

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

1. APPLICATION FOR BUILDING PERMIT

A document issued by the Office of the Building Official (OBO), in accordance with the format outlined in NBCDO Memorandum Circular 01, series of 2020. This document advises owners/applicants to proceed with various construction activities such as construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition, or other related work on a specific project/building/structure or portions thereof. Such activities are permitted once the accompanying principal plans, specifications, and other pertinent documents submitted with the application are deemed satisfactory and in substantial conformity with the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

Office or Division:	Office of the Building Official (OBO)
Classification:	Simple, Complex, Highly Technical
Type of Transaction:	Building Permit G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	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.
	<p>Simple Transaction</p> <ol style="list-style-type: none"> 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"> i. Private garage not more than ninety (90) square meters; ii. Carport; iii. Sheds not less than six (6) square meters; iv. Agricultural buildings; v. Fences less than 1.80 meters in height; vi. Tanks and towers. 2. Repairs which do not involve alteration/changes from the building plans covered by a previously issued Building Permit, Repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit). 3. Signage for advertising and business signs; and, 4. Stand-alone permit applications for Building Service Equipment and other support facilities including: <ol style="list-style-type: none"> i. Mechanical; ii. Sanitary; iii. Electrical iv. Electronics; and, v. Accelerographs. <p>Complex Application – construction/erection/ alteration/ renovation/repair/legalization of the following Complex Type of Project Activity/structures:</p> <ol style="list-style-type: none"> 1. Interior Renovations covered by an appropriate Building Permit; 2. Conversion of existing building occupancy classification;

3. Multiple unit residential house not more than 7 storey;
4. Single detached residential house not more than 7 storey;
5. Commercial buildings not more than 9 storey;
6. Warehouse not more than 9 storey;
7. Market buildings not more than 9 storey;
8. Billboard Structures;
9. All other types of Occupancy not more than 9 storey.

Highly Technical Application

1. Construction / erection / addition / alteration / renovation / repair / legalization of the following Highly Technical Type of 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.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
APPLICATION FORMS	
1.1 set 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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
TECHNICAL DOCUMENTS FOR ARCHITECTURAL, STRUCTURAL, SANITARY / PLUMBING	
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 provided by the owner, applicant or contractor.
3. 1 copy of latest Verification Survey Plan and Survey Report -originally signed and sealed by a Geodetic Engineer.	To be provided by the owner, applicant or contractor.
4.1 copy of Bill of materials signed and sealed by an Engineer / Architect.	To be provided by the owner, applicant or contractor.
5.1 set Material Specification signed and sealed by an Engineer / Architect.	To be provided by the owner, applicant or contractor.
6. 1 set of Complete Structural Design and Analysis signed and sealed by a Civil / Structural Engineer (ring bind).	To be provided by the owner, applicant or contractor.
7. 1 set of Seismic Load Analysis – for 2-storey with deck and up signed and sealed by a Civil / Structural Engineer	To be provided by the owner, applicant or contractor.
8. 1 set of Soil Boring Test – for 2-storey with deck and up signed and sealed by a Civil / Structural Engineer with DPWH accreditation.	To be provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
10. Rainwater Collection System (City Ordinance No. 13 series of 2017), to be incorporated in Plumbing Plan	To be provided by the owner, applicant or contractor.
11. 1 copy of Sewerage Treatment Plant (STP) analysis originally signed and sealed by Sanitary Engineer, ALL PAGES (if applicable)	To be provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
TECHNICAL DOCUMENTS FOR ELECTRICAL	
13. 4 sets of Electrical plans duly signed and seal by a Professional Electrical Engineer and signed by the owner / applicant.	To be provided by the owner, applicant or contractor.
14. 1 set detailed Bill of Materials for Electrical works originally signed and sealed by a Professional Electrical Engineer (PEE)	To be provided by the owner, applicant or contractor.
15. 1 set Scope of Works for electrical works originally signed and sealed by PEE	To be provided by the owner, applicant or contractor.
16. 1 set Electrical Design Analysis, Short Circuit and Voltage Drop Calculation, originally signed and sealed by PEE.	To be provided by the owner, applicant or contractor.
17. 1 set Electrical Specification originally	To be provided by the owner, applicant or contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
signed and sealed by PEE.	
18. 1 latest copy of PTR and PRC ID of Professional Electrical Engineer (PEE) / Registered Electrical Engineer (REE) / Registered Master Electrician (RME), originally signed and sealed.	To be provided by the owner, applicant or contractor.
TECHNICAL DOCUMENTS FOR MECHANICAL	
19. 4 sets of Mechanical plan, duly signed and seal by a Professional Mechanical Engineer and signed by the owner / applicant. (Per equipment)	To be provided by the owner, applicant or contractor.
20. 1 set Detailed Bill of Materials for Mechanical works, originally signed and sealed by a Professional Mechanical Engineer (per equipment) .	To be provided by the owner, applicant or contractor.
21. 1 set of Scope of Mechanical Works originally signed and sealed by PME	To be provided by the owner, applicant or contractor.
22. 1 set Mechanical Specification (per equipment) originally signed and sealed by PME.	To be provided by the owner, applicant or contractor.
23. 1 set of Load Design Computation – for elevator / escalator signed and sealed by PME. (Or to be indicated on mechanical plan)	To be provided by the owner, applicant or contractor.
24. 1 set of Hydraulic Analysis with computation of fire pump and jockey pump – for fire protection signed and sealed by PME. (original copy)	To be provided by the owner, applicant or contractor.
25. 1 copy of Certificate of Structural Stability supported by structural evaluation and assessment and material testing originally signed and Sealed by a Structural Engineer and copy of latest PTR and PRD ID of Structural Engineer – for Elevator and Escalator (for rehabilitation, modernization, replacement and upgrading)	To be provided by the owner, applicant or contractor.
26. 1 latest copy of PTR and PRC ID of Professional Mechanical Engineer (PME) originally signed and sealed / Licensed Mechanical Engineer (ME)	To be provided by the owner, applicant or contractor.
TECHNICAL DOCUMENTS FOR ELECTRONICS	
27. 4 sets of Electronics plan duly signed and seal by a Professional Electronics Engineer and signed by the owner / applicant.	To be provided by the owner, applicant or contractor.
28. 1 set Detailed Bill of Materials for Electronic works originally signed and sealed by a Professional Electronics Engineer (PECE)	To be provided by the owner, applicant or contractor.
29. 1 set Scope of Electronic Works originally signed and sealed by PECE.	To be provided by the owner, applicant or contractor.
30. 1 set Electronics Specifications originally signed and sealed by PECE.	To be provided by the owner, applicant or contractor.
31. 1 set of Electronic Design Analysis (voltage Drop and Battery Sizing) originally signed and sealed by a Professional Electronics Engineer – if applicable	To be provided by the owner, applicant or contractor.
32. 1 latest copy of PTR, IECEP ID and PRC	To be provided by the owner, applicant or contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ID of Professional Electronics Engineer (PECE) originally signed and sealed. / Registered Electronics Engineer (RECE).	
PROOF OF OWNERSHIP	
<p>33. 1 original copy of Certified True Copy of Original or Transfer Certificate of Title (TCT/OCT)/ Condominium Title covering the subject lot / 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"> a. 1 copy of duly notarized Deed of Absolute Sale (original) b. 1 copy of duly notarized Deed of Donation (original) c. 1 copy of Assignment of Rights or any proof of land ownership and possession. (original) d. 1 copy of duly notarized Affidavit of Consent from the Unit / Lot Owner. <ul style="list-style-type: none"> d.1. 1 copy duly notarized Extra Judicial Settlement (if registered owner is deceased) (original) d.2. 1 copy duly notarized Special Power of Attorney (original) 	To be provided by the owner, applicant or contractor.
34. 1 copy of Tax declaration of land and building (original) (if any)	To be provided by the owner, applicant or contractor.
35. 1 copy of Lease Contract (if leased) (photocopy)	To be provided by the owner, applicant or contractor.
CLEARANCE / CERTIFICATION	
36. 1 copy CEDULA (Residence Certificate) (Photocopy)	2 nd Floor, City Treasurer's Office, Pasig City Hall.
37. 1 copy of Updated Tax Receipt (original)	2 nd floor, Real Property Tax Division, Pasig city Hall.
38. 1 copy Certificate of No Improvement or with Improvement (original)	3 rd floor, City Assessor's Office, Pasig City Hall
39. 1 copy of Locational Clearance (original)	6 th floor, Pasig City Planning and Development Office, Pasig City Hall.
40. 1 copy of DOLE Clearance (original)	Department of Labor and Employment
41. 1 copy Home Owners Association Clearance (if any) (original)	From the HOA where the building will be constructed
42. 1 copy Barangay Clearance (original)	From Barangay where the building will be constructed.
43. 1 copy of previously approved Certificate of Occupancy (Photocopy)(for renovation, repair/improvement, additional applications)	To be provided by the owner, applicant or contractor.
44. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (if corporation) (original copy)	To be provided by the owner, applicant or contractor.
45. 1 copy of duly notarized Authorization Letter with attached photocopy of ID of Owner/applicant and representative (original copy) (if applicable)	To be provided by the owner, applicant or contractor.
46. CAAP Clearance (original) (if applicable)	Civil Aviation Authority of the Philippines (CAAP)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	office
47. DOH Clearance (original) (if applicable)	Department of Health office
48. PHIVOLCS Clearance (if structure is near fault line) (original)	PHIVOLCS office
49. DPWH Clearance (original) (if applicable)	DPWH office
50. MMDA Clearance (original) (if applicable)	MMDA office
51. CENRO Clearance (original) (if applicable)	CENRO office
52. 1 copy of Environmental Compliance Certificate from DENR (original) (if applicable)	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 verify the completeness of application documents in accordance with the provided checklist of requirements. If complete, issue acknowledgement receipt (stub).		30 mins. (Simple and Complex) 40 mins. (Highly Technical)	Clarisa Gabion Receiving Officer Rowena Gatchalian 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. Kristy Anne B. Austria (Bldg. Inspector) Engr. Ferdinand A. Cata (Bldg. Inspector) Engr. Jullian Vicktor Caingat (Bldg. Inspector) Engr. Russel O. Zamudio (Bldg. Inspector) Engr. Ronel B. Prahinog (Bldg. Inspector) Engr. Angela V. Villalva (Bldg. Inspector) Engr. George H. Cordova (Bldg. Inspector)
	Evaluation of Building Plans and other supporting documents. Land Use and Zoning Line and Grade Architectural Structural Sanitary		1 day (Simple) 5 days (Complex) 14 days (Highly Technical)	Technical Evaluators Ar. Arvin Michael J. Mendoza (Land Use and Zoning) Ar. Arvin Michael J. Mendoza/ Engr. Kristy Anne B. Austria (Line and Grade) Ar. Arvin Michael J.	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Electrical Mechanical Electronics Fire Protection			Mendoza (Architectural) Ar. Aira Cyrene C. Aguas (Architectural) Engr. Cherry Lee- Demiao (Structural) Engr. Gabriel Jose L. Tagaya (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. Ramil P. Coronado Assessment Officer
		Sign and approve Order of Payment		1hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the 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

