirements		1 hr.	Head, Mechanical Section
		Prepare Permit to Operate Certificate		30 mins.	PTO Inspector
		Sign and approve Permit to Operate Certificate		1 hr.	OIC, Building Official Head, Mechanical Section
2	Claim approved Permit to Operate Certificate and sign on logbook	Issue approved Permit to Operate Certificate		5 minutes	Releasing Officer

Prepared By:

Approved By:

Engr. Erliza S. Suela  
 Head, Mechanical Permit Section

Noted By:

Engr. Francis Jerome Ronquillo  
 OIC, Building Official

**6. APPLICATION FOR MECHANICAL PERMIT TO INSTALL OF TOWER CRANE, CONSTRUCTION ELEVATOR, PLACING BOOM, HOIST, GONDOLA**

<b>OFFICE OR DIVISION:</b>	<b>OFFICE OF THE BUILDING OFFICIAL (OBO) /</b>
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<b>MECHANICAL PERMIT SECTION</b>	
Classification:	<b>Simple Transaction</b> Stand-alone permit applications for Building Service Equipment and other support facilities including: <b>i. Mechanical;</b> ii. Sanitary; iii. Electrical iv. Electronics; and, v. Accelerographs
Type of Application:	<b>G2C</b> – Government to Citizen <b>G2B</b> – Government to Business <b>G2G</b> – Government to Government
Who may Avail:	Any person, firm, or corporation including government agency or instrumentality.

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>FOR TOWER CRANE, PLACING BOOM</b>	
<b>1</b>	4 sets Duly accomplished Mechanical Permit application Forms originally signed and sealed by Professional Mechanical Engineer (PME) and Mechanical Engineer In-charge
	To be submitted by the owner / applicant / contractor.  Forms can be secured in Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>2</b>	4 sets Duly accomplished Civil / Structural Permit application Forms originally signed and sealed by Civil Engineer and Civil Engineer In-Charge.
	To be submitted by the owner / applicant / contractor.  Forms can be secured in Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
<b>3</b>	4 sets of complete plan with key plan, location map and vicinity map duly signed and seal by Civil Engineer.
	To be submitted by the owner / applicant / contractor.
<b>4</b>	4 sets of mechanical plan duly signed and seal by a Professional Mechanical Engineer (PME)
	To be submitted by the owner / applicant / contractor.
<b>5</b>	1 copy of complete structural design and analysis / structural computation signed and sealed by Civil Engineer.
	To be submitted by the owner / applicant / contractor.
<b>6</b>	1 set of detailed bill of materials for mechanical works, originally signed and sealed by PME
	To be submitted by the owner / applicant / contractor.
<b>7</b>	1 set of mechanical specifications originally signed and sealed by PME
	To be submitted by the owner / applicant / contractor.
<b>8</b>	1 copy of Scope of Mechanical Works originally signed and sealed by a Professional Mechanical Engineer (PME)
	To be submitted by the owner / applicant / contractor.
<b>9</b>	1 set of methodology originally signed and sealed by PME.
	To be submitted by the owner / applicant / contractor.
<b>10</b>	1 copy of approved Building Permit of the Building
	To be submitted by the owner / applicant / contractor.
<b>11</b>	1 copy of latest PTR and PRC ID of PME originally signed and sealed
	To be submitted by the owner / applicant / contractor
<b>12</b>	1 copy of latest PTR and PRC ID of Civil Engineer originally signed and sealed
	To be submitted by the owner / applicant / contractor
<b>13</b>	1 copy of Authorization letter to process with attached photocopy of ID of the owner and representative
	To be submitted by the owner / applicant / contractor.





