

**CITIZEN'S CHARTER  
OFFICE OF THE BUILDING OFFICIAL**

**1. APPLICATION FOR BUILDING PERMIT**

Building Permit, a document issued by the Office of the Building Official (OBO) following the format prescribed in NBCDO Memorandum Circular 01, series of 2020, which advises an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specification and other pertinent documents with the application are found satisfactory and substantially conforming with the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	<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 less than 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 /</li> </ol>

renovation / repair / legalization of the 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 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

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>	G2C – Government to Citizens G2B – Government to Business G2G – 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 plans with key plan, location map and vicinity map duly signed and sealed 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 sq. m. 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 a Professional Electrical Engineer (PEE)	To be submitted by the owner / applicant / contractor.
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	To be submitted by the owner / applicant / contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Professional Electrical Engineer (PEE) / Registered Electrical Engineer (REE) / Registered Master Electrician (RME), originally signed and sealed.	
<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 a Professional 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 <b>(per equipment)</b> originally signed and sealed by PME.	To be submitted by the owner / applicant / contractor.
23. 1 set of Load Design Computation – for elevator / escalator signed and sealed by PME. <b>(Or to be indicated on mechanical plan)</b>	To be submitted by the owner / applicant / contractor.
24. 1 copy of Certificate of Structural Stability originally signed and Sealed by a 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.
25. 1 latest copy of PTR and PRC ID of Professional Mechanical Engineer (PME) originally signed and sealed / Licensed Mechanical Engineer (ME)	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 a 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 a Professional 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 a 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)/ Condominium Title covering the subject lot /	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>unit – within the last 4 months.  <i>If in case the applicant is not the registered owner of the said lot / unit, in addition to TCT/OCT/Condominium Title, the following documents must be attached, whichever is applicable:</i></p> <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 ownership and possession.</li> <li>d. 1 copy of duly notarized Affidavit of Consent from the Unit / 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>	<p>To be submitted by the owner / applicant / contractor.</p> <p>Registry of Deeds, (Old BIR Building) Pasig City Hall Complex.</p>
34. 1 copy of Tax declaration of land and building <b>(if any)</b>	To be submitted by the owner / applicant / contractor.
35. 1 copy of Lease Contract <b>(if leased)</b>	To be submitted by the owner / applicant / contractor.
<b>CLEARANCE / CERTIFICATION</b>	
36. 1 copy CEDULA (Residence Certificate) <b>(Photocopy)</b>	2 <sup>nd</sup> Floor, City Treasurer's Office, Pasig City Hall.
37. 1 copy of Updated Tax Receipt. <b>(original)</b>	2 <sup>nd</sup> floor, Real Property Tax Division, Pasig city Hall.
38. 1 copy Certificate of No Improvement or with Improvement <b>(original)</b>	3 <sup>rd</sup> floor, City Assessor's Office, Pasig City Hall
39. 1 copy of Locational Clearance <b>(original)</b>	6 <sup>th</sup> floor, Pasig City Planning and Development Office, Pasig City Hall.
40. 1 copy of DOLE Clearance <b>(original)</b>	Department of Labor and Employment
41. 1 copy Home Owners Association Clearance <b>(if any) (original)</b>	From the HOA where the building will be constructed
42. 1 copy Barangay Clearance <b>(original)</b>	From Barangay where the building will be constructed.
43. 1 copy of previously approved Certificate of Occupancy <b>(Photocopy) (for renovation, repair/improvement applications)</b>	To be submitted by the owner / applicant / contractor.
44. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative <b>(if corporation) (original copy)</b>	To be submitted by the owner / applicant / contractor.
45. 1 copy of duly notarized Authorization Letter with attached photocopy of ID of Owner/applicant and representative <b>(original copy) (if applicable)</b>	To be submitted by the owner / applicant / contractor.
46. CAAP Clearance <b>(original) (if applicable)</b>	Civil Aviation Authority of the Philippines (CAAP) office
47. DOH Clearance <b>(original) (if applicable)</b>	Department of Health office
48. PHIVOLCS Clearance <b>(if structure is near fault line) (original)</b>	PHIVOLCS office
49. DPWH Clearance <b>(original)(if applicable)</b>	DPWH office
50. MMDA Clearance <b>(original) (if applicable)</b>	MMDA office
51. CENRO Clearance <b>(original) (if applicable)</b>	CENRO office
52. 1 copy of Environmental Compliance Certificate from DENR <b>(original) (if applicable)</b>	DENR office

#	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 based on the checklist of requirements If complete, issue acknowledgement receipt (stub).		30 mins. (Simple and Complex)  40 mins. (Highly Technical)	Clarisa Gabion OBO Receiving Officer  Rowena Gatchalian EMS Receiving Officer  BFP Receiving Officer
		Encode received application and documents.		10 mins.	Michael Jim Martin Encoder  Maricris H. Tuazon 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)	Engr. Jullian Vicktor Caingat Bldg. Inspector  Engr. Aubrey Mae Matienzo Bldg. Inspector
		Evaluation of Building Plans and other supporting documents.  Land Use and Zoning Line and Grade Architectural Structural Sanitary Electrical Mechanical Electronics Fire Protection		1 day (Simple)  5 days (Complex)  14 days (Highly Technical)	Technical Evaluators Ar. Arvin Michael L. Mendoza (Land Use and Zoning)  Ar. Arvin Michael L. Mendoza/ Engr. Kristie Anne B. Austria (Line and Grade)  Ar. Arvin Michael L. Mendoza (Architectural) Engr. Cherry Lee- Demiao (Structural) Engr. Cherry Lee- Demiao/ Engr. Ferdinand A. Cata (Sanitary) Engr. Vicente F. Villanueva Jr./ Engr. Diana C. Operio (Electrical)  Engr. Erliza S. Suela/ Engr. Jayson C. Valmonte (Mechanical)  Engr. Janvic B. Barral (Electronics)  Assigned BFP Evaluator Fire Protection
	Prepare Order of Payment		1 hr. (Simple and Complex)  2 days (Highly Technical)	Engr. Rommel D. Gonzal Assessment Officer  Engr. Ramil P. Corronado Assessment Officer	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Sign and approve Order of Payment		1hr.	Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim Order of Payment	Issue approved Order of Payment		5 minutes.	Denise Anne A. Santos Releasing Officer
	Pay Permit Fees	Received payment and issue Official Receipt (O.R.)	Refer to NBC (PD1096) prescribed Schedule of Fees and 2017 Revised Pasig Revenue Code and Fire Code of the Philippines	15 minutes.	Cashier City Treasurer's Office
	Present O.R. to OBO	Check / Record O.R. Number, and assign bldg. Permit Number / Electrical Permit Number / Mechanical Permit Number / Electronics Permit Number, encode on permit forms, stamp plans and permits.  Prepare Fire Safety Evaluation Clearance  Segregation of plans and documents for applicant and office copy.		2 hr. (Simple and Complex)  2hrs. (Highly Technical)	Denise Anne A. Santos Recording Officer  Ronaldo De Castro Filing Officer  BFP Inspector
		Signed and approved Fire Safety Evaluation Clearance and Checklist  Signed and approved the Building and Ancillary plans and Permit		1 hr.	City Fire Marshall  Assigned BFP Inspector  Engr. Francis Jerome P. Ronquillo OIC, Building Official
3	Claim approved Building plans and Permit	Release approved Building and Ancillary plans and Permit and approved FSEC and Checklist to applicant		10 minutes	Denise Anne A. Santos Recording Officer
TOTAL:				3 days (Simple)  7 days (Complex)  20 days (Highly Technical)	

