



OFFICE OF THE BUILDING OFFICIAL (OBO) Bacolod City

- I. **MANDATE:** 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.
- II. **VISION:** To be a department that meets the shortest time in processing and approving permits.
- III. **MISSION:** To be able to give the citizens of Bacolod, trust and confidence as for the safety of their health, life and property by making sure that the minimum standards and requirements set by the National Building Code and its implementing rules and regulations (PD 1096) be carried out fully to all its buildings and structures thus regulate and control their location, site, design, quality of materials, constructive use, occupancy and maintenance.

Location: 2nd Floor South Wing- Bacolod City Government Center

Telephone Number: (034) 433- 8286

Email Address: bldngofficial@gmail.com

GENERAL SERVICES:

1. Issuance of Building Permit
2. Issuance of Occupancy Permit
3. Issuance of Fencing Permit
4. Business Permit Clearance and Issuance of Certificate of Annual Inspection
5. Issuance of a Temporary Electrical Permit and Permit for Temporary Service Connection
6. Issuance of Minor Permits (Demolition, Signage, Excavation)

1. Issuance of Building Permit

A building permit is required prior to the construction, erection, alteration, 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.

Office or Division:	Permits Processing and Enforcement Division	
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical	
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ City Planning and Development Office - for Zoning Clearance 		<ul style="list-style-type: none"> • OBO • ROD • City Assessor's Office • Land Tax • CPDO • BFP • Department of Labor and Employment (Optional) • Environmental Management Bureau • Air Transportation Office • Philippine Tourism Authority • DRRMO

- 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.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Secure Building Permit Application form with the list of requirements, including routing <i>*Secure clearances from other agencies.</i>	1. OBO provides set of forms with checklist. .	None	5 minutes	Philippe Andrew S. Soliguen Crafts and Trade Helper
2 Secure Fire endorsement to acquire Fire Safety Evaluation Clearance from the Bureau of Fire Protection.	2. OBO issues fire endorsement.	None	5 minutes	Maritess P. Abeto Clerk II
3 Submit duly accomplished application form including building requirements with complete clearances for verification and proper evaluation. Plans and specifications are to be assessed if they conform to the technical requirements of the National building code and other applicable laws and ordinances.	3.1. OBO accepts application and evaluates completeness of documents. <i>*Incomplete documents will be returned to the clients.</i>	Refer to table below (Table I.)	10 days	Archt. Sharon D. Gayanelo Architect III (Architectural & BP344) Engr. Jeffrey B. Bravo Engineer III (Electrical) Engr. Reinhard T. Sayson Bldg. Inspector (Sanitary/ Plumbing) Engr. Mary Jo Rosal Engineer I (Structural) Engr. Brian A. Javellana Engr. I (Mechanical) Insp. Julio C. Castro

	3.2. Section Heads verify and evaluate the application. <i>* If found not compliant at any technical section, the whole batch is returned to client for compliance with deficiencies, and his eventual resubmission.</i>			Bldg. Inspector (Lines & Grades) Insp. Jose Maria F. Makilan Building Inspector
	3.2. If the application and supporting documents are found to be in order and has complied with all the requirements, computation sheet/plan will be routed to the technical sections for signature and assessment. <i>*All Fees implemented by the technical team are prescribed in the Revised IRR of P.D. 1096 or the National Building Code.</i>			
	3.3. Order of payment will be prepared.			
4 Client proceeds to City Treasurer's Office, present the order of payment, pay prescribed fees/s and receive official receipt (O.R.) and return to OBO	4.1 Original Official receipt to be attached and recorded in the application form	None	5 days	Engr. Isidro C Sun, Jr. Officer- In- Charge OBO Flureen Juness T. Lomillo Clerk III Philippe Andrew S. Soliguen Crafts and Trade Helper
	4.2. Final approval of Building Permit including ancillary permits once payment is done.			
	4.3. Release of Building permit including ancillary permits (Electrical, Sanitary and Mechanical permits).			

4.1. Client claims released permit				
TOTAL		Refer to table below	15 days and 10 minutes	

TABLE I.

