

Issuance of Building/Fencing Permits

ABOUT THE SERVICE

No person, firm or corporation including any agency or instrumentality of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to be done without first obtaining a building permit from the Building Official assigned in the place where the subject building is located or the building work is to be done.

FEE

In accordance with the National Building Code

REQUIREMENT(S)

1. a. In case the applicant is the registered owner of the lot:
 - 1) Certified true copy of TCT
 - 2) Tax Declaration
 - 3) Current Real Property Tax receipts
- b. In case the applicant is not the registered owner of the lot:
 - 1) Duly notarized copy of the contract of lease
 - 2) Duly notarized copy of Deed of Absolute Sale or
 - 3) Duly notarized copy of Contract of Sale
 - 4) Duly notarized affidavit of consent of the owner
2. Five sets of plans and specifications prepared, signed and sealed
 - a. by a duly licensed architect or civil engineer in case of architectural and structural plans
 - b. by a duly licensed sanitary engineer or master plumber in case of plumbing or sanitary installation plans
 - c. by a duly licensed professional electrical engineer in case of electrical plans
 - d. by a duly licensed professional mechanical engineer in case of mechanical plans
3. Bill of Estimates
4. Community Tax certificate
5. Barangay Building Clearance
6. Highway clearance if the building is constructed along the national highway

☑ HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITY		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Interview the client/applicant		1 minute	Ms. Pablita Edulan Office Clerk
2. Furnish list of requirements		1 minute	Ms. Pablita Edulan
3. Advise the client to proceed to MPDC Office for locational clearance			
4.	Submit complete documents/requirements		
5. Evaluation of submitted Documents and sign the Logbook		30 minutes	Engr. Mangyao/ Engr. Josefina Rañoa
6. Site inspection & verification		1 day	Engr. Mangyao/ Engr. Josefina Rañoa
7. Assessment of fees - Engineering Office Advise client to proceed to the Office of the Fire Marshal		30 minutes	Engr. Mangyao/ Engr. Josefina Rañoa
8. Advise client to proceed to MTO for payment			
9. Preparation of Building Permit, Approval & Releasing		1 day	Ms. Rosalie Agapay Engr. Josefina Rañoa
Total		2 days, 1 hr. & 2 minutes	