## 2. APPLICATION FOR CERTIFICATE OF OCCUPANCY

Certificate of Occupancy, a document issued by the Building Official, following the format prescribed in NBCDO Memorandum Circular 01, series of 2020, certifying that the building/structure was completed and can be occupied/ used in accordance with the approved use.

<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	<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 less than 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. Signages 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>vi. Mechanical;</li> <li>vii. Sanitary;</li> <li>viii. Electrical</li> <li>ix. Electronics; and,</li> <li>x. Accelerographs.</li> </ol> </li> </ol> <p><b>Complex Application</b> – construction/erection/ alteration/ renovation/repair/legalization of the following Complex Type of Occupancy:</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 following Highly Technical Type of Occupancy:             <ol style="list-style-type: none"> <li>1. Commercial buildings exceeding 9 storey;</li> <li>2. Market buildings exceeding 9 storey;</li> <li>3. All applications belonging to Group D of the NBCP;</li> </ol> </li> </ol>



	<ul 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> </ul> <p>4. Those belonging to Group H and I of the NBCP;</p> <ul 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> </ul> <p>5. All types of occupancy of more than 9 storeys.</p> <p>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).</p> <p>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</p> <p>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>
<b>Type of Transaction:</b>	<p>G2C – Government to Citizens  G2B – Government to Business  G2G – Government to Government</p>
<b>Who may avail:</b>	<p>The owner/s of newly constructed/renovate/repaired building or structure</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>APPLICATION FORMS</b>	
1. 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> ).
2. 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> ).
3. 2 sets duly accomplished Electrical Completion Forms, originally signed and sealed by a 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> ).
4. 2 sets duly accomplished Mechanical Completion Forms, originally signed and sealed by a 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> ).
5. 2 sets duly accomplished Electronics Completion Forms, originally signed and sealed by a 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> ).
6. 1 Duly accomplished CFEI application form originally signed and sealed by PEE <i>(if with Application for Meralco meter)</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
<b>PLANS</b>	
7. 2 sets copy of approved plans (Architectural, Structural, Plumbing/Sanitary, Electrical, Mechanical (per equipment) (if any), Electronics (if any)). <i>*For verification purpose, to be returned to owner together with the approved certificate of Occupancy</i>	To be submitted by the owner / applicant / contractor.
8. 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 plans</i>	To be submitted by the owner / applicant / contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>TECHNICAL DOCUMENTS FOR ARCHITECTURAL, STRUCTURAL, SANITARY / PLUMBING</b>	
9. 1 daily construction Logbook – duly accomplished and signed and sealed by the supervising Engineer / Architect on <b>every page.</b>	To be submitted by the owner / applicant / contractor.
10. 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.
11. 1 set copy of Building and Ancillary Permits ( <b>Photocopy</b> )	To be submitted by the owner / applicant / contractor.
12. 1 copy of Material Specification – signed and sealed by Engineer / Architect on <b>every page</b> <i>*if with major changes with the approved plan</i>	To be submitted by the owner / applicant / contractor.
13. Photo of structure with substantial completion showing inside (for fit out), front, sides, and rear areas.	To be submitted by the owner / applicant / contractor.
14. 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.
15. 1 copy of duly notarized Affidavit of Change of Engineer / Architect / Sanitary ( <b>if applicable</b> )	To be submitted by the owner / applicant / contractor.
16. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (if corporation) ( <b>original copy</b> )	To be submitted by the owner / applicant / contractor.
17. 1 copy of Authorization Letter with attached photocopy of ID of Owner/applicant and representative ( <b>original copy</b> )	To be submitted by the owner / applicant / contractor.
18. others that maybe required as provided under the 2015 National Structural Code of the Philippines (NSCP)	To be submitted by the owner / applicant / contractor.
<b>TECHNICAL DOCUMENTS FOR ELECTRICAL</b>	
18. 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.
19. 3 copies of latest PTR and PRC ID of PEE / RME originally signed and sealed.	To be submitted by the owner / applicant / contractor.
20. 1 copy of PCAB license of Electrical Contractor ( <b>for bldg./structure with 200 AT and above Main breaker</b> )	To be submitted by the owner / applicant / contractor.
21. 1 copy of Insulation Test/Megger Test with Certificate of Calibration of the Equipment used	To be submitted by the owner / applicant / contractor.
22. 1 copy of duly notarized Affidavit of Change of Electrical Engineer ( <b>if applicable</b> )	To be submitted by the owner / applicant / contractor.
23. 1 copy of Yellow Card from <b>Meralco (Photocopy, Front and back)</b> <i>*if with CFEI application</i>	Meralco Business Center.
<b>TECHNICAL DOCUMENTS FOR MECHANICAL</b>	
24. 1 copy of detailed Bill of Materials for Mechanical works originally signed and sealed by PME ( <b>per equipment</b> ) ( <b>actual cost</b> )	To be submitted by the owner / applicant / contractor.
25. 1 copy Mech. Specifications originally signed and sealed by a Professional	To be submitted by the owner / applicant / contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Mechanical Engineer. <b>(Per equipment)</b> <i>*if with major changes</i>	
26. 3 copies of latest PTR and PRC ID of PME / ME originally signed and sealed.	To be submitted by the owner / applicant / contractor.
27. 1 copy of duly notarized Affidavit of Change of Mechanical Engineer <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
TECHNICAL DOCUMENTS FOR ELECTRONICS	
28. 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.
29. 3 copies of latest PTR, IECEP and PRC ID of PECE originally signed and sealed.	To be submitted by the owner / applicant / contractor.
30. 1 copy of duly notarized Affidavit of Change of Electronics Engineer (if applicable)	To be submitted by the owner / applicant / contractor.