NEW SCHEDULE OF FEES AND OTHER CHARGE

1. Bases of assessment
 - a. Character of occupancy or use of building/ structure
 - b. Cost of construction
 - c. Floor area
2. Regardless of the type of construction, the cost of construction of any building/ structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.1. On fixed Cost of Construction Per Sq. Meter

LOCATION	GROUP		
All cities/ Municipalities	A, B, C, D, E, G, H, & I	F	J
	P10,000	P8,000	P6,000

2. **Construction/addition/ renovation/ alteration of building/ structures under Group/s and Sub-division shall be assessed as follows:**

Building/ Structures Fees

a	Division A-1 Area in sq. meter		Fee, (P) Per sq. m.
	i)	Original complete construction up to 20.00 sq. meter -	2.00
	ii)	Additional/ renovation/ alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
	iii)	Above 20.00 sq. meters to 50.00 sq. meters -	3.40
	iv)	Above 50.00 sq. meters to 100.00 sq. meters -	4.80
	v)	Above 100.00 sq. meters to 150.00 sq. meters -	6.00
	vi)	Above 150.00 sq. meters-	7.20

Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor Area = 75.00 Sq M.

Therefore area bracket is 3.a.iv.

Fee = P4.80/ Sq M.

Building fee = 75.00 x 4.80 = P360.00

Buildings/Structures Fees

b	Division A-2		Fee (P) Per sq. m.
	Area in sq. meters		
	i)	Original complete construction up to 20.00 sq. meters -	3.00
	ii)	Additional/ renovation/ alteration up to 20.00 sq. meters regardless of floor area of original construction -	3.40
	iii)	Above 20.00 sq. meters to 50.00 sq. meters -	5.20
	iv)	Above 50.00 sq. meters to 100.00 sq. meters -	8.00
c	v)	Above 150.00 sq. meters	8.40
	Division B-1/C-1/E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 1, 2, 3, 4/ I-1 & J-1, 2, 3.		Fee (P) Per sq m.
	i)	Up to 500	23.00
	ii)	Above 500 to 600	22.00
	iii)	Above 600 to 700	20.50
	iv)	Above 700 to 800	19.05
	v)	Above 800 to 900	18.00
	vi)	Above 900 to 1,000	17.00
	vii)	Above 1,000 to 1,500	16.00
	viii)	Above 1,500 to 2,000	15.00
	ix)	Above 2,000 to 3,000	14.00
	x)	Above 3,000	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample computation for Building Fee for a building having a floor area of 3,200 sq. meters:

First 500 sq. m @ 23.00 --- P11, 500.00
 Next 100 sq. m @ 22.00 --- 2,200.00
 Next 100 sq. m @ 20.50 --- 2,050.00
 Next 100 sq. m @ 19.50 --- 1,950.00
 Next 100 sq. m @ 18.00 --- 1,800.00
 Next 100 sq. m @ 17.00 --- 1,700.00
 Next 500 sq. m @ 16.00 --- 8,000.00
 Next 500 sq. m @ 15.00 --- 7,500.00
 Next 1000 sq. m @ 14.00 --- 14,000.00
 Last 200 sq. m @ 12.00 --- 2,000.00

 Total Building Fee – P53,100.00

Building/ Structure fees

d	Division C-2/ D-1, 2, 3	Fee, (P)
	Area in sq. meters	Per sq m.
i)	Up to 500 -	12.00
ii)	Above 500 to 600 -	11.00
iii)	Above 600 to 700 -	10.20
iv)	Above 700 to 800 -	9.60
v)	Above 800 to 900 -	9.00
vi)	Above 900 to 1,000 -	8.40
vii)	Above 1,000 to 1,500 -	7.20
viii)	Above 1,500 to 2,000 -	6.60
ix)	Above 2,000 to 3,000 -	6.00
x)	Above 3,000 -	5.00
E	Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3.d.)	Fee, (P) As stated

NOTE: Computation of the Building Fee in item 3.d. follows the example of section 3.c. of this schedule.

3. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial, and industrial structures.

a	Total Connected Load, (kVA)		Fee, (P)
	i)	5 kVA or less -	200.00
	ii)	Over 5 kVA to 50 kVA -	200.00 + 20.00/ kVA
	iii)	Over 50 kVA to 300 kVA -	1,000.00 + 10.00/ kVA
	iv)	Over 300 kVA to 1,500 kVA -	3,600.00 + 5.00/ kVA
	v)	Over 1,500 kVA to 6,000 kVA -	9,600.00 + 2.50/ kVA
	vi)	Over 6,000 kVA -	20,850.00 + 1.25/ kVA

NOTE: Total Connected Load as shown in the load schedule

b	Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity (Kva)		Fee, (P)
	i)	5 kVA or less -	40.00
	ii)	Over 5 kVA to 50 kVA -	40.00 + 4.00/ kVA
	iii)	Over 50 kVA to 300 kVA -	220.00 + 2.00/ kVA
	iv)	Over 300 kVA to 1,500 kVA -	720.00 + 1.00/ kVA
	v)	Over 1,500 kVA to 6,000 kVA -	1,920.00 + 0.50/ kVA
	vi)	Over 6,000 kVA -	4,170.00 + 0.25/ kVA

NOTE: Total transformer/ UPS/ Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/ applicant as shown in the electrical plans and specifications.

c	Pole/ Attachment Location Plan Permit		Fee, (P)
	i)	Power Supply Pole Location	30.00/ pole
	ii)	Guying Attachment	30.00/ attachment

This applies to designs/ installation within the premises.

d	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of wiring Permit:		
	Use or Character of Occupancy	Electric Meter	Wiring Permit
	Residential	P15.00	P15.00
	Commercial/ Industrial	P60.00	P36.00
	Institutional	P30.00	P12.00
e	Formula for Computation Fees; The Total Electric Fees shall be the sum of Section 4.a. to 4.d. of this Rule.		
f	Forfeiture of Fees If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/ or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.		

4. Mechanical Fees

a	Refrigeration, Air Conditioning and Mechanical Ventilation:		Fee, (P)
	i)	Refrigeration (cold storage), per ton or fraction thereof -	40.00
	ii)	Ice Plants, per ton or fraction thereof -	60.00
	iii)	Packaged/ Centralized Air Conditioning Systems up to 100 tons, per tons -	90.00
	iv)	Every ton or fraction thereof above 100 tons -	40.00
	v)	Window type air conditioners, per unit -	60.00
	vi)	Mechanical Ventilation, per Kw or fraction thereof of blower or fan, or metric equivalent -	40.00
	vii)	In a series of AC/ REF system located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/ inspection fees, and shall not be considered individually.	As stated

For evaluation purposes:

For Commercial/ Industrial Refrigeration without Ice Making (refer to 5.a.i.):

1.10 kW per ton, for compressor up to 5 tons capacity,
 1.00 kW per ton, for compressor above 5 tons up to 50 tons capacity,
 0.97 kW per ton, for compressor above 50 tons capacity.

For Ice making (refer to 5.a.ii.)

3.50 Kw per ton, for compressor up to 5 tons capacity,
 3.25 kw per ton, for compressor up above 5 up to 50 tons capacity,
 3.00 kw per ton, for compressor above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.)

0.90 kw per ton, for compressors 1.2 to 5 tons capacity
 0.80 kw per tons, for above 5 up to 50 tons capacity,
 0.70 kw per ton, for compressor above 50 tons capacity.

b	Escalator and Moving Walks, Funiculars and the like:		Fee, (P)
	i)	Escalator and moving walk, per kw or fraction thereof -	10.00
	ii)	Escalator and moving walks up to 20.00 lineal meters or fraction thereof -	20.00
	iii)	Every lineal meter or fraction there at in excess of 20.00 lineal meters -	10.00
	iv)	Funicular, per kw or fraction thereof –	200.00
		a) Per lineal meter travel -	20.00
	v)	Cable car, per kW or fraction thereof-	40.00
		a) Per lineal meter travel -	5.00
c	Elevators, per unit:		Fee, (P)
	i)	Motor driven dumbwaiters -	600.00
	ii)	Construction elevators for materials -	2,000.00
	iii)	Passenger elevators -	5,000.00
	iv)	Freight elevators -	5,000.00
	v)	Car elevators -	5,000.00
d	Boilers, per kw:		Fee, (P)
	i)	Up to 7.5 kw -	500.00
	ii)	Above 7.5 kw to 22 kw -	700.00

	iii)	Above 22 kw to 37 kw -	900.00
	iv)	Above 37 kw to 52 kw -	1,200.00
	v)	Above 52 kw to 67 kw -	1,400.00
	vi)	Above 67 kw to 74 kw -	1,600.00
	vii)	Every kw or fraction thereof above 74 kw -	5.00

NOTE:

- a. Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler Kw.
- b. Steam from this boiler used to propel any prime-mover is exempted from fees.
- c. Steam engines/ turbines/ etc. propelled from geothermal source will use the same schedule of fees above.

e	Pressurized water heater, per unit -		Fee, (P) 200.00
f	Water, sump and sewage pumps for commercial/ industrial use, per kw or fraction thereof -		Fee, (P) 60.00
g	Automatic fire sprinkler system, per sprinkler head -		Fee, (P) 4.00
h	Diesel/ Gasoline ICE, Steam, Gas Turbine/ Engine, Hydro, Nuclear or Solar Generating Units and like, per Kw:		Fee, (P)
	i)	Every kw up to 50 kw	25.00
	ii)	Above 50 kw up to 100 kw -	20.00
	iii)	Every kw above 100 kw	3.00
i	Compressed Air, Vacuum, Commercial, Institutional and/ or Industrial Gases, per outlet -		Fee, (P) 20.00
j	Gas Meter, per unit -		Fee, (P) 100.00
k	Power piping for gas/ steam/ etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher -		Fee, (P) 4.00

l	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixed, compressors and the like, not registered with the LTO, per kw:		Fee, (P)
	i)	Up to 50 kW -	10.00
	ii)	Above 50 kW to 100 kW -	12.00
	iii)	Every kw above 100 kw or fraction thereof -	3.00
m	Pressure Vessels, per cu. meter or fraction thereof -		Fee, (P) 60.00
n	Other Machinery/ Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kw or fraction thereof -		Fee, (P) 60.00
o	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/ or exhaust duct works and the like, per lineal meter or fraction thereof -		Fee, (P) 10.00
p	Weighing Scale Structure, per ton or fraction thereof -		Fee, (P) 50.00
NOTE: Transfer of machine/ equipment location within a building requires a mechanical permit and payment of fees.			

5. Plumbing Fees

a	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT"		
b	Every fixture in excess of one unit:		
	i)	Each water closet	7.00
	ii)	Each floor drain	3.00
	iii)	Each sink	3.00
	iv)	Each lavatory	7.00
	v)	Each faucet	2.00
	vi)	Each shower head	2.00
c	Special Plumbing Fixtures:		Fee, (P)

	i)	Each slop sink	7.00
	ii)	Each urinal	4.00
	iii)	Each bath tub	7.00
	iv)	Each grease trap	7.00
	v)	Each grease trap	7.00
	vi)	Each bidet	4.00
	vii)	Each dental cuspidor	4.00
	viii)	Each gas-fired water heater	4.00
	ix)	Each drinking fountain	2.00
	x)	Each bar or soda fountain sink	4.00
	xi)	Each laundry sink	4.00
	xii)	Each laboratory sink	4.00
	xiii)	Each fixed-type sterilizer	2.00
d	Each water meter		Fee, (P)
			2.00
	i)	12 to 25 mm diameter	8.00
	ii)	Above 25 mm diameter	10.00
e	Construction of septic tank, applicable in all Groups		Fee, (P)
	i)	Up to 5.00 cu. meter of digestion chamber	24.00
	ii)	Every cu. meter or fraction thereof in excess of 5.00 cu. meters -	7.00

6. Electronic Fees

Pay Items Description		Fee, (P)
a	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/ wireless telephone and communication systems, intercommunication system and other type of switching/ routing/ distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/ forms of wired or wireless communications.	2.40 Per port

b	Broadcast station for radio and TV for both headed, transmitting/ receiving/ relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/ or maintenance centers, call centers, cell sites, equipment silos/ shelters and other similar locations/ structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/ vehicle location.	1,000.00 Per port Cont'd
c	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/ equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoor or outdoors.	10.00 Per unit
d	Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected.	2.40 Per outlet
e	Station/ terminal/ control point/ port/ central or remote panels/ outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.) electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/ background, music/ paging/ conference systems and the like, CATV/ MATV/ CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically controlled installations whether a user terminal is connected.	2.40 Per Termination
f	Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/ video reproduction/ simulation and similar activities.	1,000.00 Per location
g	Antenna towers/ mast or other structures for installation of any electronic and/ or communications transmission/ reception.	1,000.00 Per structure
h	Electronic or electronically-controlled indoor and outdoor signages and display system, including TV monitors, multi-media signs, etc.	50.00 Per Unit
i	Poles and attachment:	

	i) Per Pole (to be paid by pole owner)-	20.00
	ii) Per attachment (to be paid by any entity who attaches to the pole of others)-	20.00
j	Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above.	50.00 Per unit