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Present O.R. to OBO	<p>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.</p> <p>Prepare Fire Safety Evaluation Clearance</p> <p>Segregation of plans and documents for applicant and office copy.</p>		<p>2 hr. (Simple and Complex)</p> <p>2hrs. (Highly Technical)</p>	<p>Denise Anne A. Santos Recording Officer</p> <p>Ronaldo De Castro Recording Officer / Filing Officer</p> <p>BFP Inspector</p>
		<p>Signed and approved Fire Safety Evaluation Clearance and Checklist</p> <p>Signed and approved the Building and Ancillary plans and Permit</p>		1 hr.	<p>City Fire Marshall</p> <p>Assigned BFP Inspector</p> <p>Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official</p>
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:				<p>3 days (Simple)</p> <p>7 days (Complex)</p> <p>20 days (Highly Technical)</p>	

2. APPLICATION FOR CERTIFICATE OF OCCUPANCY

Certificate of Occupancy, A document issued by the Building Official, in adherence to the format specified in NBCDO Memorandum Circular 01, series of 2020, which attests that the building/structure has been finalized and is suitable for occupation/use as per the approved purpose.

Office or Division:	Office of the Building Official (OBO)
Classification:	Simple, Complex, Highly Technical
Type of Transaction:	Occupancy Permit G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	The owner/s of newly constructed/renovate/repared building or structure
	<p>Simple Transaction</p> <ol style="list-style-type: none"> 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"> i. Private garage not more than ninety (90) square meters; ii. Carport; iii. Sheds not less than six (6) square meters; iv. Agricultural buildings; v. Fences less than 1.80 meters in height; vi. Tanks and towers. 2. Repairs which do not involve alteration/changes from the building plans covered by a previously issued Building Permit, Repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit). 3. Signages for advertising and business signs; and, 4. Stand-alone permit applications for Building Service Equipment and other support facilities including: <ol style="list-style-type: none"> vi. Mechanical; vii. Sanitary; viii. Electrical ix. Electronics; and, x. Accelerographs. <p>Complex Application – construction/erection/ alteration/ renovation/repair/legalization of the following Complex Type of Occupancy:</p> <ol style="list-style-type: none"> 1. Interior Renovations covered by an appropriate Building Permit; 2. Conversion of existing building occupancy classification; 3. Multiple unit residential house not more than 7 storey; 4. Single detached residential house not more than 7 storey; 5. Commercial buildings not more than 9 storey; 6. Warehouse not more than 9 storey; 7. Market buildings not more than 9 storey; 8. Billboard Structures; 9. All other types of Occupancy not more than 9 storey. <p>Highly Technical Application</p>