#	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 based on the checklist of requirements If complete, issue acknowledgement receipt (stub)		30 mins. (Simple and Complex)  40 mins. (Highly Technical)	Clarisa Gabion OBO Receiving Officer  Rowena Gatchalian EMS Receiving Officer  BFP Receiving Officer
		Encode received application and documents		10 minutes	Michael Jim Martin Encoder  Maricris H. Tuazon 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 and Complex)  7 days (Highly Technical)	Bldg. Inspector  Engr. Kristie Anne B. Austria (Line and Grade)  Engr. Ferdinand A. Cata (Sanitary)  Engr. Diana C. Operio (Electrical)  Engr. Jayson C. Valmonte (Mechanical)

#	CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>Evaluation of Building Plans and other supporting documents.</p> <p>Land Use and Zoning Line and Grade Architectural Structural Plumbing/Sanitary Electrical Mechanical Electronics Fire Protection</p>		<p>1 day (Simple)</p> <p>5 days (Complex)</p> <p>10 days (Highly Technical)</p>	<p>Technical Evaluators</p> <p>Ar. Arvin Michael L. Mendoza (Land Use and Zoning)</p> <p>Ar. Arvin Michael L. Mendoza/ Engr. Kristie Anne B. Austria (Line and Grade)</p> <p>Ar. Arvin Michael L. Mendoza (Architectural)</p> <p>Engr. Cherry Lee- Demiao (Structural)</p> <p>Engr. Cherry Lee- Demiao/ Engr. Ferdinand A. Cata (Sanitary)</p> <p>Engr. Vicente F. Villanueva Jr./ Engr. Diana C. Operio (Electrical)</p> <p>Engr. Erliza S. Suela/ Engr. Jayson C. Valmonte (Mechanical)</p> <p>Engr. Janvic B. Barral (Electronics)</p> <p>Assigned BFPInspector</p>
		Prepare Order of Payment	Refer to NBC (PD1096) prescribed Schedule of Fees and 2017 Revised Pasig Revenue Code and Fire Code of the Philippines	<p>1 hr. (Simple and Complex)</p> <p>2 days (Highly Technical)</p>	<p>Engr. Rommel D. Gonzal Assessment officer</p> <p>Engr. Ramil P. Coronado Assessment officer</p>
		Sign and approve Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim Order of Payment	Issue Order of Payment		10 minutes	Denise Anne A. Santos Releasing Officer
	Pay Permit fees	Received payment and issue official receipt (O.R.)		15 minutes	Cashier City Treasurer's Office

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Present O.R. to OBO	Check and Record O.R. No.		1 hr. (Simple and Complex)	Denise Anne A. Santos Recording Officer  Ronaldo De Castro Filing Officer  Assigned BFP Inspector
		Assign Certificate of Occupancy/Use Number encode on permit forms, stamp plans and permits.			
		Segregation of plans and documents for applicant and office copy.			
		Prepare Fire Safety Inspection Certificate for Occupancy			
		Sign FSIC for occupancy		30 minutes (Simple and Complex, Highly Technical)	City Fire Marshall
		Sign certificate of Occupancy/Use			Engr. Francis Jerome P. Ronquillo OIC, Building Official
3	Claim approved certificate of Occupancy/Use and FSIC for occupancy  Sign on Logbook	Release approved FSIC for occupancy  Release Certificate of Occupancy/Use		10 minutes	Denise Anne A. Santos Releasing Officer
TOTAL:				3 days (Simple)  7 days (Complex)  20 days (Highly Technical)	

### 3. APPLICATION FOR DEMOLITION PERMIT

Demolition Permit, an Accessory Permit issued by the Building Official for construction activities being undertaken before or during the application/processing of Building Permits. This document advises an owner/applicant to proceed with the demolition of a specific project/building/structure or portions thereof after the accompanying principal plans, specification and other pertinent documents with the application are found satisfactory and substantially conforming with the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

<b>Office or Division:</b>	Office of the Building Official
<b>Classification:</b>	<p><b>Simple application:</b> Demolition of a single residential structure not more than three hundred (300) square meters and three storeys in height.</p> <p><b>Complex Transaction:</b> Any type of occupancy / use with area of more than three hundred (300) square meters.</p>
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	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> <ol 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.</li> <li>d.1. 1 copy duly notarized Extra</li> </ol>	<p>Registry of Deeds, (Old BIR Building) Pasig City Hall Complex.</p> <p>To be submitted by the owner / applicant / contractor.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Judicial Settlement (if registered owner is deceased)</i> d.2. 1 copy duly notarized Special Power of Attorney	
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 office of the Barangay where the building/structure to be demolished is located
7. 1 copy of Homeowner's Clearance	From HOA Office 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 with attached photocopy of ID of Owner/applicant and representative ( <b>original copy</b> )	To be submitted by the owner / applicant / contractor
13. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (if corporation) ( <b>original copy</b> )	To be submitted by the owner / applicant / contractor

#	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 based on checklist of requirements.		30 minutes	Clarisa G. Gabion Receiving Officer
		Encode received applications and documents		10 minutes	Michael Jim Martin Encoder
	Inspect location of project site  Prepare inspection report			2 days (Simple and Complex)	Engr. Jullian Vicktor Caingat Bldg. Inspector
					Engr. Aubrey Mae Matienzo Bldg. Inspector
	Evaluate methodology for demolition, technical requirements			1hr.	Engr. Cherry Lee-Demiao Evaluator



#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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.	Engr. Rommel D. Gonzal Assessment officer Engr. Ramil P. Coronado Assessment officer
		Approve Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim Order of Payment	Issue Order of Payment		10 minutes	Denise Anne A. Santos 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, encode on permit forms, stamp plans and permits.		30 minutes	Denise Anne A. Santos Recording Officer
		Segregation of plans and documents for applicant and office copy.			Engr. Francis Jerome P. Ronquillo OIC, Building Official
Approve Demolition Permit and plans					
3	Claim approved permit and plans sign on Logbook	Release approved Demolition Permit and plans		5 minutes	Denise Anne A. Santos Releasing Officer
TOTAL:				3 days	

#### 4. APPLICATION FOR SIGN PERMIT

Sign Permit, an Accessory Permit issued by the Building Official being undertaken prior to or during the processing of building permit. The coverage is spelled out in the accessory permit form including the expiry period. These shall be signed by the concerned owner/applicant and by the concerned professionals. This includes removal of signs.