FOR GONDOLA, CONSTRUCTION ELEVATOR, HOIST		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1	4 sets Duly accomplished Mechanical Permit application Forms originally signed and sealed by Professional Mechanical Engineer (PME) and Mechanical Engineer In-charge	To be submitted by the owner / applicant / contractor.  Forms can be secured in Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
2	4 sets of mechanical plan duly signed and seal by a Professional Mechanical Engineer (PME)	To be submitted by the owner / applicant / contractor.
3	1 set of detailed bill of materials for mechanical works, originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
4	1 set of mechanical specifications originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
5	1 copy of Scope of Mechanical Works originally signed and sealed by a Professional Mechanical Engineer (PME)	To be submitted by the owner / applicant / contractor.
6	1 set of methodology originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
7	1 copy of approved Building Permit of the Building (if applicable)	To be submitted by the owner / applicant / contractor.
8	1 copy of latest PTR and PRC ID of PME originally signed and sealed	To be submitted by the owner / applicant / contractor
9	Authorization letter to process with attached photocopy of ID of the owner and representative	To be submitted by the owner / applicant / contractor.

NO.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt.	Receive and check completeness of application documents , if complete issue stub number		30 minutes	Receiving Officer
		Encode received application and documents and endorse to Mechanical Evaluator for schedule of inspection		10 minutes	Clerk
	Inspect to verify status of installation of mechanical equipment		2 days	Mechanical Inspector	
	Prepare inspection report				
	Evaluate submitted plans and		2 hrs.	Structural Evaluator	



		documents. If complete and compliant, prepare assessment of permit fees			Mechanical Evaluator
		Prepare Order of Payment	All regulatory fees and assessment for Mechanical are based on pertinent sections of P.D. 1096 also known as "The National Building Code of the Philippines", and from the Revised Local Revenue Code of Pasig City.	30 minutes	Mechanical Evaluator
		Sign and approve Order of Payment		1 hr.	OIC, Building Official Head, Mechanical Section
2	Claim Order of Payment	Issue Order of Payment		5 minutes	Releasing Officer
	Pay Permit fees	Received payment and issue official receipt (O.R.)		15 minutes	Cashier City Treasurer's Office
	Present O.R. to OBO Office	Check and Record O.R. No.		1 hour	Recording Officer
		Assign Mechanical Permit number and encode to permit forms, stamp plans and permit			OIC, Building Official Head, Mechanical Section
		Sign and approve Mechanical Permit			Releasing officer / Filing Officer
	Segregate plans and permit for applicant's copy and office file				
3	Claim approved Mechanical Permit	Issue approved Mechanical Permit		5 minutes	Releasing Officer



and sign on logbook				
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Prepared By:

Approved By:

Engr. Erliza S. Suela  
Head, Mechanical Permit Section

Noted By:

Engr. Francis Jerome Ronquillo  
OIC, Building Official

**7. APPLICATION FOR PERMIT TO OPERATE OF TOWER CRANE, CONSTRUCTION ELEVATOR, PLACING BOOM, HOIST, GONDOLA**

OFFICE OR DIVISION:	OFFICE OF THE BUILDING OFFICIAL (OBO) / MECHANICAL PERMIT SECTION
Classification:	<b>Simple Transaction</b> Stand-alone permit applications for Building Service Equipment and other support facilities including: <b>i. Mechanical;</b>



	<ul style="list-style-type: none"> <li>ii. Sanitary;</li> <li>iii. Electrical</li> <li>iv. Electronics; and,</li> <li>v. Accelerographs</li> </ul>
Type of Application:	<b>G2C</b> – Government to Citizen <b>G2B</b> – Government to Business <b>G2G</b> – Government to Government
Who may Avail:	Any person, firm, or corporation including government agency or instrumentality.