	<ol style="list-style-type: none"> 1. Construction / erection / addition / alteration / renovation / repair / legalization of the following Highly Technical Type of Occupancy: <ol style="list-style-type: none"> 1. Commercial buildings exceeding 9 storey; 2. Market buildings exceeding 9 storey; 3. All applications belonging to Group D of the NBCP; <ol style="list-style-type: none"> 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; <ol style="list-style-type: none"> 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 <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>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
APPLICATION FORMS	
1. 1 Duly accomplished Unified application forms for Certificate of Occupancy	To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
2. 3 copies of duly accomplished and notarized Certificate of Completion signed by	To be submitted by the owner / applicant / contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>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></p>	<p>Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)</p>
<p>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></p>	<p>To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)</p>
<p>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></p>	<p>To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)</p>
<p>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></p>	<p>To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)</p>
<p>6. 1 Duly accomplished CFEI application form originally signed and sealed by PEE <i>(if with Application for Meralco meter)</i></p>	<p>To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)</p>
PLANS	
<p>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></p>	<p>To be provided by the owner, applicant or contractor.</p>
<p>8. 4 sets As-Built Plans signed and sealed by respective Engineers and Architect 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></p>	<p>To be provided by the owner, applicant or contractor.</p>
TECHNICAL DOCUMENTS FOR ARCHITECTURAL, STRUCTURAL, SANITARY / PLUMBING	
<p>9. 1 daily construction Logbook – duly accomplished and signed and sealed by the supervising Engineer / Architect on every page.</p>	<p>To be provided by the owner, applicant or contractor.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10. 1 set copy of detailed Bill of Materials (actual cost) signed and sealed by the supervising Engineer / Architect.	To be provided by the owner, applicant or contractor.
11. 1 set copy of Building and Ancillary Permits (Photocopy)	To be provided by the owner, applicant or contractor.
12. 1 copy of Material Specification – signed and sealed by Engineer / Architect <i>*if with major changes with the approved plan</i>	To be provided by the owner, applicant or contractor.
13. Photo of structure with substantial completion showing inside, front, sides, and rear areas.	To be provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
15. 1 copy of duly notarized Affidavit of Change of Engineer / Architect / Sanitary (if applicable)	To be provided by the owner, applicant or contractor.
16. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (if corporation) (original copy)	To be provided by the owner, applicant or contractor.
17. 1 copy of Authorization Letter with attached photocopy of ID of Owner/applicant and representative (original copy)	To be provided by the owner, applicant or contractor.
18. others that maybe required as provided under the 2015 National Structural Code of the Philippines (NSCP)	To be provided by the owner, applicant or contractor.
TECHNICAL DOCUMENTS FOR ELECTRICAL	
18. 1 copy of detailed Bill of Materials for electrical works (actual cost) originally signed and sealed by PEE.	To be provided by the owner, applicant or contractor.
19. 3 copies of latest PTR and PRC ID of PEE / RME originally signed and sealed.	To be provided by the owner, applicant or contractor.
20. 1 copy of PCAB license of Electrical Contractor (for bldg./structure with 200 AT and above Main breaker)	To be provided by the owner, applicant or contractor.
21. 1 copy of Insulation Test/Megger Test with Certificate of Calibration of the Equipment used (if applicable) (original)	To be provided by the owner, applicant or contractor.
22. 1 copy of duly notarized Affidavit of Change of Electrical Engineer (if applicable)	To be provided by the owner, applicant or contractor.
23. 1 copy of Yellow Card from Meralco (Photocopy, Front and back) <i>*if with CFEI application</i>	Meralco Business Center.
TECHNICAL DOCUMENTS FOR MECHANICAL	
24. 1 copy of detailed Bill of Materials for Mechanical works originally signed and sealed by PME (per equipment) (actual cost)	To be provided by the owner, applicant or contractor.
25. 1 copy Mech. Specifications originally signed and sealed by a Professional Mechanical Engineer. (Per equipment) <i>*if with major changes</i>	To be provided by the owner, applicant or contractor.
26. 3 copies of latest PTR and PRC ID of PME / ME originally signed and sealed.	To be provided by the owner, applicant or contractor.
27. 1 copy of duly notarized Affidavit of Change of Mechanical Engineer (if applicable)	To be provided by the owner, applicant or contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 provided by the owner, applicant or contractor.
29. 3 copies of latest PTR, IECEP and PRC ID of PECE / ECE originally signed and sealed.	To be provided by the owner, applicant or contractor.
30. 1 copy of duly notarized Affidavit of Change of Electronics Engineer (if applicable)	To be provided by the owner, applicant or contractor.

#	CLIENT STEPS	OFFICE ACTIONS	FEEES 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)	Clarisa Gabion Receiving Officer Rowena Gatchalian Receiving Officer BFP Receiving Officer
		Encode received application and documents		40 mins. (Highly Technical)	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	10 minutes		Bldg. Inspector Engr. Kristy Anne B. Austria (Bldg. Inspector) Engr. Ferdinand A. Cata (Bldg. Inspector) Engr. Jullian Vicktor Caingat (Bldg. Inspector) Engr. Russel O. Zamudio (Bldg. Inspector) Engr. Ronel B. Prahinog (Bldg. Inspector) Engr. Angela V. Villalva (Bldg. Inspector) Engr. George H. Cordova (Bldg. Inspector) Engr. Diana C. Operio (Electrical) Engr. Mary Cris Ann R. Barba (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 J. Mendoza (Land Use and Zoning)</p> <p>Ar. Arvin Michael J. Mendoza/ Engr. Kristie Anne B. Austria (Line and Grade)</p> <p>Ar. Arvin Michael J. Mendoza (Architectural)</p> <p>Ar. Aira Cyrene C. Aguas (Architectural)</p> <p>Engr. Cherry Lee- Demiao (Structural)</p> <p>Engr. Gabriel Jose L. Tagaya (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 BFP Evaluator Fire Protection</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>	Engr. Ramil P. Coronado Assessment officer
		Sign and approve Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official

#	CLIENT STEPS	OFFICE ACTIONS	FEEES 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	Received payment and issue official receipt (O.R.)		15 minutes	Cashier City Treasurer's Office
	Present O.R. to OBO	Check and Record O.R. No. Assign Certificate of Occupancy/Use Number 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		1 hr. (Simple and Complex) 2hrs. (Highly Technical)	Denise Anne A. Santos Recording Officer Ronaldo De Castro Recording Officer / Filing Officer Assigned BFP Inspector
		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, office of the 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 initiated before or during the application/processing of Building Permits. This document authorizes owners/applicants to proceed with the demolition of a specific project/building/structure or portions thereof once the accompanying principal plans, specifications, and other pertinent documents with the application are deemed satisfactory and substantially conform to the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations.

Office or Division:	Office of the Building Official
Classification:	Simple, Complex
Type of Transaction:	Demolition Permit G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Any person, firm, or corporation including government agency or instrumentality who planned to demolish any building or structure.
	<p>Simple application: Demolition of a single residential structure not more than three hundred (300) square meters and three storeys in height.</p> <p>Complex Transaction: Any type of occupancy / use with area of more than three hundred (300) square meters.</p>

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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
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 provided by the owner, applicant or contractor.
3. 1 original copy of Certified true Copy of TCT / OCT covering the subject lot– within the last 4 months. <i>*If in case the applicant is not the registered owner of the said lot / building in addition to TCT / OCT / Condominium Title / Tax Declaration of the Bldg., the Following Documents must be attached, whichever is applicable</i> <ul style="list-style-type: none"> a. 1 copy of duly notarized Deed of Absolute Sale (original) b. 1 copy of duly notarized Deed of Donation (original) c. 1 copy of Assignment of 	To be provided by the owner, applicant or contractor. <i>*Requests for a Certified True Copy of the Original or Transfer Certificate of Title (TCT/OCT) or Condominium Title can be made at the Registry of Deeds, located in the Old BIR Building within the Pasig City Hall Complex.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Rights or any proof of land / building ownership and possession. (original)</i></p> <p>d. 1 copy of duly notarized Affidavit of Consent from the Lot Owner.</p> <p>d.1. 1 copy duly notarized Extra Judicial Settlement (if registered owner is deceased) (original)</p> <p>d.2. 1 copy duly notarized Special Power of Attorney (original)</p>	
4. 1 copy of Tax Declaration of lot and building (original)	3 rd floor, City Assessor's Office
5. 1 copy of Tax Clearance or updated Tax Receipt (original)	2 nd floor, Real Property Tax Division
6. 1 copy of Barangay Clearance for demolition. (original)	From the office of the Barangay where the building/structure to be demolished is located
7. 1 copy of Homeowner's Clearance (original)(if any)	From HOA Office where the building/structure to be demolished is located.
8. 1 copy of CEDULA (Community Tax Certificate) (photocopy)	City Treasurer's Office, 2 nd Floor Pasig City Hall
9. 1 copy of Demolition Methodology – signed and sealed by the supervising Civil Engineer / Architect	To be provided by the owner, applicant or contractor.
10. 1 copy of Cost of Demolition and duration of demolition – signed and sealed by the supervising Engineer/Architect.	To be provided by the owner, applicant or contractor.
11. 1 copy of latest PTR and Valid PRC ID, UAP/ IAPOA (for architect) of the supervising Civil Engineer or Architect, originally signed and sealed	To be provided by the owner, applicant or contractor.
12. 1 copy of Authorization Letter with attached photocopy of ID of Owner/applicant and representative (original copy)	To be provided by the owner, applicant or contractor.
13. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (if corporation) (original copy)	To be provided by the owner, applicant or contractor.
14. 1 copy of picture of structure to be demolished	To be provided by the owner, applicant or 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. Kristy Anne B. Austria (Bldg. Inspector) Engr. Ferdinand A. Cata (Bldg. Inspector)