<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	<p><b>Simple Transaction</b> Signage for advertising and business signs</p> <p><b>Complex Application</b> Construction/erection/ alteration/renovation/repair/ legalization of Billboard Structures</p>
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm, or corporation including government agency or instrumentality who planned to construction/erection/ alteration/ renovation/ repair/legalization of signage for advertising and business signs on any building or structure.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 4 copies of duly accomplished Unified Building and Sign Permit application Forms originally signed and sealed by a licensed Civil Engineer	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 of plans with key plan, Locational Map & Vicinity Map – originally signed and sealed by the supervising Civil Engineer/Architect and signed by the owner.	To be submitted by the owner / applicant / contractor.
3. 1 copy of Detailed Bill of Materials – signed and sealed by Civil Engineer	To be submitted by the owner / applicant / contractor.
4. 1 copy of Specification – signed and sealed by Civil Engineer	To be submitted by the owner / applicant / contractor.
5. 1 copy of Structural Design and Analysis – signed and sealed by Civil Engineer (if pylon signage)	To be submitted by the owner / applicant / contractor.
6. 1 copy of the approved plan of the building where the pylon will be installed (for pylon signage)	To be submitted by the owner / applicant / contractor.
7. 1 copy of certificate of Occupancy of the Building / unit ( <b>Photocopy</b> )	To be submitted by the owner / applicant / contractor.
8. 1 copy of Tax Declaration of land and building.	To be submitted by the owner / applicant / contractor.
9. 1 copy of certificate that there no back taxes or updated Tax Receipt.	To be submitted by the owner / applicant / contractor.
8. 1 copy of latest PTR and Valid PRC ID of the supervising Civil Engineer or Architect	To be submitted by the owner / applicant / contractor.
9. 1 copy of Notarize Authorization Letter with attached photocopy of ID of Owner/applicant and representative ( <b>original copy</b> )	To be submitted by the owner / applicant / contractor
10. 1 copy of Secretary's Certificate. Authority to sign with attached photocopy of ID of	To be submitted by the owner / applicant / contractor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Owner/applicant and representative (if corporation) <b>(original copy)</b>	
<b>TECHNICAL DOCUMENTS FOR ELECTRICAL (FOR SIGN AND SIGN STRUCTURES EQUIPPED WITH ELECTRICAL DEVICES/ MACHINERY RATED LESS THAN 500 KVA OR LESS THAN 600 VOLTS)</b>	
11. 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.
12. 1 set detailed Bill of Materials for Electrical works originally signed and sealed by a Professional Electrical Engineer (PEE)	To be submitted by the owner / applicant / contractor.
13. 1 set Scope of Works for electrical works originally signed and sealed by PEE	To be submitted by the owner / applicant / contractor.
14. 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.
15. 1 set Electrical Specification originally signed and sealed by PEE.	To be submitted by the owner / applicant / contractor.
16. 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.

#	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 based on the checklist of requirements.		30 minutes	Clarisa G. Gabion Receiving Officer
		Encode received applications and documents		10 minutes	Michael Jim Martin Encoder
		Inspect location of project site  Prepare inspection report		2 days (Simple and Complex)	Engr. Jullian Vicktor Caingat Bldg. Inspector  Engr. Aubrey Mae Matienzo Bldg. Inspector
		Evaluate technical requirements for sign permit		1hr.	Engr. Cherry Lee-Demiao Structural Evaluator  Engr. Vicente F. Villanueva Jr. Electrical Evaluator
	Prepare Order of Payment		Refer to NBC (PD1096) prescribed Schedule of Fees and 2017 Revised Pasig	1 hr.	Engr. Rommel D. Gonzal Assessment officer  Engr. Ramil P. Coronado Assessment officer

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Revenue Code		
		Approve Tax Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim Order of Payment	Issue Order of Payment		10 minutes	Denise Anne A. Santos 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 sign permit number, encode on permit forms, stamp plans and permits.  Segregation of plans and documents for applicant and office copy.		30 minutes	Denise Anne A. Santos Recording Officer
		Approve Sign Permit and plans			Engr. Francis Jerome P. Ronquillo OIC, Building Official
3	Claim Permit and sign on Logbook	Release approved Sign Permit and plans		5 minutes	Denise Anne A. Santos Releasing Officer
TOTAL:				3 days	

## 5. APPLICATION FOR FENCING PERMIT

Fencing Permit, an Accessory Permit issued by the Building Official being undertaken prior to or during the processing of building permit. The coverage is spelled out in the accessory permit form including the expiry period. These shall be signed by the concerned owner/applicant and by the concerned professionals. This includes fencing, for fence not exceeding 1.80 meters high.

<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	<b>Simple Transaction</b>
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm, or corporation including government agency or instrumentality who planned to construction/erection/ alteration/ renovation/ repair/legalization of fence.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 4 copies of duly accomplished and notarized Fencing 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. 4 sets of plans with key plan, Locational Map & Vicinity Map – originally signed and sealed by the supervising Civil Engineer/Architect and signed by the owner.	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 Detailed Bill of Materials – signed and sealed by Civil Engineer/Architect.	To be submitted by the owner / applicant / contractor.
5. 1 copy of Specification – signed and sealed by Civil Engineer/Architect.	To be submitted by the owner / applicant / contractor.
7. 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> 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 / building 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	Registry of Deeds, (Old BIR Building) Pasig City Hall Complex.  To be submitted by the owner / applicant / contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. 1 copy of Tax Declaration of Land	3 <sup>rd</sup> floor, City Assessor's Office
9. 1 Certification that there are no back taxes or updated Tax Receipt	2 <sup>nd</sup> floor, Real Property Tax Division
10. 1 copy of Barangay Clearance.	Barangay Hall where the project/construction is located
11. 1 copy of Homeowner's Clearance	HOA Office where the project/construction is located
12. 1 copy of CEDULA (Community Tax Certificate)	City Treasurer's Office, 2 <sup>nd</sup> Floor Pasig City Hall
13. 1 copy of latest PTR and Valid PRC ID of the supervising Civil Engineer or Architect	To be submitted by the owner / applicant / contractor.
14. 1 copy of Authorization Letter with attached photocopy of ID of Owner/applicant and representative <b>(original copy)</b>	To be submitted by the owner / applicant / contractor
15. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative <b>(if corporation) (original copy)</b>	To be submitted by the owner / applicant / contractor

#	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 based on the checklist of requirements		30 minutes	Clarisa Gabion OBO Receiving Officer
		Encode received applications and documents		10 minutes	Michael Jim Martin Encoder
		Inspect location of project site  Prepare inspection report		2 days	Engr. Jullian Vicktor Caingat Bldg. Inspector  Engr. Aubrey Mae Matienzo Bldg. Inspector
		Evaluate technical requirements for fencing permit		1hr.	Engr. Cherry Lee- Demiao Structural Evaluator
		Prepare Order of Payment	Refer to NBC (PD1096) prescribed Schedule of Fees and 2017 Revised Pasig Revenue Code	1 hr.	Engr. Rommel D. Gonzal Assessment officer  Engr. Ramil P. Coronado Assessment officer
	Approve Tax Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Building Official	
2	Claim Order of Payment	Issue Order of Payment		10 minutes	Denise Anne A. Santos Releasing Officer

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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 Fencing Permit number		30 minutes	Denise Anne A. Santos Recording Officer
		Segregation of plans and documents for applicant and office copy.			Engr. Francis Jerome P. Ronquillo OIC, Building Official
3	Claim approved Fencing permit and plans  Sign on Logbook	Release approved Fencing Permit and plans		5 minutes	Denise Anne A. Santos Releasing Officer
TOTAL:				3 days	

## 6. APPLICATION FOR EXCAVATION AND GROUND PREPARATION PERMIT

Excavation and Ground Preparation Permit, an Accessory Permit issued by the Building Official being undertaken prior to or during the processing of building permit. The coverage is spelled out in the accessory permit form including the expiry period. These shall be signed by the concerned owner/applicant and by the concerned professionals.

