

**OFFICE OF THE BUILDING OFFICIAL
(OBO)
Bacolod City**

The Office of the Building Official takes charge of the implementation of Presidential Decree 1096, or the National Building Code, in the issuance of building permits as well as the inspection of all buildings. It is responsible in the enforcement of the provision of the National Building Code as well as its implementing rules and regulations and related ordinances.

Location:	2 nd floor, North Wing, Bacolod City Government Center, Circumferential Road, Barangay Villamonte, Bacolod City
Phone number:	(034)

I. ISSUANCE OF BUILDING PERMIT

ABOUT THE SERVICE: A building permit is required prior to the construction, erection, alternation, repair, conversion, use, occupancy, moving or demolition of any building or structure by private persons, firms or corporation including agency or instrumentalities of the government (P.D. 1096 or the National Building Code) The permit becomes null and void if work is not commenced within 1 year from the date of issuance or if the building work is suspended or abandoned at anytime after it has been commenced for period of 120 days.

REQUIREMENTS:

- Building Permit application form (5 sets)
- Electrical Permit application form (5sets)
- Sanitary/Plumbing Permit application form (5 sets)
- Mechanical Permit application form (5 sets)
- Electronics Permit application form (5 sets if needed)
- Sets of Plans (5 sets)
- Bill of Materials and Cost Estimates (5 sets)
- Specifications (5 sets)
- Land Title or TCT (Certified by Register of Deeds)
- Latest Tax Receipt
- Tax Declaration
- Lot plan certified by Geodetic Engineer
- Deed of Sale/Contract of Lease if application name is not registered TCT name

- Structural analysis for 1 storey building in excess of 20sq.m. and all building 2 storey and above with seismic analysis
- Certification of structural engineer in case of additional floor (structural stability)
- Plate load test analysis - for 3 storeys and above -2 copies
- Soil Boring Test Result- for 3 storeys and above - 2 copies
- Clearance from the government agencies exercising regulatory function- 2 copies, such regulatory agencies are:
 - City Planning and Development Office - for Zoning Clearance
 - Bureau of Fire Protection- for Fire Department Clearance
 - Environmental Management Bureau Certificate (EMB), ECC or CNC
for commercial, institution, industrial buildings and cellsites
 - Air Transportation Office - for buildings/structures exceeding 45 meters in heights and near airports.
 - Philippine Tourism Authority- for tourist oriented projects
 - DRRMO and Barangay Resolution for project near or above waterways, creeks and rivers.
 - Department of Labor and Employment-for construction safety and health program.

To facilitate processing, please take note of the following before submitting the application to the OBO

- Requirements of the National Building Code
- Requirements of the Referral Code/Architectural Code, Philippine Electrical Code (PEC), Revised Plumbing Code, National Structural Code (NSCP) Philippine Mechanical Engineering Code (PMEC), Philippine Electronics and Communication Code (PECC)
- Laws and City Ordinances effecting the design/project
 - ECC Ordinance (city ordinance no. 308 series of 2002)
 - Cellular Tower Ordinance (city ordinance no. 364 series of 2004)
 - City Ordinance No. 335 Series of 2003 as amended
- Compliance with BP 344 should be indicated in detail on plans for commercial, institutional and public buildings.
- Provision of Parking area for new buildings (institutional and commercial).
- If set backs and side yard requirement are not met, firewall (strictly with no opening) must be provided which shall not extend beyond 1 meter from roof level.
- A special power of attorney shall be provided if owner is not the signatory in all applications.
- Forms and letter, plans specification, bill of materials and cost estimates and other pertinent documents must be signed and sealed by the designer complete with latest PTR and PRC ID. Note: All these documents must be signed by the owner.