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Engr. Jullian Vicktor Caingat (Bldg. Inspector) Engr. Russel O. Zamudio (Bldg. Inspector) Engr. Ronel B. Prahinog (Bldg. Inspector) Engr. Angela V. Villalva (Bldg. Inspector) Engr. George H. Cordova (Bldg. Inspector)
		Evaluate methodology for demolition, technical requirements		1hr.	Engr. Cherry Lee-Demiao Evaluator Engr. Gabriel Jose L. Tagaya Evaluator
		Prepare Order of Payment	P500 – processing fee (commercial) P500 – inspection fee (commercial) P200 – processing fee (residential) P200 – inspection fee (residential) Demolition fee P4.00/sq.m	1 hr.	Engr. Ramil P. Coronado Assessment officer
		Approve Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the 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

#	CLIENT STEPS	OFFICE ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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, Office of the Building Official
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 is acquired before or during the processing of a building permit, allowing individuals or businesses to install, erect, or modify signage on their property or in public spaces. This permit is granted once the accompanying principal plans, specifications, and other pertinent documents with the application are found satisfactory and in substantial conformity with the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations. The accessory permit form outlines the coverage details, including the expiration period. Signatures from the respective owner/applicant and relevant professionals are mandatory for these permits, which also encompass sign removal.

Office or Division:	Office of the Building Official (OBO)
Classification:	Simple, Complex
Type of Transaction:	G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	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.
	Simple Transaction Signage for advertising and business signs Complex Application Construction/erection/ alteration/renovation/repair/ legalization of Billboard Structures

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/Architect.	To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
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 provided by the owner, applicant or contractor.
3. 1 copy of Detailed Bill of Materials – signed and sealed by Civil Engineer	To be provided by the owner, applicant or contractor.
4. 1 copy of Specification – signed and sealed by Civil Engineer	To be provided by the owner, applicant or contractor.
5. 1 copy of complete Structural Design and Analysis – signed and sealed by Civil Engineer (if pylon signage)	To be provided by the owner, applicant or contractor.
6. 1 copy of the approved plan of the building where the pylon will be installed (for pylon signage)	To be provided by the owner, applicant or contractor.
7. 1 copy of certificate of Occupancy of the Building / unit (Photocopy)	To be provided by the owner, applicant or contractor.
8. 1 copy of Tax Declaration of land and	To be provided by the owner, applicant or contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
building. (original)	
9. 1 copy of certificate that there no back taxes or updated Tax Receipt. (original)	To be provided by the owner, applicant or contractor.
10. 1 copy of latest PTR and Valid PRC ID, UAP/IAPOA (for architect) of the supervising Civil Engineer or Architect, originally signed and sealed.	To be provided by the owner, applicant or contractor.
11.1 copy of certificate of use – for billboard structure (original)	To be provided by the owner, applicant or contractor.
12. 1 copy of Notarize Authorization Letter with attached photocopy of ID of Owner/applicant and representative (original copy)	To be provided by the owner, applicant or contractor.
13. 1 copy of Secretary's Certificate. Authority to sign with attached photocopy of ID of Owner/applicant and representative (if corporation) (original copy)	To be provided by the owner, applicant or contractor.
TECHNICAL DOCUMENTS FOR ELECTRICAL (FOR SIGN AND SIGN STRUCTURES EQUIPPED WITH ELECTRICAL DEVICES/ MACHINERY RATED LESS THAN 500 KVA OR LESS THAN 600 VOLTS)	
	To be submitted by the owner / applicant / contractor.
14.4 sets Duly accomplished Electrical Permit Forms originally signed and sealed by PEE.	Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
15. 4 sets of Electrical plans, duly signed and seal by a Professional Electrical Engineer and signed by the owner / applicant.	To be provided by the owner, applicant or contractor.
16. 1 set detailed Bill of Materials for Electrical works originally signed and sealed by a Professional Electrical Engineer (PEE)	To be provided by the owner, applicant or contractor.
17. 1 set Scope of Works for electrical works originally signed and sealed by PEE	To be provided by the owner, applicant or contractor.
18. 1 set Electrical Design Analysis, Short Circuit and Voltage Drop Calculation, originally signed and sealed by PEE.	To be provided by the owner, applicant or contractor.
19. 1 set Electrical Specification originally signed and sealed by PEE.	To be provided by the owner, applicant or contractor.
20. 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 provided by the owner, applicant or 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. Kristy Anne B. Austria (Bldg. Inspector)	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Engr. Ferdinand A. Cata (Bldg. Inspector) Engr. Jullian Vicktor Caingat (Bldg. Inspector) Engr. Russel O. Zamudio (Bldg. Inspector) Engr. Ronel B. Prahinog (Bldg. Inspector) Engr. Angela V. Villalva (Bldg. Inspector) Engr. George H. Cordova (Bldg. Inspector)
		Evaluate technical requirements for sign permit		1hr.	Engr. Cherry Lee-Demiao Structural Evaluator Engr. Gabriel Jose L. Tagaya 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 Revenue Code	1 hr.	Engr. Ramil P. Coronado Assessment officer
		Approve Tax Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the 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

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Present OR to OBO	Check and record OR number and assign sign 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.			
		Approve Sign Permit and plans			Engr. Francis Jerome P. Ronquillo OIC, Office of the 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 is initiated before or during the processing of a building permit, allowing individuals or businesses to install, erect, or modify fences on their property or in public spaces. This permit is granted once the accompanying principal plans, specifications, and other pertinent documents with the application are found satisfactory and in substantial conformity with the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations. The scope of coverage is outlined in the accessory permit form, including the expiration period. These permits must be signed by the respective owner/applicant and the relevant professionals. This encompasses various activities, including fencing, provided the fence does not exceed a height of 1.80 meters.