<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 4 copies of duly accomplished Excavation and Ground Preparation 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. 4 sets of plans with key plan, Locational Map & Vicinity Map – originally signed and sealed by the supervising Civil Engineer/Architect and signed by the owner.	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 Detailed Bill of Materials – signed and sealed by Civil Engineer/Architect.	To be submitted by the owner / applicant / contractor.
5. 1 copy of Specification – signed and sealed by Civil Engineer/Architect.	To be submitted by the owner / applicant / contractor.
6. 1 copy of Structural Computation – signed and sealed by Civil Engineer, for slope protection <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
7. 1 copy of soil test (if applicable)	To be submitted by the owner / applicant / contractor.
8. 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> 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 / building ownership and possession. d. 1 copy of duly notarized affidavit of consent from the Lot Owner. d.1. 1 copy duly notarized Extra	Registry of Deeds, (Old BIR Building) Pasig City Hall Complex.  To be submitted by the owner / applicant / contractor.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Judicial Settlement (if registered owner is deceased)</i> d.2. 1 copy duly notarized Special Power of Attorney	
8. 1 copy of tax declaration of Land	3 <sup>rd</sup> floor, City Assessor's Office
9. 1 Certification that there are no back taxes or updated tax receipt <b>(original)</b>	2 <sup>nd</sup> floor, Real Property Tax Division
10. 1 copy of Barangay Clearance <b>(original)</b>	Office of the Barangay
11. 1 copy of homeowner's clearance <b>(original)</b>	HOA Office
12. 1 copy of CEDULA (community tax certificate) <b>(Xerox)</b>	City Treasurer's Office, 2 <sup>nd</sup> Floor Pasig City Hall
13. 1 copy of latest PTR and Valid PRC ID of the supervising Civil engineer or Architect	To be submitted by the owner / applicant / contractor.
14. 1 copy of Authorization Letter <b>(original copy)</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

#	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 based on the checklist of requirements		30 minutes	Clarisa Gabion OBO Receiving Officer
		Encode received applications and documents		10 minutes	Michael Jim Martin Encoder
	Inspect location of project site  Prepare inspection report		2 days	Engr. JullianVicktorCaingat Bldg. Inspector  Engr. Aubrey Mae Matienzo Bldg. Inspector	
	Evaluate technical requirements for Excavation and Ground Preparation permit		1hr.	Engr. Cherry Lee-Demiao Structural Evaluator	
	Prepare Order of Payment	Refer to NBC (PD1096) prescribed schedule of Fees and 2017 Revised Pasig Revenue Code		1 hr.	Engr. Rommel D. Gonzal Assessment officer  Engr. Ramil P. Coronado Assessment officer
Approve Tax Order of Payment			1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Building Official	

#	CLIENT STEPS	OFFICE ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Claim Order of Payment	Issue Order of Payment		10 minutes	Denise Anne A. Santos 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 Excavation and Ground Preparation permit number, encode on permit forms, stamps plans.  Segregation of plans and documents for applicant and office copy.		30 minutes	Denise Anne A. Santos Recording Officer
		Approve Excavation and Ground Preparation permit			Engr. Francis Jerome P. Ronquillo OIC, Building Official
3	Claim approved Excavation and Ground Preparation permit and plans  Sign on Logbook	Release approved Excavation and Ground Preparation permit and plans		5 minutes	Denise Anne A. Santos Releasing Officer
TOTAL:				3 days	

## 7. APPLICATION FOR CERTIFICATE OF FINAL ELECTRICAL INSPECTION

CFEI is being issued to Residential, Commercial and Industrial establishments who are applying for Meralco Service Meter connection. 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.

<b>Office or Division:</b>	Office of the Building Official (OBO) / Electrical Division
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	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 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> ).
1 copy of Yellow Card from Meralco	Meralco Business Center
1 copy of Approved Electrical Plan and Permit	To be submitted by the owner / applicant / contractor.
1 set of As-built Electrical Plan originally signed and sealed by a Professional Electrical Engineer.	To be submitted by the owner / applicant / contractor.
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> ).
1 copy of PTR and PRC ID of PEE originally signed and sealed	To be submitted by the owner / applicant / contractor.
1 copy of approved Building Permit	To be submitted by the owner / applicant / contractor.
1 copy of Certificate of Occupancy <i>(If separate application for CFEI)</i>	To be submitted by the owner / applicant / contractor.
20. 1 copy of PCAB license of Electrical Contractor <b>(for bldg./structure with 200 AT and above Main breaker)</b>	To be submitted by the owner / applicant / contractor.
21. 1 copy of Insulation Test/Megger Test with Certificate of Calibration of the Equipment used	To be submitted by the owner / applicant / contractor.
Authorization letter for Representative, with attached photocopy of ID of both the owner and the representative.	To be submitted by the owner / applicant / contractor.
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 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 ( <a href="http://www.pasigcity.gov.ph">www.pasigcity.gov.ph</a> ).
1 copy of Yellow Card from Meralco	Meralco Business Center
1 photocopy of TCT/Lot Award / NHA Clearance (Proof of Ownership)	To be submitted by the owner / applicant / contractor.
1 photocopy of Tax Declaration of Land and Building	To be submitted by the owner / applicant / contractor.
1 photocopy of latest Tax Receipt / Tax Clearance for Land and Building	
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.
1 set of Electrical Plan / Electrical Load Schedule, originally signed and sealed by a Professional Electrical Engineer	To be submitted by the owner / applicant / contractor.
1 set of Electrical Plan and Permit for Commercial / Industrial establishment	To be submitted by the owner / applicant / contractor.
1 photocopy of Business Permit for Commercial / Industrial establishment	To be submitted by the owner / applicant / contractor.
1 copy of Fire Safety Inspection Certificate (FSIC) for Business – for Commercial / Industrial establishment	To be submitted by the owner / applicant / contractor.
1 copy of Barangay Clearance for CFEI application purposes.	From Barangay Hall where the house / building / structure is located
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, WHICHEVER IS APPLICABLE</b>	
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.
1 copy of duly notarized Extra Judicial Settlement	To be submitted by the owner / applicant / contractor.
1 copy of duly notarized Deed of Absolute Sale	To be submitted by the owner / applicant / contractor.
1 copy of duly notarized Deed of Donation	To be submitted by the owner / applicant / contractor.
1 copy of Duly Notarized Special Power of Attorney signed by the Property Owner.	To be submitted by the owner / applicant / contractor.
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.
Homeowners' Association Clearance originally signed by the HOA President.	Office of the HOA President where the property is located
Duly Notarized Affidavit of Substitution from the HOA	Office of the HOA President where the property is located
Photocopy of Certification from UPAO and PHRU	UPAO and PHRU Office, 6 <sup>th</sup> Floor, Pasig City Hall
Grant of Right of way	Meralco Business Center
Authorization to process CEI, with photocopy of ID of both the Owner and the Representative.	To be submitted by the owner / applicant / contractor.