FEES/CHARGES:

All Fees prescribed in the Revised IRR of P.D. 1096
or the National Building Code

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
<p>1. Secure Building Permit Application form with the list of requirements, including routing slip. Note: Secure clearances from other agencies</p>	15 minutes	<p>Engr. Cary Memoria <i>Engineer III</i></p> <p>Engr. Isaac Tipsay, Jr. <i>Engineer II/</i></p> <p>Philippe Andrew Soliguen <i>Crafts and Trade Helper</i></p> <p>Flureen Juness Lomillo <i>Clerk III</i></p> <p>Michael Lim <i>Records Officer II</i></p>
<p>2. Submit duly accomplished application form including building requirements with complete clearances for verification and proper evaluation</p>	15 minutes	<p>Philippe Andrew Soliguen <i>Crafts and Trade Helper</i></p> <p>Flureen Juness Lomillo <i>Clerk III</i></p> <p>Michael Lim <i>Records Officer II</i></p>

<p>3. Plans, and specifications are to be evaluated if it conforms to the technical requirements of the National building code and other applicable laws and ordinances, secure computation of overall amount of regulatory fees and submit to OBO Chief</p>	<p>1 hour</p>	<p>Engr. Cary Memoria Engineer III(structural)</p> <p>Engr. Isaac Tipsay, Jr. Engineer II(Lines and Grades)</p> <p>Engr. Glenda Pajes Engineer II(Plumbing/Sanitary)</p> <p>Archt. Sharon Gayanelo Architect III(Architectural & BP344)</p> <p>Engr. Orlando Dalipe, Jr. Engr. IV(Electrical/Electronics)</p> <p>Engr. J. Antonio Guinanao Engineer III(Mechanical)</p>
<p>4. If the application and supporting documents are found to be in order and has complied with all the requirements,</p> <ol style="list-style-type: none"> a. Computation sheet/plan will be routed to the technical sections for signature and assessment. b. Note: If found not compliant at any technical section, the whole batch is returned to client for compliance with deficiencies, and his eventual resubmission. 	<p>1.5 hours</p>	<p>Engr. Cary Memoria Engineer III(structural)</p> <p>Engr. Isaac Tipsay, Jr. Engineer II(Lines and Grades)</p> <p>Engr. Glenda Pajes Engineer II(Plumbing/Sanitary)</p> <p>Archt. Sharon Gayanelo Architect III(Architectural & BP344)</p> <p>Engr. Orlando Dalipe, Jr. Engr. IV(Electrical/Electronics)</p> <p>Engr. J. Antonio Guinanao Engineer III(Mechanical)</p>
<p>5. Order of payment will be prepared</p>	<p>15 minutes</p>	<p>Engr. Reinhard Sayson Building Inspector</p> <p>Engr. Julio Castro Building Inspector</p>

6. Reviewed and recommended for payment	10 minutes	Engr. Cary Memoria <i>Engineer III</i>
7. Approval of the Building Official on the Order of payment	10 minutes	Engr. Nestor Velez <i>Acting Department Head</i> OBO
8. Proceed to City Treasurer's Office, present the order of payment, pay prescribed fees/s and receive official receipt (O.R.) and return to OBO		Client
9. Original Official receipt to be attached and recorded in the application form		Philippe Andrew Soliguen <i>Crafts and Trade Helper</i> Gene Ortega <i>Casual</i>
10. Approval of Building Permit including ancillary permits	10 minutes	Engr. Nestor Velez <i>Acting Department Head</i> OBO
11. Release of Building permit including ancillary permits(Electrical, Sanitary and Mechanical permits)	15 minutes	Philippe Andrew Soliguen <i>Crafts and Trade Helper</i> Gene Ortega <i>Casual</i>

II. ISSUANCE OF OCCUPANCY PERMIT

ABOUT THE SERVICE: An Occupancy Permit is required before any building or structure is used or occupied. It is secured after the completion of the structure.

It is also required if there is any change in the existing use or occupancy classification of a building structure or any portion thereof.