Office or Division:	Office of the Building Official (OBO)
Classification:	Simple Transaction
Type of Transaction:	Fencing Permit G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
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 provided by the owner, applicant or contractor.
3. 1 copy of latest Verification Survey Plan and Survey Report -originally signed and sealed by a Geodetic Engineer.	To be provided by the owner, applicant or contractor.
4. 1 copy of Detailed Bill of Materials – signed and sealed by Civil Engineer/Architect.	To be provided by the owner, applicant or contractor.
5. 1 copy of Specification – signed and sealed by Civil Engineer/Architect.	To be provided by the owner, applicant or contractor.
6. 1 original copy of Certified true Copy of TCT within the last 4 months <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	To be provided by the owner, applicant or contractor. <i>*Requests for a Certified True Copy of the Original or Transfer Certificate of Title (TCT/OCT) or Condominium Title can be made at the Registry of Deeds, located in the Old BIR Building within the Pasig City Hall Complex.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i>Absolute Sale (original)</i></p> <p>b. 1 copy of duly notarized Deed of Donation (original)</p> <p>c. 1 copy of Assignment of Rights or any proof of land / building ownership and possession. (original)</p> <p>d. 1 copy of duly notarized Affidavit of Consent from the Lot Owner.</p> <p>d.1. 1 copy duly notarized Extra Judicial Settlement (if registered owner is deceased) (original)</p> <p>d.2. 1 copy duly notarized Special Power of Attorney (original)</p>	
7. 1 copy of Tax Declaration of Land (original)	3 rd floor, City Assessor's Office
8. 1 Certification that there are no back taxes or updated Tax Receipt (original)	2 nd floor, Real Property Tax Division
9. 1 copy of Barangay Clearance. (original)	Barangay Hall where the project/construction is located
10. 1 copy of Homeowner's Clearance (original)	HOA Office where the project/construction is located
11. 1 copy of CEDULA (Community Tax Certificate) (photocopy)	City Treasurer's Office, 2 nd Floor Pasig City Hall
12. 1 copy of latest PTR and Valid PRC ID, IAPOA of the supervising Civil Engineer or Architect, originally signed and sealed	To be provided by the owner, applicant or contractor.
13. 1 copy of Authorization Letter with attached photocopy of ID of Owner/applicant and representative (original copy)	To be provided by the owner, applicant or contractor.
14. 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (if corporation) (original copy)	To be provided by the owner, applicant or 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. Kristy Anne B. Austria (Bldg. Inspector) Engr. Ferdinand A. Cata (Bldg. Inspector) Engr. Jullian Vicktor Caingat (Bldg. Inspector) Engr. Russel O. Zamudio (Bldg. Inspector)	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Engr. Ronel B. Prahinog (Bldg. Inspector) Engr. Angela V. Villalva (Bldg. Inspector) Engr. George H. Cordova (Bldg. Inspector)
		Evaluate technical requirements for fencing permit		1hr.	Engr. Cherry Lee-Demiao Structural Evaluator Engr. Gabriel Jose L. Tagaya Structural Evaluator
		Prepare Order of Payment	Refer to NBC (PD1096) prescribed Schedule of Fees and 2017 Revised Pasig Revenue Code	1 hr.	Engr. Ramil P. Coronado Assessment officer
		Approve Tax Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the 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 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, Office of the Building Official
	Sign and Approve Fencing Permit and plans				
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 is initiated before or during the processing of a building permit, allowing individuals or businesses to conduct excavation activities on a specified site. This permit is granted once the accompanying principal plans, specifications, and other pertinent documents with the application are found satisfactory and in substantial conformity with the National Building Code of the Philippines (NBCP) and its Implementing Rules and Regulations. The details of coverage, including the expiration period, are outlined in the accessory permit form. These permits must be signed by the respective owner/applicant and the relevant professionals involved.

Office or Division:	Office of the Building Official (OBO)
Classification:	Simple Transaction
Type of Transaction:	Excavation and Ground Preparation Permit G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
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 provided by the owner, applicant or contractor.
3. 1 copy of latest Verification Survey Plan and Survey Report -originally signed and sealed by a Geodetic Engineer.	To be provided by the owner, applicant or contractor.
4. 1 copy of Detailed Bill of Materials – signed and sealed by Civil Engineer/Architect.	To be provided by the owner, applicant or contractor.
5. 1 copy of Specification – signed and sealed by Civil Engineer/Architect.	To be provided by the owner, applicant or contractor.
6. 1 copy of Structural Plan and Structural Design and Analysis – signed and sealed by Civil Engineer, for slope protection (if applicable)	To be provided by the owner, applicant or contractor.
7. 1 copy of soil test (if applicable)	To be provided by the owner, applicant or contractor.
8. 1 original copy of Certified true Copy of TCT – with in the last 4 months <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 (original)	To be provided by the owner, applicant or contractor. <i>*Requests for a Certified True Copy of the Original or Transfer Certificate of Title (TCT/OCT) or Condominium Title can be made at the Registry of Deeds, located in the Old BIR Building within the Pasig City Hall Complex.</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. 1 copy of duly notarized Deed of Donation (original) c. 1 copy of assignment of Rights or any proof of land / building ownership and possession. (original) d. 1 copy of duly notarized affidavit of consent from the Lot Owner. (original) d.1. 1 copy duly notarized Extra Judicial Settlement (if registered owner is deceased) (original) d.2. 1 copy duly notarized Special Power of Attorney (original)	
8. 1 copy of tax declaration of Land (original)	3 rd floor, City Assessor's Office
9. 1 Certification that there are no back taxes or updated tax receipt (original)	2 nd floor, Real Property Tax Division
10. 1 copy of Barangay Clearance (original)	Office of the Barangay
11. 1 copy of homeowner's clearance (original)	HOA Office
12. 1 copy of CEDULA (community tax certificate) (Xerox)	City Treasurer's Office, 2 nd Floor Pasig City Hall
13. 1 copy of latest PTR and Valid PRC ID, UAP/IAPOA (for architect) of the supervising Civil engineer or Architect	To be provided by the owner, applicant or contractor.
14. 1 copy of Authorization Letter (original copy)	To be provided by the owner, applicant or contractor.
15. 1 copy of Secretary's Certificate. Authority to Sign (if corporation) (original copy)	To be provided by the owner, applicant or 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 Receiving Officer
		Encode received applications and documents		10 minutes	Michael Jim Martin Encoder Maricris H. Tuazon Encoder
	Inspect location of project site Prepare inspection report	2 days		Engr. Kristy Anne B. Austria (Bldg. Inspector) Engr. Ferdinand A. Cata (Bldg. Inspector) Engr. Jullian Vicktor Caingat (Bldg. Inspector) Engr. Russel O. Zamudio (Bldg. Inspector) Engr. Ronel B. Prahinog (Bldg. Inspector) Engr. Angela V.	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					Villalva (Bldg. Inspector) Engr. George H. Cordova (Bldg. Inspector)
		Evaluate technical requirements for Excavation and Ground Preparation permit		1hr.	Engr. Cherry Lee-Demiao Structural Evaluator Engr. Gabriel Jose L. Tagaya Structural Evaluator
		Prepare Order of Payment	Refer to NBC (PD1096) prescribed schedule of Fees and 2017 Revised Pasig Revenue Code	1 hr.	Engr. Ramil P. Coronado Assessment officer
		Approve Tax Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the 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 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, Office of the 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

A certificate issued by the building official to Residential, Commercial, and Industrial establishments during the application process for a Meralco Service Meter connection. In accordance with article 1.2.2.2 of the Philippine Electrical Code, it is required that "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 appropriate government authority."

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR NEWLY CONSTRUCTED / RENOVATED BUILDING / STRUCTURE OR UNIT	
1 copy of duly accomplished CFEI application form with sketch of location	To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
1 copy of Yellow Card from Meralco	Meralco Business Center
1 copy of Approved Electrical Plan and Permit	To be provided by the owner, applicant or contractor.
1 set of As-built Electrical Plan originally signed and sealed by a Professional Electrical Engineer.	To be provided by the owner, applicant or 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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
1 copy of PTR and PRC ID of PEE originally signed and sealed	To be provided by the owner, applicant or contractor.
1 copy of approved Building Permit	To be provided by the owner, applicant or contractor.
1 copy of Certificate of Occupancy <i>(If separate application for CFEI)</i>	To be provided by the owner, applicant or contractor.
20. 1 copy of PCAB license of Electrical Contractor (for bldg./structure with 200 AT and above Main breaker)	To be provided by the owner, applicant or contractor.
21. 1 copy of Insulation Test/Megger Test with Certificate of Calibration of the Equipment used	To be provided by the owner, applicant or contractor.
Authorization letter for Representative, with attached photocopy of ID of both the owner and the representative.	To be provided by the owner, applicant or contractor.