<b>CEI REQUIREMENTS FOR TELECOMS</b>	
1 copy of duly accomplished CFEI application form with sketch of location	To be submitted by the owner / applicant / contractor.
1 copy of Yellow Card from Meralco	Meralco Business Center
1 photocopy of TCT / Lot Award / NHA Clearance (Proof of Ownership)	To be submitted by the owner / applicant / contractor.
1 photocopy of Tax Declaration of Land and Building	To be submitted by the owner / applicant / contractor.
1 photocopy of latest Tax Receipt / Tax Clearance for Land and Building	To be submitted by the owner / applicant / contractor.
1 copy of Contract of Lease	To be submitted by the owner / applicant / contractor.
Photocopy of Excavation Permit for Pole Installation	Excavation Permit Office, 3 <sup>rd</sup> Floor, Pasig City Hall
TPMO Clearance	TPMO Office
Clearance from Engineering Department	Office of the City Engineer, 6 <sup>th</sup> Floor, Pasig City Hall
Approved Electrical Permit for Cell Site / Antenna	To be submitted by the owner / applicant / contractor.
Approved Electronics Permit for Cell Site / Antenna	To be submitted by the owner / applicant / contractor.
Certificate of Use	To be submitted by the owner / applicant / contractor.
Picture of Building / Structure, Service Entrance and Panel Board	To be submitted by the owner / applicant / contractor.
Authorization to process CEI, with photocopy of ID of both owner and representative.	To be submitted by the owner / applicant / contractor.

#	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	Jessa T. Estrella Receiving Officer
		Encode received application and documents and endorsed to assigned CFEI inspectors for schedule of inspection.		10 minutes	Jessa T. Estrella Clerk
	Inspect location of project site  Prepare inspection report  Evaluate documents for compliance		2 Days	Engr. Ricardo Q. Tresvalles CFEI Inspector  Engr. Diana C. Operio CFEI Inspector  Engr. Jessie D. Ramos CFEI Inspector	
	Final Evaluation of submitted requirements, if found complete and compliant prepare assessment of permit fees		20 Minutes	Engr. Vicente F. Villanueva Jr. Head, Electrical Section	
	Prepare Order of Payment	All regulatory fees and assessment for Electrical are based on pertinent sections		10 minutes	Jessa T. Estrella Clerk

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			P.D. 1096 (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	Engr. Vicente F. Villanueva Jr. Head, Electrical Section  Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim Order of Payment, Pay Fees to Cashier and Present O.R. to Electrical Permit Section	Check and Record O.R. No.  Assign Wiring Permit number  Prepare CFEI			Jessa T. Estrella Recording Officer
		Approved and Signed Certificate of Final Electrical Inspection		30 minutes	Engr. Ricardo Q. Tresvalles CFEI Inspector  Engr. Diana C. Operio CFEI Inspector  Engr. Jessie D. Ramos CFEI Inspector  Engr. Vicente F. Villanueva Jr. Head, Electrical Section  Engr. Francis Jerome P. Ronquillo OIC, Building Official
3	Claim copy of approved Wiring Permit	Issue copy of Wiring Permit  Send approved CFEI via email to Meralco		10 minutes	Jessa T. Estrella Releasing Officer
TOTAL:				3 days	

## 8. APPLICATION FOR PERMIT TO OPERATE OF MECHANICAL EQUIPMENT

Permit to Operate (PTO), a document issued by the Building Official, certifying that the mechanical equipment/machinery was completed, can be operated and safe for public use within a specific expiry period thereof after the accompanying principal plans, specification and other pertinent documents with the application are found satisfactory and substantially conforming with the Philippine Mechanical Code, National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

<b>Office or Division:</b>	Office of the Building Official (OBO)/Mechanical Division
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>FOR ELEVATOR, ESCALATOR, DUMBWAITER, CARLIFT</b>	
2 sets of duly accomplished Certificate of Completion for Mechanical originally signed and Sealed by a Professional Mechanical Engineer / Mechanical Engineer In-Charge with signature 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> ).
4 sets as-built mechanical plan originally signed and sealed by a Professional Mechanical Engineer (PME) with signature of Applicant <i>(In case there are changes in the approved plans)</i>	To be submitted by the owner / applicant / contractor.
1 copy of approved Mechanical Permit to install and Mechanical plan	To be submitted by the owner / applicant / contractor.
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.
3 copies of latest PTR and PRC ID of PME originally signed and sealed	To be submitted by the owner / applicant / contractor.
1 copy of Mechanical Specifications originally signed and sealed by a Professional Mechanical Engineer <i>(in case there are changes in the approved plans)</i>	
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.
1 copy of Certificate of Structural Stability originally signed and sealed by a 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.
1 copy of Certificate of Occupancy <b>(Photocopy) (if applicable)</b>	To be submitted by the owner / applicant / contractor.
1 copy of duly notarized Affidavit of Change	To be submitted by the owner / applicant / contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
of Mechanical Engineer <b>(if applicable)</b>	
Authorization letter to process with attached photocopy of ID of the Owner and the Representative	To be submitted by the owner / applicant / contractor.
<b>FOR GENERATOR, PUMPS AND OTHER MECHANICAL EQUIPMENT</b>	
2 sets of duly accomplished Certificate of Completion for Mechanical originally signed and Sealed by a Professional Mechanical Engineer with signature of Applicant 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> ).
4 sets as-built Mechanical plan originally signed and sealed by a Professional Mechanical Engineer (PME) with signature of Applicant. <i>(In case there are changes in the approved plans)</i>	To be submitted by the owner / applicant / contractor.
1 copy of approved Mechanical permit to install and Mechanical plan	To be submitted by the owner / applicant / contractor.
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.
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.
3 copies of latest PTR and PRC ID of PME originally signed and sealed	To be submitted by the owner / applicant / contractor.
1 copy of Certificate of Safe Operating Condition originally signed and sealed by PME.	To be submitted by the owner / applicant / contractor.
1 copy of Certificate of Structural Stability originally Signed and Sealed by a Structural Engineer and 1 copy of latest PTR and PRC ID of Structural Engineer if machine room is above Ground floor <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
1 copy of duly notarized Affidavit of Change of Mechanical Engineer <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
1 copy of CENRO Clearance	4 <sup>th</sup> floor, CENRO Office, Pasig City Hall
1 copy of Certificate of Occupancy <b>(if applicable) (Photocopy)</b>	To be submitted by the owner / applicant / contractor.
1 copy of Authorization Letter to process with attached photocopy of ID of the Owner and the Representative	To be submitted by the owner / applicant / contractor.