7. Accessories of the Building/ Structure Fees

Pay Items Descriptions		Fee, (P)
a	All parts of the buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).	As stated
b	Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0,25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.	As stated
c	Banks and Records Vaults with interior volume up to 20.00 cu. meters-	20.00
	i) In excess of 20.00 cu. meters	8.00
d	Swimming Pools, per cu. meters or fraction thereof	
	i) GROUP A Residential	3.00
	ii) Commercial/ Industrial Groups B, E, F, and G	36.00
	iii) Social/ Recreational/ Institutional GROUPS C, D, H, and I	24.00
	iv) Swimming pools improvised from local indigenous materials such as rocks, stones and or small boulders and with plain cement flooring shall be charged 50% of the above (GROUPS') rates	As stated
	v) Swimming pool shower rooms/ locker rooms:	
	(a) Per Unit or fraction thereof	60.00
	(b) Residential Group A - - -	
	(c) GROUP B, E, F and G - - -	6.00
	(d) GROUP C, D and H	18.00

			12.00
e	Construction of firewalls separate from the building		(P)
	i)	Per sq. meter or fraction thereof	3.00
	ii)	Provided that the minimum fee shall be -	48.00
f	Construction/ Erection of towers: Including Radio and TV towers, water tank supporting structures and the like (By Use or Character of Occupancy)		Fee (P)
	i)	Single detached dwelling units;	
		(a) Self Supporting - -	500.00
		(b) Trilon (Guyed) - -	150.00
	ii)	Commercial/ Industrial (GROUPS B, E, F and G) up to 10.00 meters in height;	
		(a) Self Supporting - - & every meter or fraction in excess of 10.00 meters - -	2,400.00
		(b) Trilon (Guyed) - - & every meter or fraction in excess of 10.00 meters - -	120.00
			240.00
			12.00
	iii)	Education/ Recreational/ Institutional GROUPS C, D, H and I up to 10.00 meters in height;	
		(a) Self Supporting - - & every meters or fraction in excess of 10.00 meters - -	1,800.00
		(b) Trilon (Guyed) - - & every meters or fraction in excess of 10.00 meters - -	120.00
			120.00
			12.00
g			
	i)	Every meter or fraction thereof in excess of 10.00 meters - -	150.00
	ii)	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule -	As stated
h	Construction of Smokestacks and Chimneys for Commercial/ Industrial Use Groups B, E, F and G.		(P)

	i)	Smokestacks, up to 10.00 meters in height, measured from the base-	240.00
		(a) Every meter or fraction thereof in excess of 10.00 meters - - -	12.00
	ii)	Chimney up to 10.00 meters in height, measured from the base -	48.00
		(a) Every meter or fraction thereof in excess of 10.00 meters - - -	2.00
i		Construction of Commercial/ Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas - - -	48.00
j		Construction of Industrial Kiln/ Furnace per meter or fraction thereof of volume - - -	12.00
k		Construction of reinforced concrete or steel tank above ground GROUPS A and B, up to 2.00 cu. meters - - -	12.00
	i)	Every cu. m or fraction thereof in excess of 2.00 cu. meters - - -	12.00
	ii)	For all other than Groups A and B up to 10.00 cu. meters	480.00
		(a) Every cu. meter or fraction thereof in excess of 10.00 cu. m - -	24.00
l		Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume - - -	7.00
m		Construction of reinforced concrete or steel tanks except for Commercial/ Industrial Use;	(P)
	i)	Above ground up to 10.00 cu. meters - - -	480.00
		(a) Every cu. m or fraction thereof in excess of 10.00 cu. meters -	48.00
	ii)	Underground up to 20.00 cu. meters - - -	540.00
		(a) Every cu. meters or fraction thereof in excess of 20.00 cu. m	24.00
n		Pull-outs and Re-installation of Commercial/ Industrial Steel Tanks;	(P)
	i)	Underground per cu. meter or fraction thereof of excavation - -	3.00
	ii)	Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tanks -	3.00
	iii)	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.	As stated

o	Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area;	(P)
	i) Construction of permanent type - -	10.00
	ii) Construction of temporary type - -	5.00
	iii) Inspection of knock-down temporary type, per unit -	24.00
p	Construction of buildings and other accessory structures within cemeteries and memorial parks;	(P)
	i) Tombs, per sq. meter of covered ground areas - - -	5.00
	ii) Semi-enclosed mausoleums whether canopied or not per sq. meter of built-up area - - -	5.00
	iii) Totally enclosed mausoleums, per sq. meter of floor area - - -	12.00
	iv) Totally enclosed mausoleums, per sq. meter of floor area - - -	5.00
	v) Columbarium, per sq. meter	18.00

8. Issuance of Occupancy Permit

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 changes in the existing use or occupancy classification of a building structure or any portion thereof.