Picture of Building / Structure, Service Entrance and Panel Board	To be provided by the owner, applicant or contractor.
FOR EXISTING BUILDING / STRUCTURE OR UNIT	
1 copy of duly accomplished CFEI application form with sketch of location	To be submitted by the owner / applicant / contractor. Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph)
1 copy of Yellow Card from Meralco	Meralco Business Center
1 photocopy of TCT/Lot Award / NHA Clearance (Proof of Ownership)	To be provided by the owner, applicant or contractor.
1 photocopy of Tax Declaration of Land and Building	To be provided by the owner, applicant or contractor.
1 photocopy of latest Tax Receipt / Tax Clearance for Land and Building	To be provided by the owner, applicant or contractor.
1 photocopy of previously approved Building Permit / Occupancy Permit of the existing building / structure (for verification purposes only)	To be provided by the owner, applicant or contractor.
1 set of Electrical Plan / Electrical Load Schedule, originally signed and sealed by a Professional Electrical Engineer	To be provided by the owner, applicant or contractor.
1 set of Electrical Plan and Permit for Commercial / Industrial establishment	To be provided by the owner, applicant or contractor.
1 photocopy of Business Permit for Commercial / Industrial establishment	To be provided by the owner, applicant or contractor.
1 copy of Fire Safety Inspection Certificate (FSIC) for Business – for Commercial / Industrial establishment	To be provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
ADDITIONAL REQUIREMENTS IN CASE THE APPLICANT IS NOT THE LAWFUL OWNER OF THE PROPERTY, WHICHEVER IS APPLICABLE	
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 provided by the owner, applicant or contractor.
1 copy of duly notarized Extra Judicial Settlement	To be provided by the owner, applicant or contractor.
1 copy of duly notarized Deed of Absolute Sale	To be provided by the owner, applicant or contractor.
1 copy of duly notarized Deed of Donation	To be provided by the owner, applicant or contractor.
1 copy of Duly Notarized Special Power of Attorney signed by the Property Owner.	To be provided by the owner, applicant or 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 provided by the owner, applicant or 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 th 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	To be provided by the owner, applicant or contractor.

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

#	CLIENT STEPS	OFFICE ACTIONS	FEE 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 Engr. Nikko G. Ganaden 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	10 minutes	Jessa T. Estrella Clerk	

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			are based on pertinent sections 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, Office of the 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. Nikko G. Ganaden 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 CERTIFICATE OF OPERATION OF MECHANICAL EQUIPMENT

Permit to Operate (PTO), A document issued by the Building Official, attesting that the mechanical equipment/machinery has been completed, deemed operational, and is safe for public use within a specific expiration period. This certification is granted once the accompanying principal plans, specifications, and other relevant documents submitted with the application are determined to be satisfactory and in substantial conformity with the Philippine Mechanical Code, National Building Code of the Philippines (NBCP), and its Implementing Rules and Regulations.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR ELEVATOR, ESCALATOR, DUMBWAITER, CARLIFT	
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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph).
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 provided by the owner, applicant or contractor.
1 copy of approved Mechanical Permit to install and Mechanical plan	To be provided by the owner, applicant or contractor.
1 set of detailed Bill of Materials (actual cost) for mechanical works originally signed and sealed by PME	To be provided by the owner, applicant or contractor.
3 copies of latest PTR and PRC ID of PME originally signed and sealed	To be provided by the owner, applicant or 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>	To be provided by the owner, applicant or contractor.
1 copy of Certificate of Safe operating Condition and Load Testing Certificate originally signed and sealed by PME – for Elevator and Escalator	To be provided by the owner, applicant or 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. (If applicable)	To be provided by the owner, applicant or contractor.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 copy of Certificate of Occupancy (Photocopy) (if applicable)	To be provided by the owner, applicant or contractor.
1 copy of latest / valid PCAB license Registration of Mechanical Contractor (photo copy)	To be provided by the owner, applicant or contractor.
1 copy of duly notarized Affidavit of Change of Mechanical Engineer (if applicable)	To be provided by the owner, applicant or contractor.
1 copy of Authorization letter to process with attached photocopy of ID of the Owner and the Representative	To be provided by the owner, applicant or contractor.
FOR GENERATOR, PUMPS AND OTHER MECHANICAL EQUIPMENT	
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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph).
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 provided by the owner, applicant or contractor.
1 copy of approved Mechanical permit to install and Mechanical plan	To be provided by the owner, applicant or contractor.
1 set of detailed Bill of Materials (actual cost) for mechanical works originally signed and sealed by PME.	To be provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
3 copies of latest PTR and PRC ID of PME originally signed and sealed	To be provided by the owner, applicant or contractor.
1 copy of Certificate of Safe Operating Condition originally signed and sealed by PME.	To be provided by the owner, applicant or 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 (if applicable)	To be provided by the owner, applicant or contractor.
1 copy of duly notarized Affidavit of Change of Mechanical Engineer (if applicable)	To be provided by the owner, applicant or contractor.
1 copy of CENRO Clearance	4 th floor, CENRO Office, Pasig City Hall
1 copy of Certificate of Occupancy (if applicable)(Photocopy)	To be provided by the owner, applicant or contractor.
1 copy of Authorization Letter to process with attached photocopy of ID of the Owner and the Representative	To be provided by the owner, applicant or contractor.

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents	Received and check completeness of application documents		30 minutes	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, Office of the 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.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR GONDOLA, CONSTRUCTION ELEVATOR, HOIST	
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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph).
4sets of Mechanical plans duly signed and seal by a Professional Mechanical Engineer (PME)	To be provided by the owner, applicant or contractor.
1 set of detailed Bill of Materials for mechanical works, originally signed and sealed by PME	To be provided by the owner, applicant or contractor.
1 set of Mechanical Specifications originally signed and sealed by PME	To be provided by the owner, applicant or contractor.
1 copy of Scope of Mechanical Works originally signed and sealed by a Professional Mechanical Engineer (PME)	To be provided by the owner, applicant or contractor.
1 set of Erection Methodology originally signed and sealed by PME	To be provided by the owner, applicant or contractor.
1 copy of approved Building Permit of the Building (if applicable)	To be provided by the owner, applicant or contractor.
1 copy of latest PTR and PRC ID of PME originally signed and sealed	To be provided by the owner, applicant or contractor.
Authorization Letter to process with attached photocopy of ID of the Owner and the Representative	To be provided by the owner, applicant or 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 Engr. Mary Cris Ann Barba Mechanical Inspector
		Evaluate submitted plans and documents. If complete and compliant, prepare assessment of permit fees		2 hrs.	Engr. Jayson Valmonte Mechanical Evaluator 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.	<p>Engr. Jayson Valmonte Mechanical Evaluator</p> <p>Engr. Erliza S. Suela Mechanical Evaluator</p> <p>Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official</p>
2	Claim Order of Payment, Pay Fees to Cashier and Present O.R. to OBO	<p>Check and Record O.R. No.</p> <p>Assign Mechanical Permit number and encode to permit forms, stamp plans and permit</p>		1 hour	<p>Carmi Kynne Castillo Recording officer</p> <p>Ronald De Castro Recording Officer</p>
		Sign and approve Mechanical Permit			<p>Engr. Jayson Valmonte Mechanical Evaluator</p> <p>Engr. Erliza S. Suela Mechanical Evaluator</p> <p>Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official</p>
		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	<p>Carmi Kynne Castillo Releasing Officer</p> <p>Ronald De Castro Releasing Officer</p>
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.