#	CLIENT STEPS	OFFICE ACTIONS	FEE 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	Carmi Kynne Castillo Receiving Officer
		Encode received application and documents and endorsed to assigned PTO inspector		10 minutes	Carmi Kynne Castillo Receiving Officer
		Inspect status / condition of mechanical equipment and verify correctness of plans submitted based on actual installation.  Prepare inspection report  Evaluate documents for compliance		2 Days	Engr. Jonathan P. Paloyo PTO Inspector
		Prepare Permit to Operate / Certificate of Operation of compliant application		30 mins.	Engr. Jonathan P. Paloyo PTO Inspector
		Final Evaluation of Certificate of Operation and submitted documents / requirements		1 hr.	Engr. Erliza S. Suela Head, Mechanical Section
		Sign and approve the Permit to Operate / Certificate of Operation of compliant application		1 hr.	Engr. Erliza S. Suela Head, Mechanical Section  Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim the approved Permit to Operate / Certificate of Operation and sign on logbook	Issue the approved Permit to Operate / Certificate of Operation.		5 minutes	Carmi Kynne Castillo Releasing Officer  Ronald De Castro Releasing Officer
TOTAL:				3 days	

**9. APPLICATION FOR MECHANICAL PERMIT TO INSTALL OF CONSTRUCTION ELEVATOR, HOIST, GONDOLA**

Mechanical Permit, a stand-alone permit issued by the Building Official allowing the owner/applicant to erect/install/dismantle/move mechanical equipment machinery (i.e. construction elevator, hoist, gondola) thereof after the accompanying principal plans, specification and other pertinent documents with the application are found satisfactory and substantially conforming with the Philippine Mechanical Code, National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

<b>Office or Division:</b>	Office of the Building Official (OBO)/Mechanical Division
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>FOR GONDOLA, CONSTRUCTION ELEVATOR, HOIST</b>	
4 sets Duly accomplished Mechanical Permit application Forms originally signed and sealed by a 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> ).
4sets of Mechanical plans duly signed and seal by a Professional Mechanical Engineer (PME)	To be submitted by the owner / applicant / contractor.
1 set of detailed Bill of Materials for mechanical works, originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
1 set of Mechanical Specifications originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
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.
1 set of Erection Methodology originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
1 copy of approved Building Permit of the Building (if applicable)	To be submitted by the owner / applicant / contractor.
1 copy of latest PTR and PRC ID of PME originally signed and sealed	To be submitted by the owner / applicant / contractor
Authorization Letter to process with attached photocopy of ID of the Owner and the Representative	To be submitted by the owner / applicant / contractor.

#	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	Carmi Kynne Castillo Receiving Officer
		Encode received application and documents and endorse to Mechanical Evaluator for schedule of inspection		10 minutes	Carmi Kynne Castillo Receiving Officer
		Inspect to verify status of installation of mechanical equipment  Prepare inspection report		2 days	Engr. Jonathan P. Paloyo Mechanical Inspector
		Evaluate submitted plans and documents. If complete and compliant, prepare assessment of permit fees		2 hrs.	Engr. Erliza S. Suela 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

		Sign and approve Order of Payment		1 hr.	Engr. Erliza S. Suela Mechanical Evaluator  Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim Order of Payment, Pay Fees to Cashier and Present O.R. to OBO	Check and Record O.R. No.  Assign Mechanical Permit number and encode to permit forms, stamp plans and permit		1 hour	Carmi Kynne Castillo Recording officer  Ronald De Castro Recording Officer
		Sign and approve Mechanical Permit			Engr. Erliza S. Suela Mechanical Evaluator  Engr. Francis Jerome P. Ronquillo OIC, Building Official
		Preparation of owners copy and office copy of plans and documents.			Ronald De Castro Filing Officer
3	Claim approved Mechanical Permit and sign on logbook	Issue approved Mechanical Permit		5 minutes	Carmi Kynne Castillo Releasing Officer  Ronald De Castro Releasing Officer
TOTAL:				3 days	

## 10. APPLICATION FOR STRUCTURAL PERMIT AND MECHANICAL PERMIT TO INSTALL OF TOWER CRANE, PLACING BOOM

Structural Permit and Mechanical Permit, are permits issued by the Building Official allowing the owner/applicant to erect/install/dismantle/move mechanical equipment machinery (i.e. tower crane, placing boom) thereof after the accompanying principal plans, specification and other pertinent documents with the application are found satisfactory and substantially conforming with the Philippine Mechanical Code, National Structural Code of the Philippines (NSCP) and the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

<b>Office or Division:</b>	Office of the Building Official (OBO)/Mechanical Division
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>FOR TOWER CRANE, PLACING BOOM</b>	
4 sets Duly accomplished Mechanical Permit application Forms originally signed and sealed by a 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> ).
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> ).
4 sets of complete plans with key plan, location map and vicinity map duly signed and seal by a Civil Engineer.	To be submitted by the owner / applicant / contractor.
4 sets of mechanical plans duly signed and seal by a Professional Mechanical Engineer (PME)	To be submitted by the owner / applicant / contractor.
1 copy of complete Structural Design and Analysis / Structural Computation signed and sealed by a Civil Engineer.	To be submitted by the owner / applicant / contractor.
1 set of detailed Bill of Materials for mechanical works, originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
1 set of Mechanical Specifications originally signed and sealed by PME	To be submitted by the owner / applicant / contractor.
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.
1 set of Erection Methodology originally signed and sealed by PME.	To be submitted by the owner / applicant / contractor.
1 copy of approved Building Permit of the Building	To be submitted by the owner / applicant / contractor.
1 copy of latest PTR and PRC ID of PME originally signed and sealed	To be submitted by the owner / applicant / contractor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 copy of latest PTR and PRC ID of Civil Engineer originally signed and sealed	To be submitted by the owner / applicant / contractor
1 copy of Authorization Letter to process with attached photocopy of ID of the Owner and the Representative	To be submitted by the owner / applicant / contractor.