REQUIREMENTS:

- Approved Building Permit (1copy)
- Approved Electrical Permit (1copy)
- Approved Plumbing Permit (1 copy)
- Approved Mechanical Permit (1 copy)
- Approved Set of Plans (1 copy)
- Certificate of Completion duly signed by Engr/Arch In charge of Construction as follows:
 - Civil/Structural
 - Plumbing/Sanitary

- Electrical
- Mechanical
- Electronic (if needed)
- Fire Safety Inspection Certificate
- Logbook duly accomplished
- Picture showing posting of Building Permit number and date issued on site

FEES/CHARGES: All Fees prescribed in the Revised IRR of P.D. 1096 or the National Building Code

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Submit occupancy application with complete supporting documents. Upon receipt, documents submitted are verified. If incomplete, application is returned to client right away for completion or correction.	15 minutes	<i>Engr. Cary Memoria</i> <i>Engineer III/</i> <i>Engr. Isaac Tipsay, Jr.</i> <i>Engineer II/</i> <i>Philippe Andrew Soliguen</i> <i>Crafts and Trade Helper</i> <i>Flureen Juness Lomillo</i> <i>Clerk III</i> <i>Michael Lim</i> <i>Records Officer II</i>
2. Secure Fire Safety Inspection Certificate from Bureau of Fire Department.		<i>(to other agencies)</i>
3. Once application forms submitted and verified is complete. A schedule for a group on-site inspection is set.	15 minutes	<i>Engr. Cary Memoria</i> <i>Engineer III</i> <i>Engr. Isaac Tipsay, Jr.</i> <i>Engineer II</i>

<p>4. Group on-site inspection is conducted by technical section heads of the Permits Processing & Enforcement Division. Division Head for Permits Processing & Enforcement may tag along for big projects.</p>	<p>1/2 day</p>	<p><i>Inspection Team:</i></p> <p>Engr. Isaac Tipsay, Jr <i>Line & Grade Section</i></p> <p>Engr. Cary Memoria, <i>Structural Section</i></p> <p>Arch. Sharon Gayanelo, <i>Architectural Section</i></p> <p>Engr. Orlando Dalipe, Jr./ Alexander Manual, <i>Electrical Section</i></p> <p>Engr. J. Antonio Guinanao, <i>Mechanical Section</i></p> <p>Engr. Glenda Pajes <i>Plumbing/Sanitary Section</i></p> <p>Engr. Nestor Velez <i>Acting Department Head</i> OBO</p>
<p><i>Should there be violations as per the Permits and Enforcements inspection findings, comply with the evaluation and assessment requirements for the following:</i></p>		

For Line and Grade	1 hour	Engr. Isaac Tipsay, Jr
For Structural	1 hour	Engr. Cary Memoria
For Architectural	1 hour	Arch. Sharon Gayanelo
For Electrical/Electronic	1 hour	Engr. Orlando Dalipe, Jr./ Alexander Manual
For Mechanical	1 hour	Engr. J. Antonio Guinanao

For Sanitary/Plumbing	1 hour	Engr. Glenda Pajes
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<i>Note: If the building inspectors find that the completed project had deviated from the approved plans, the permit is withheld pending submission of needed requirements</i>		
5. If all requirements had been complied, an order of payment must be prepared	15 minutes	Engr. Cary Memoria <i>Engineer III</i>
6. Reviewed and recommended for payment & recommended for issuance of occupancy permit	10 minutes	Engr. Cary Memoria <i>Engineer III</i>
7. Approval of Order of Payment	10 minutes	Engr. Nestor Velez <i>Acting Department Head</i> OBO
8. Proceed to the City Treasurer Office @ the ground floor of New Government Center. Received official receipt (O.R.) and return to OBO	10 minutes	Client
9. Submit OR for attachment to Occupancy Permit to OBO Chief	10 minutes	Philippe Andrew Soliguen <i>Crafts and Trade Helper</i>
10. Approval of the Occupancy Permit	10 minutes	Engr. Nestor Velez <i>Acting Department Head</i> OBO
11. Release of certificate of occupancy	30 minutes	Gene Ortega <i>Casual</i>
12. Electrical permit, Certificate of Electrical Inspection together with the approved Electrical plans will be officially transmitted to CENECO	30 minutes	Mark Anthony Aligarbes <i>Clerk III</i>

III. ISSUANCE OF FENCING PERMIT

ABOUT THE SERVICE: This permit shall be secured prior to construction if a fence.