Office or Division:	Office of the Building Official (OBO)/Mechanical Division
Classification:	Complex Transaction
Type of Transaction:	Structural Permit and Mechanical Permit to Install of Tower Crane, Placing Boom G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR TOWER CRANE, PLACING BOOM	
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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph).
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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph).
4 sets of complete plans with key plan, location map and vicinity map duly signed and seal by a Civil Engineer.	To be provided by the owner, applicant or contractor.
4 sets of mechanical plans duly signed and seal by a Professional Mechanical Engineer (PME)	To be provided by the owner, applicant or contractor.
1 copy of complete Structural Design and Analysis / Structural Computation signed and sealed by a Civil Engineer.	To be provided by the owner, applicant or contractor.
1 set of detailed Bill of Materials for mechanical works, originally signed and sealed by PME	To be provided by the owner, applicant or contractor.
1 set of Mechanical Specifications originally signed and sealed by PME	To be provided by the owner, applicant or contractor.
1 copy of Scope of Mechanical Works originally signed and sealed by a Professional Mechanical Engineer (PME)	To be provided by the owner, applicant or contractor.
1 set of Erection Methodology originally signed and sealed by PME.	To be provided by the owner, applicant or contractor.
1 copy of approved Building Permit of the Building	To be provided by the owner, applicant or contractor.
1 copy of latest PTR and PRC ID of PME originally signed and sealed	To be provided by the owner, applicant or contractor.

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

#	CLIENT STEPS	OFFICE ACTIONS	FEES 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 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 Maricris Tuazon Encoder
		Inspect to verify status of installation of mechanical equipment Prepare inspection report		1 day	Engr. Kristy Anne B. Austria (Bldg. Inspector) Engr. Ferdinand A. Cata (Bldg. Inspector) Engr. Jullian Vicktor Caingat (Bldg. Inspector) Engr. Russel O. Zamudio (Bldg. Inspector) Engr. Ronel B. Prahinog (Bldg. Inspector) Engr. Angela V. Villalva (Bldg. Inspector) Engr. George H. Cordova (Bldg. Inspector)
		Evaluation of Structural and Mechanical Plans and other supporting documents.		5 days.	Ar. Arvin Michael J. Mendoza (Land Use and Zoning) Ar. Arvin Michael J. Mendoza/ Engr. Kristie Anne B. Austria (Line and Grade) Ar. Arvin Michael J. Mendoza (Architectural) Ar. Aira Cyrene C. Aguas (Architectural) Engr. Cherry Lee- Demiao (Structural) Engr. Gabriel Jose L. Tagaya (Structural) Engr. Cherry Lee- Demiao/

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
					<p>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>
		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. Ramil P. Coronado Assessment officer
		Sign and approve Order of Payment		1 hr.	<p>Engr. Erliza S. Suela/ Engr. Jayson C. Valmonte Mechanical Evaluator</p> <p>Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official</p>
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	<p>Denise Anne Santos Recording Officer</p> <p>Carmi Kynne Castillo Recording officer</p> <p>Ronald De Castro Recording Officer / Filing Officer</p>
		Sign and approve Structural and Mechanical Permit			<p>Engr. Erliza S. Suela/ Engr. Jayson C. Valmonte Mechanical Evaluator</p> <p>Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official</p>
		Segregate plans and permit for applicant's copy and office file			Ronald De Castro Filing Officer

#	CLIENT STEPS	OFFICE ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.

Office or Division:	Office of the Building Official (OBO)/Mechanical Division
Classification:	Simple Transaction
Type of Transaction:	Permit to Operate of Tower Crane, Construction Elevator, Placing Boom, Hoist, Gondola G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR TOWER CRANE AND PLACING BOOM	
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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph).
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 provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
1 set copy of approved mechanical plan, structural plan and permits.	To be provided by the owner, applicant or 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 provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
1 copy of Certificate of Safe Operating Condition originally signed and sealed by Professional Mechanical Engineer (PME)	To be provided by the owner, applicant or contractor.
1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer	To be provided by the owner, applicant or contractor.
3 copies of latest PTR and PRC ID of PME, Structural Engineer originally signed and	To be provided by the owner, applicant or contractor.

sealed.	
1 copy of Authorization Letter to process with attached photocopy of Valid ID of the Owner and the Representative.	To be provided by the owner, applicant or contractor.
1 copy of duly notarized Affidavit of Change of Mechanical Engineer or Structural Engineer (if applicable)	To be provided by the owner, applicant or contractor.
FOR GONDOLA, CONSTRUCTION ELEVATOR, HOIST	
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 obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official, or downloaded from the official website of the City Government (www.pasigcity.gov.ph).
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 provided by the owner, applicant or contractor.
1 set copy of approved mechanical plan and permits.	To be provided by the owner, applicant or 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 provided by the owner, applicant or 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 provided by the owner, applicant or contractor.
1 copy of certificate of safe operating condition originally signed and sealed by Professional Mechanical Engineer (PME)	To be provided by the owner, applicant or contractor.
1 copy of Certificate of Structural Stability originally signed and sealed by a Structural Engineer	To be provided by the owner, applicant or contractor.
3 copies of latest PTR and PRC ID of PME, Structural Engineer originally signed and sealed.	To be provided by the owner, applicant or contractor.
1 copy of certificate of occupancy (Photocopy)	To be provided by the owner, applicant or contractor.
1 copy of Authorization Letter to process with attached photocopy of Valid ID of the Owner and The Representative.	To be provided by the owner, applicant or contractor.
1 copy of duly notarized Affidavit of Change of Mechanical Engineer (if applicable)	To be provided by the owner, applicant or 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, Office of the 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	

12. APPLICATION FOR CERTIFICATE OF INSTALLATION OF EARTHQUAKE RECORDING INSTRUMENT

Office or Division:	Office of the Building Official (OBO)
Classification:	Simple Transaction
Type of Transaction:	Certificate of Installation of Earthquake Recording Instrument G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3 copies of Signed and sealed As-built plan for Installation	To be provided by the owner, applicant or contractor.
1 copy of certificate of Proper Placement	To be provided by the owner, applicant or contractor.
1 copy of request letter for inspection	To be provided by the owner, applicant or contractor.
1 copy of Signed and sealed Certificate of Completion of installation	To be provided by the owner, applicant or contractor.
1 copy of pictures/ accomplishment reports	To be provided by the owner, applicant or contractor.
1 copy testing certificate	To be provided by the owner, applicant or contractor.
1 copy of notarized specification	To be provided by the owner, applicant or contractor.
1 copy of Manufacturer’s Certificate	To be provided by the owner, applicant or contractor.
1 copy of Certificate of Compliance	To be provided by the owner, applicant or contractor.
1 copy of updated PTR and PRC ID of Structural Engineer	To be provided by the owner, applicant or contractor.
1 copy of product brochure/Specs	To be provided by the owner, applicant or contractor.
1 copy of Structural calculations / Dynamic Analysis	To be provided by the owner, applicant or contractor.
1 copy of building permit (photocopy)	To be provided by the owner, applicant or contractor.
1 USB/Soft Copy a. Structural calculations / Dynamic Analysis b. Structural As-built plans	To be provided by the owner, applicant or 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	Clarisa Gabion Receiving Officer
		Encode received application and documents and endorsed to assigned inspector for schedule of inspection		10 minutes	Maricris Tuazon Receiving Officer
		Inspect status / condition of equipment and verify correctness of plans submitted based on actual installation.		2 days	Engr. Cherry L. Demiao Inspector

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Prepare inspection report Evaluate documents for compliance.			
		Prepare Order of Payment	P50 – certificate of installation of ERI P500 – processing fee P500 – inspection fee	30 minutes	Engr. Ramil Coronado Assessment officer
		Sign and approve Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official
2	Claim Order of Payment, Pay Fees to Cashier and Present O.R. to OBO	Check and Record O.R. No.		1 hr.	Denise Santos Recording and Filing Officer
		Assign ERI number and prepare ERI certificate			
		Segregate plans and documents for applicant's copy and office file			Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official
		Sign and approve Certificate of Installation			
3	Claim approved Permit to Certificate of Installation and sign on logbook	Issue approved ERI Certificate of Installation		5 minutes	Denise Santos Releasing Officer
TOTAL:				3 days	