FOR TOWER CRANE AND PLACING BOOM	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 2 sets Duly accomplished Certificate of Completion for Mechanical originally signed and sealed by Professional Mechanical Engineer (PME), with sign of owner and Mechanical Contractor.	To be submitted by the owner / applicant / contractor.  Forms can be secured in Pasig City Hall 6 <sup>th</sup> floor, Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
2 4 sets of complete As-Built mechanical plan with key plan, location map and vicinity map duly signed and seal by Professional Mechanical Engineer (PME) ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
3 4 sets of complete As-Built structural plan with key plan, location map and vicinity map duly signed and seal by Civil Engineer ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
4 1 set copy of approved mechanical plan, structural plan and permits.	To be submitted by the owner / applicant / contractor.
5 1 copy of Detailed Bill of Materials originally signed and sealed by PME ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
6 1 copy of mechanical specifications originally signed and sealed by PME ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
7 1 copy of certificate of safe operating condition originally signed and sealed by Professional Mechanical Engineer (PME)	To be submitted by the owner / applicant / contractor.
8 1 copy of certificate of structural Stability originally signed and sealed by a structural Engineer	To be submitted by the owner / applicant / contractor.
9 3 copies of latest PTR and PRC ID of PME, Structural Engineer originally signed and sealed.	To be submitted by the owner / applicant / contractor.
10 1 copy of Authorization letter to process with attached photocopy of Valid ID of the owner and representative.	To be submitted by the owner / applicant / contractor.
11 1 copy of duly notarized Affidavit of Change of Mechanical Engineer ( <b>if applicable</b> )	To be submitted by the owner / applicant / contractor.
FOR GONDOLA, CONSTRUCTION ELEVATOR, HOIST	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 2 sets Duly accomplished Certificate of Completion for Mechanical originally signed and sealed by Professional Mechanical	To be submitted by the owner / applicant / contractor.  Forms can be secured in Pasig City Hall 6 <sup>th</sup> floor,



	Engineer (PME), with sign of owner and Mechanical Contractor.	Office of the building Official or can be downloaded at the official website of the City Government ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
2	4 sets of complete As-Built mechanical plan with key plan, location map and vicinity map duly signed and seal by Professional Mechanical Engineer (PME) ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
3	1 set copy of approved mechanical plan and permits.	To be submitted by the owner / applicant / contractor.
4	1 copy of Detailed Bill of Materials originally signed and sealed by PME ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
5	1 copy of mechanical specifications originally signed and sealed by PME ( <i>in case there are changes in the approved plans</i> )	To be submitted by the owner / applicant / contractor.
6	1 copy of certificate of safe operating condition originally signed and sealed by Professional Mechanical Engineer (PME)	To be submitted by the owner / applicant / contractor.
7	1 copy of certificate of structural Stability originally signed and sealed by a structural Engineer	To be submitted by the owner / applicant / contractor.
8	3 copies of latest PTR and PRC ID of PME, Structural Engineer originally signed and sealed.	To be submitted by the owner / applicant / contractor.
9	1 copy of certificate of occupancy ( <b>Xerox copy</b> )	To be submitted by the owner / applicant / contractor.
10	1 copy of Authorization letter to process with attached photocopy of Valid ID of the owner and representative.	To be submitted by the owner / applicant / contractor.
11	1 copy of duly notarized Affidavit of Change of Mechanical Engineer ( <b>if applicable</b> )	To be submitted by the owner / applicant / contractor.

NO.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents	Receive and check completeness of application documents		30 minutes	Receiving Officer
		Encode received application and documents and endorsed to assigned PTO inspector for		10 minutes	Clerk



		schedule of inspection			
		<p>Inspect status / condition of mechanical equipment and verify correctness of plans submitted based on actual installation.</p> <p>Prepare inspection report</p> <p>Evaluate documents for compliance. If found complete and compliant, prepare Certificate of Operation</p>		2 days	PTO Inspector
		Final Evaluation of submitted requirements. If found complete and compliant, sign Certificate of Operation		1 hr.	Head, Mechanical Section
		Sign and approve Permit to Operate		1 hr.	OIC, Building Official
2	Claim approved Permit to Operate Certificate and sign on logbook	Issue approved Permit to Operate		5 minutes	Releasing Officer

Prepared By:

Approved By:

Engr. Erliza S. Suela  
 Head, Mechanical Permit Section

Noted By:

Engr. Francis Jerome Ronquillo  
 OIC, Building Official