REQUIREMENTS:

- Fencing Permit Application Forms (5 sets)
- Fencing Plan (5 copies)
- Bill of Materials and Cost Estimate (5 copies)
- Specifications
- Lot plan signed by Geodetic Engineer
- Transfer Certificate of Title certified by Register of Deeds
- Deed of Sale/Contract to sell of TCT is not in the name of applicant
- Latest Tax Declaration
- Latest Tax Receipt

- If the structure is near creek, river or esteros (C.O. 335) secure:
 - Barangay Resolution
 - Sangguniang Panlungsod Resolution

FEES/CHARGES: All fees are prescribed in the Revised IRR of P.D. 1096 or the National Building Code.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Secure application form and complete all requirements.	15 minutes	Philippe Andrew Soliguen Crafts and Trade Helper Flureen Juness Lomillo Clerk III Michael Lim Records Officer II
2. Submit the duly accomplished application form with the complete requirements.	20 minutes	Engr. Cary Memoria Engineer III Engr. Isaac Tipsay, Jr. Engineer II
3. Plans & specifications are to be evaluated if it conforms to the technical requirements of the National Building Code and other applicable laws.	1 hour	Engr. Cary Memoria Engineer III Arch. Sharon Gayanelo Architect III Engr. Isaac Tipsay, Jr. Engineer II
4. Order of payment prepared	15 minutes	Julio Castro Building Inspector Reinhard Sayson Building Inspector
5. Reviewed & recommendation for payment	10 minutes	Engr. Cary Memoria Engineer III
6. Approval of Order of Payment	10 minutes	Engr. Nestor Velez Acting Department Head OBO

7. Bring order of payment and pay to the City Treasurer's Office, receive official receipt and return to OBO		<i>Client</i>
8. Submit OR for attachment to permit and forward to OBO Chief	15 minutes	Philippe Andrew Soliguen <i>Crafts and Trade Helper</i> Gene Ortega <i>Casual</i>
9. Approval of fencing permit	10 minutes	Engr. Nestor Velez <i>Acting Department Head</i> OBO
10. Release of fencing permit	30 minutes	Philippe Andrew Soliguen <i>Crafts and Trade Helper</i> Gene Ortega <i>Casual</i>

IV. ISSUANCE OF DEMOLITION PERMIT

ABOUT THE SERVICE: This permit second prior to dismantling/removal of the structure.

REQUIREMENTS:

- Demolition Permit forms(5 copies)
- Sketch plan/lot plan showing the area to be demolished
- Transfer Certificate of Title (TCT) showing that the applicant is the owner of the building to be demolished
- Latest Tax Declaration
- Latest Tax Receipt
- Site verification if all provisions are complied

FEES/CHARGES: All fees are prescribed in the Revised IRR of P.D. 1096 or the National Building Code.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Secure application form and complete all requirements.	15 minutes	Philippe Andrew Soliguen <i>Crafts and Trade Helper</i> Flureen Juness Lomillo <i>Clerk III</i> Michael Lim <i>Records Officer II</i>

2. Submit the duly accomplished application form with the complete requirements.	20 minutes	<p>Engr. Cary Memoria Engineer III</p> <p>Engr. Isaac Tipsay, Jr. Engineer II</p>
3. Plans & specifications are to be evaluated if it is conforms to the technical requirements of the National Building Code and other applicable laws.	1 hour	<p>Engr. Cary Memoria Engineer III</p> <p>Arch. Sharon Gayanelo Architect III</p> <p>Engr. Isaac Tipsay, Jr. Engineer II</p>
4. Order of payment prepared	15 minutes	<p>Julio Castro Building Inspector</p> <p>Reinhard Sayson Building Inspector</p>
5. Reviewed & recommendation for payment	10 minutes	<p>Engr. Cary Memoria Engineer III</p>