13. APPLICATION FOR CERTIFICATE OF ANNUAL INSPECTION

Office or Division:	Office of the Building Official (OBO)
Classification:	Highly Technical
Type of Transaction:	Certificate of Annual Inspection G2C – Government to Citizens G2B – Government to Business G2G – Government to Government
Who may avail:	Any person, firm, or corporation including government agency or instrumentality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Complete Set of updated As-built Plans – Architectural, Plumbing, Electrical, Mechanical (per equipment), Electronics, originally signed and sealed by respective engineers and architect, Tabulated Area per Floor, Tabulated List of Residential units with Floor area per unit *	To be provided by the owner, applicant
1 copy of Occupancy Permit and Certificate of Completion (photocopy)	To be provided by the owner, applicant
1 copy of previously approved Certificate of Annual Inspection (photocopy)	To be provided by the owner, applicant
1 copy of Tax Declaration of Building (photocopy) *	To be provided by the owner, applicant
1 copy of latest Business Permit (TOP, OR, Mayor’s Permit) (photocopy)	To be provided by the owner, applicant
1 copy of Latest Fire Safety Inspection Certificate (FSIC) for Business Permit (photocopy)	To be provided by the owner, applicant
1 copy of previous annual permit OR and TOP (photocopy)	To be provided by the owner, applicant
1 copy of latest Certificate of Safe Electrical Installations with date of issuance and validity, signed and sealed by PEE with latest test results, e.g. Thermal Scanning, etc. (original copy)	To be provided by the owner, applicant
1 copy of latest Certificate of Safe Operating Condition / Good Running Condition of machinery / equipment (per equipment), issued by your respective equipment Maintenance Service Provider and signed and sealed by PME and Updated List of equipment with specs and quantity, with date of issuance and validity originally signed and sealed by PME (Elevator, Genset, Fire Protection, STP, Mechanical Ventilation, Pumps, Motors) (original copy)	To be provided by the owner, applicant
1 copy of certificate of good working condition of plumbing installations signed and sealed by Sanitary Engineer, with date of issuance and validity (original copy)	To be provided by the owner, applicant
1 copy of latest PTR and PRC ID of Engineers, originally signed and sealed	To be provided by the owner, applicant
1 copy of previous Permit to Operate of Various	To be provided by the owner, applicant

Mechanical Equipment (photocopy)	
1 copy of Updated Discharge Permit from LLDA (for STP) (photocopy)	To be provided by the owner, applicant
1 Copy of duly accomplished Joint Certification of structural stability supported by structural design and analysis that conforms with NSCP 2015 and material testing (for Building / Structure of more than 15 years), originally signed and sealed by Structural Engineer with copy of updated PTR and PRC ID of Structural Engineer (original copy) *	To be provided by the owner, applicant
1 copy of Latest Certificate of Calibration of Earthquake Recording Instrument (original)	To be provided by the owner, applicant
1 copy of Contingency and Evacuation Plan (photocopy) *	To be provided by the owner, applicant
1 copy of Certificate of Installation of Earthquake Recording Instrument (photocopy) *	To be provided by the owner, applicant
1 copy of Compliance Report based on the Previously issued Notice to Comply and Inspection Report.	To be provided by the owner, applicant

PTO REQUIREMENTS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DENR Permit to Operate for Genset and CENRO Clearance	DENR Office / CENRO Office
Certificate of Compliance from ERC for Genset	ERC Office
Certificate of Good Working Condition for Boiler from DOLE	DOLE Office
Storage Permit for LPG from BFP	BFP – Pasig
Third Party Inspection Certificate, for various mechanical equipment	To be provided by owner, applicant
Elevator Inspection Checklist	To be submitted by the owner / applicant Forms can be obtained in person at the 6th floor of Pasig City Hall, Office of the Building Official
Certificate of Compliance from BME-PRC	PRC – BME Office
Copy of previous Permit to Operate of Equipment	To be provided by owner, applicant

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt.	Received and check completeness of application documents based on the checklist of requirements If complete, issue acknowledgement receipt		40 mins.	Carmi Kynne Castillo Receiving Officer

#	CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Encode received application and documents for endorsement to Evaluators		10 minutes	Carmi Kynne Castillo Receiving Officer
		<p>Arrange and execute building inspection, validation, and/or assessment of the building/structure using on-site as-built plans and accompanying documentation.</p> <p>Prepare inspection report and Notice to Comply.</p>		7 days	<p>Bldg. Inspector</p> <p>Engr. Mark Jefferson Francisco (Architectural, Structural, Sanitary/Plumbing)</p> <p>Engr. Benedicto Cansana, Jr. (Structural)</p> <p>Engr. Nikko Ganaden (Electrical)</p> <p>Engr. Jonathan Paloyo (Mechanical)</p> <p>Engr. Ronniel Christian Torres (Mechanical)</p> <p>Engr. Mary Cris Ann R. Barba (Mechanical)</p>
		<p>Evaluation of Building Plans and other supporting documents.</p> <p>Architectural Structural Plumbing/Sanitary Electrical Mechanical Electronics</p>		10 days	<p>Technical Evaluators</p> <p>Engr. Mark Jefferson Francisco (Structural)</p> <p>Engr. Ferdinand A. Cata (Sanitary)</p> <p>Engr. Vicente F. Villanueva Jr. (Electrical)</p> <p>Engr. Erliza S. Suela (Mechanical)</p> <p>Engr. Janvic B. Barral (Electronics)</p>
		Prepare Order of Payment	Refer to NBC (PD1096) prescribed Schedule of Fees and 2017 Revised Pasig Revenue Code	2 days	Engr. Ramil P. Coronado Assessment officer

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Sign and approve Order of Payment		1 hr.	Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official
2	Claim Order of Payment	Issue Order of Payment		10 minutes	Carmi Kynne Castillo Releasing Officer
	Pay Permit fees	Received payment and issue official receipt (O.R.)		15 minutes	Cashier City Treasurer's Office
	Present O.R. to OBO	Check and Record O.R. No. Assign Certificate of Annual Inspection Numbers. Filing of documents for office copy. Prepare Annual Inspection Certificate		2hrs.	Carmi Kynne Castillo Recording Officer Ronaldo De Castro Filing Officer
		Sign Certificate of Annual Inspection		30 minutes	Engr. Aubrey Mae Matienzo (Locational / Zoning of Land Use) Engr. Kristy Anne B. Austria (Line and Grade) Arch. Arvin Michael Mendoza (Architectural) Engr. Mark Jefferson Francisco (Structural) Engr. Ferdinand A.Cata (Sanitary) Engr. Vicente F. Villanueva Jr. (Electrical) Engr. Erliza S. Suela (Mechanical) Engr. Janvic B. Barral (Electronics) Engr. Francis Jerome P. Ronquillo OIC, Office of the Building Official
3	Claim approved Certificate of Annual Inspection and Sign on Logbook	Release Certificate of Annual Inspection		10 minutes	Carmi Kynne Castillo Releasing Officer
TOTAL:				20 days	

Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	For any concern/s, comments and suggestions an applicant reach out our office located at 6 th floor, Office of the Building Official, Pasig city Hall thru: <ol style="list-style-type: none"> 1. Formal Letter; 2. Official email address of the office (obo@pasigcity.gov.ph) 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.
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	For any complaints, concern/s, an applicant may reach out our office located at 6 th floor, Office of the Building Official, Pasig city Hall thru: <ol style="list-style-type: none"> 1. Formal Letter; 2. Via official email address of the office (obo@pasigcity.gov.ph)
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	8643 1111 loc 1682 / 0969 124 9060 (OBO) 8643 1111 loc 1672 obo@pasigcity.gov.ph