#	CLIENT STEPS	OFFICE ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents and claim acknowledgment receipt.	Receive and check completeness of application documents, if complete issue stub number		30 minutes	Clarisa G. Gabion OBO Receiving Officer  Carmi Kynne Castillo Receiving Officer
		Encode received application and documents and endorse to Building Inspector for schedule of inspection		10 minutes	Michael Jim Martin Encoder
		Inspect to verify status of installation of mechanical equipment  Prepare inspection report		1 day	Engr. Jullian Vicktor Caingat Bldg. Inspector  Engr. Aubrey Mae Matienzo Bldg. Inspector
		Evaluation of Structural and Mechanical Plans and other supporting documents.		5 days.	Ar. Arvin Michael L. Mendoza (Land Use and Zoning)  Ar. Arvin Michael L. Mendoza/ Engr. Kristie Anne B. Austria (Line and Grade)  Ar. Arvin Michael L. Mendoza (Architectural)  Engr. Cherry Lee- Demiao (Structural)  Engr. Cherry Lee- Demiao/ Engr. Ferdinand A. Cata (Sanitary)  Engr. Vicente F. Villanueva Jr./ Engr. Diana C. Operio (Electrical)  Engr. Erliza S. Suela/ Engr. Jayson C. Valmonte (Mechanical)  Engr. Janvic B. Barral (Electronics)

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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	Engr. Rommel D. Gonzal Assessment officer  Engr. Ramil P. Coronado Assessment officer
		Sign and approve Order of Payment		1 hr.	Engr. Erliza S. Suela/ Engr. Jayson C. Valmonte Mechanical Evaluator  Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim Order of Payment, Pay Fees to Cashier and Present O.R. OBO	Check and Record O.R. No.  Assign Building Permit Number and Mechanical Permit number and encode to permit forms, stamp plans and permit		1 hour	Denise Anne Santos Recording Officer  Carmi Kynne Castillo Recording officer  Ronald De Castro Recording Officer / Filing Officer
		Sign and approve Structural and Mechanical Permit			Engr. Erliza S. Suela Mechanical Evaluator  Engr. Francis Jerome P. Ronquillo OIC, Building Official
		Segregate plans and permit for applicant's copy and office file			Ronald De Castro Filing Officer
3	Claim approved Structural and Mechanical Permit and sign on logbook	Issue approved Structural and Mechanical Permit		5 minutes	Carmi Kynne Castillo Releasing Officer  Ronald De Castro Releasing Officer
TOTAL:				7 days	

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

Permit to Operate (PTO), a document issued by the Building Official, certifying that the mechanical equipment/machinery (i.e. tower crane, construction elevator, placing boom, hoist, gondola) was completed and can be operated/use within a specific expiry period thereof after the accompanying principal plans, specification and other pertinent documents with the application are found satisfactory and substantially conforming with the Philippine Mechanical Code, National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

<b>Office or Division:</b>	Office of the Building Official (OBO)/Mechanical Division
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>FOR TOWER CRANE AND PLACING BOOM</b>	
2 sets duly accomplished Certificate of Completion for Mechanical originally signed and sealed by a 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> ).
4sets of complete As-Built mechanical plan with key plan, location map and vicinity map duly signed and seal by a Professional Mechanical Engineer (PME) <i>(In case there are changes in the approved plans)</i>	To be submitted by the owner / applicant / contractor.
4sets 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.
1 set copy of approved mechanical plan, structural plan and permits.	To be submitted by the owner / applicant / contractor.
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.
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.
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.
1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer	To be submitted by the owner / applicant / contractor.
3 copies of latest PTR and PRC ID of PME, Structural Engineer originally signed and sealed.	To be submitted by the owner / applicant / contractor.



1 copy of Authorization Letter to process with attached photocopy of Valid ID of the Owner and the Representative.	To be submitted by the owner / applicant / contractor.
1 copy of duly notarized Affidavit of Change of Mechanical Engineer or Structural Engineer <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.
<b>FOR GONDOLA, CONSTRUCTION ELEVATOR, HOIST</b>	
2 sets duly accomplished Certificate of Completion for Mechanical originally signed and sealed by a 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> ).
4sets of complete As-Built mechanical plan with key plan, location map and vicinity map duly signed and seal by a Professional Mechanical Engineer (PME) <i>(In case there are changes in the approved plans)</i>	To be submitted by the owner / applicant / contractor.
1 set copy of approved mechanical plan and permits.	To be submitted by the owner / applicant / contractor.
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.
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.
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.
1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer	To be submitted by the owner / applicant / contractor.
3 copies of latest PTR and PRC ID of PME, Structural Engineer originally signed and sealed.	To be submitted by the owner / applicant / contractor.
1 copy of certificate of occupancy <b>(Photocopy)</b>	To be submitted by the owner / applicant / contractor.
1 copy of Authorization Letter to process with attached photocopy of Valid ID of the Owner and The Representative.	To be submitted by the owner / applicant / contractor.
1 copy of duly notarized Affidavit of Change of Mechanical Engineer <b>(if applicable)</b>	To be submitted by the owner / applicant / contractor.

#	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	Carmi Kynne Castillo Receiving Officer
		Encode received application and documents and endorsed to assigned PTO inspector for schedule of inspection		10 minutes	Carmi Kynne Castillo Receiving Officer
		Inspect status / condition of mechanical equipment and verify correctness of plans submitted based on actual installation.  Prepare inspection report  Evaluate documents for compliance. If found complete and compliant, prepare Certificate of Operation		2 days	Engr. Jonathan P. Paloyo PTO Inspector
		Final Evaluation of PTO and submitted documents / requirements. If found complete and compliant, sign the Certificate of Operation		1 hr.	Engr. Erliza S. Suela Head, Mechanical Section
		Sign and approve Permit to Operate		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Building Official
2	Claim approved Permit to Operate Certificate and sign on logbook	Issue approved Permit to Operate		5 minutes	Carmi Kynne Castillo Releasing Officer  Ronald De Castro Releasing Officer
TOTAL:				3 days	

## Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>For any concern/s, comments and suggestions an applicant reach out our office located at 6<sup>th</sup> floor, Office of the Building Official, Pasig city Hall thru:</p> <ol style="list-style-type: none"> <li>1. Formal Letter;</li> <li>2. Official email address of the office (<a href="mailto:obo@pasigcity.gov.ph">obo@pasigcity.gov.ph</a>)</li> <li>3. Applicants may write on a feedback form available at the hallway of the office and may drop on the suggestion box once the form has been filled up.</li> </ol>
How feedback is processed	The assigned officer regularly records all the feedback and endorsed to the Head of Office for validation.
How to file a complaint	<p>For any complaints, concern/s, an applicant may reach out our office located at 6<sup>th</sup> floor, Office of the Building Official, Pasig city Hall thru:</p> <ol style="list-style-type: none"> <li>1. Formal Letter;</li> <li>2. Via official email address of the office (<a href="mailto:obo@pasigcity.gov.ph">obo@pasigcity.gov.ph</a>)</li> </ol>
How complaints are processed	After the complaint letter has been receive and read, the office will conduct immediate actions and make a response letter signed by the Head of Office and may send via email
Contact Information	<p>8643 1111 loc 1682 / 0969 124 9060 (OBO)              8643 1111 loc 1672 (Electrical and Mechanical Section)</p> <p><a href="mailto:obo@pasigcity.gov.ph">obo@pasigcity.gov.ph</a></p>