6. Approval of Order of Payment	10 minutes	<p>Engr. Nestor Velez Acting Department Head OBO</p>
7. Bring order of payment and pay to the City Treasurer's Office, receive official receipt and return to OBO		<p>Client</p>

8. Submit OR for attachment to permit and forward to OBO Chief	15 minutes	<p>Philippe Andrew Soliguen Crafts and Trade Helper</p> <p>Gene Ortega Casual</p>
9. Approval of demolition permit	10 minutes	<p>Engr. Nestor Velez Acting Department Head OBO</p>
10. Release of demolition permit	30 minutes	<p>Philippe Andrew Soliguen Crafts and Trade Helper</p> <p>Gene Ortega Casual</p>

V. ISSUANCE OF A CERTIFICATE OF ANNUAL INSPECTION

ABOUT THE SERVICE: All buildings except residential buildings are subject to annual inspection after 1 year of occupancy to determine their architectural presentation, structural stability, electrical safety, mechanical safety, sanitary requirements and compliance to BP 344/RA 7277.

The issuance of Annual Safety Inspection certificate is required before a building is granted occupancy for renewal of business permit.

REQUIREMENTS:

- Granted previously occupancy permit
- Existence of business
- Business Permit
- Sketch of location

FEES/CHARGES: All fees are prescribed in the Revised IRR of P.D. 1096 or the National Building Code.

HOW TO AVAIL OF THE SERVICE:

STEPS	Time Frame	Person/s In Charge
<p>1. Secure Notice of Inspection, proceed to the Office of the Building Official and fill-up the request form and submit the same to the Inspector for inspection of business establishments and provide other information such as sketch of location. Take note of the inspection schedule</p>	<p>15 minutes</p>	<p>Client Briefing:</p> <p>Orlando Dalipe, Jr. <i>Division Head</i></p> <p>Edwin Anas Adeline Magno Jennifer Talento Arnel Sobrevilla Aaron Raphael Ang</p> <p>Jude Petros Tan Edwin Arimas Antonio Y. Villaflor III</p>

<p>2. Group on-site inspection (at Central, North and South Areas) is conducted by technical section heads assisted by Building Inspectors. Division Head for Annual Inspection may tag along for big projects, as needed. Client must be present during inspection.</p>	<p>½ day</p>	<p>Technical Section Heads:</p> <p>Jerome Mariveles <i>Architectural Presentability/ BP344</i></p> <p>Mariles Nicolasora <i>Structural Stability</i></p> <p>Glenda Pajes <i>Sanitary/Plumbing</i></p> <p>Edwin Anas <i>Electrical Safety</i></p> <p>Jose dela Cruz <i>Mechanical Safety</i></p> <p>Building Inspectors:</p> <p>Julio Castro <i>Building Inspector</i></p> <p>Reinhard Sayson <i>Building Inspector</i></p> <p>Jose Maria Makilan <i>Building Inspector</i></p> <p>Isidro Sun, Jr. <i>Engineer II</i></p>
<p>3. If deficiencies are noted, client should comply and submit necessary documents to the Office of the Building Official.</p>		<p>Client</p>
<p>4. If no deficiencies are noted, client is asked to choose whether he would prefer to pick up his billing by a specific date of his choice or will the same be delivered to him within the next 3 working days.</p>	<p>20 minutes</p>	<p>Inspectors:</p>
<p>5. Preparation of Notice of Billing and Order of Payment</p>	<p>20 minutes</p>	<p>Inspectors:</p>

6. Notice of Billing and Order of Payment are reviewed by Division Head prior to routing for approval of Head Office.	10 minutes	Orlando Dalipe, Jr. <i>Engineer IV</i> <i>Division Head</i>
7. Approval of Notice of Billing and Order of Payment.		Engr. Nestor Velez <i>Acting Department Head</i> <i>OBO</i>
8. Secure and bring Notice of Billing and Order of Payment to City Treasurer's Office, New Government Center and receive official receipt and return to OBO	15 minutes	Client
9. Client submits OR to clerk for the preparation of Certificate of Annual Inspection necessary for the signing of the business permit application	½ day	Adeline Magno/ Jennifer Talento
10. Releasing	30 minutes	Adeline Magno/ Jennifer Talento

VI. ISSUANCE OF A TEMPORARY ELECTRICAL PERMIT AND PERMIT FOR TEMPORARY SERVICE CONNECTION

ABOUT THE SERVICE: Installation/Reconnection of temporary lighting facilities such as perimeter and construction lightings, residential structures (such as shanties, and traditional family dwellings) and other temporary structures are subject to the issuance of corresponding electrical permit in order for CENECO to provide the electrical connection.

REQUIREMENTS:

- Authority from the land owner if the structure is on a private lot
- Photocopy of Transfer Certificate of Title
- Certification from the barangay captain that the structure is on a public property and not located on a danger zone
- Sketch of location
- A duly accomplished electrical permit application duly signed by a registered Master electrician/Electrical Engineer
- Photocopy of the approved building permit for applications involving perimeter and construction lightings

FEES/CHARGES: All fees are prescribed in the Revised IRR of P.D. 1096 or the National Building Code.

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Secure an application for Temporary Electrical Permit and Permit for Temporary Service Connection	15 minutes	Rhomar Villarosa <i>Staff</i> Mark Anthony Aligarbes <i>Clerk III</i> Alexander Manual <i>Electrical Inspector</i> Engr. Edwin Anas <i>Engineer I</i>
2. Accomplish all the requirements before returning the application to the office		Client
3. Evaluation and verification of the documents submitted	15 minutes	Engr Orlando Dalipe, Jr. <i>Engineer IV</i> Engr. Jeffrey Bravo <i>Engineer III</i> Engr. Edwin Anas <i>Engineer I</i> Mr. Alexander Manual <i>Electrical Inspector</i> Reggie Celis
4. Site inspection if the documents complies with all the requirements, if the application and site complies to the provisions of existing Philippine Electrical Code, an order of payment will be issued	½ day	Engr. Edwin Anas <i>Engineer I</i> Mr. Alexander Manual <i>Electrical Inspector</i> Julio Castro <i>Building Inspector</i> Reinhard Sayson <i>Building Inspector</i>

<p>5. Review and issuance of order of payment.</p>	<p>15 minutes</p>	<p>Engr. Jeffrey Bravo Engineer III</p> <p>Engr Orlando Dalipe, Jr. Engineer IV</p> <p>Engr. Nestor Velez Acting Department Head OBO</p>
<p>6. Get the issued order of payment and proceed to the City Treasurer's Office for payment and return to OBO for issuance of Temporary Electrical Permit and Permit for Temporary Service Connection</p>		<p>Client</p>
<p>7. Approval of Temporary Electrical Permit and Permit for Temporary Service Connection</p>	<p>1 hour</p>	<p>Reggie Celis</p> <p>Mr. Alexander Manual Electrical Inspector</p> <p>Engr. Edwin Anas Engineer I</p> <p>Engr. Jeffrey Bravo Engineer III</p> <p>Engr Orlando Dalipe, Jr. Engineer IV</p> <p>Engr. Nestor Velez Acting Department Head OBO</p>
<p>8. Approved Temporary Electrical Permit and Permit for Temporary Service Connection to be officially forwarded to CENECO</p>	<p>½ day</p>	<p>Mark Anthony Aligarbes Clerk III</p>