Office or Division:	Permits Processing and Enforcement Division	
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical	
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Civil/Structural ○ Plumbing/Sanitary ○ Electrical ○ Mechanical 		<ul style="list-style-type: none"> • OBO • BFP

<ul style="list-style-type: none"> • Electronic (if needed) • Fire Safety Inspection Certificate • Logbook duly accomplished • Picture showing posting of Occupancy Permit number and date issued on site 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Occupancy Permit Application form with the list of requirements, including routing slip.	1. OBO provides set of forms with checklist.	None	5 minutes	Philippe Andrew S. Soliguen Crafts and Trade Helper
2. Secure Fire endorsement to acquire Fire Safety Inspection Certificate from the Bureau of Fire Protection.	2. OBO issues fire endorsement.	None	5 minutes	Maritess P. Abeto Clerk II
3. Submit occupancy application with complete supporting documents.	3.1 Upon receipt, documents submitted are verified. <i>* If incomplete, application is returned to client right away for completion or correction</i>	Refer to table below <i>* Surcharge applies if construction and installation preceded the application for building and occupancy permit.</i>	7 days	Archt. Sharon D. Gayanelo Architect III (Architectural & BP344) Engr. Jeffrey B. Bravo Engineer III (Electrical) Engr. Reinhard T. Sayson Bldg. Inspector (Sanitary/ Plumbing) Engr. Mary Jo Rosal Engineer I (Structural)
	3.2 Once application is verified and deemed complete. A schedule for a group on-site inspection is set. <i>*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.</i>	Surcharge: (occupancy fee x 2 = Total occupancy fee)		

	3.3 Once inspected, preparation and signing of Certificate of Final Inspection and Occupancy follows.			Engr. Brian A. Javellana Engr. I (Mechanical)
	3.4 An order of payment is prepared if all requirements had been complied.			Insp. Julio C. Castro Bldg. Inspector (Lines & Grades)
				Insp. Jose Maria F. Makilan Building Inspector
				Flureen Juness T. Lomillo Clerk III
4. Client proceeds to City Treasurer's Office, present the order of payment, pay prescribed fees/s and receive official receipt (O.R.) and return to OBO 4.1 Client claims released permit	4.1 Original Official receipt to be attached and recorded in the application form	None	8 days	Engr. Isidro C Sun, Jr. Officer- In- Charge OBO
	4.2. Final approval of Occupancy Permit.			Flureen Juness T. Lomillo Clerk III
	4.3. Release of Occupancy permit.			
	4.4. Electrical permit, Certificate of Electrical Inspection together with the approved Electrical plans will be officially transmitted to CENECO			
				Mark Anthony P. Aligarbes Clerk III
				Philippe Andrew S. Soliguen Crafts and Trade Helper
TOTAL		Refer to table below	15 days and 10 minutes	

Certificates of Use or Occupancy (Table II.G.1. for fixed costing)

a	Division A - 1 and A – 2 Buildings:		Fee (P)
	i)	Costing up to P150,000.00 - -	100.00
	ii)	Costing more than P150,000.00 up to P400,000.00	200.00
	iii)	Costing more than P400,000.00 up to P850,000.00	400.00
	iv)	Costing more than P850,000.00 up to P1,200,000.00-	800.00
	v)	Every Million (P1,000,000.00) or portion thereof in excess of P1,200,00.00 -	800.00
b	Divisions B - 1 / E - 1 , 2 , 3 / F - 1 / G - 1 , 2 , 3 , 4 , 5 / H - 1 , 2 , 3 , 4 / and 1-1 Buildings :		Fee (P)
	i)	Costing up to P150,000.00 - -	200.00
	ii)	Costing more than P150,000.00 up to P400,000.00-	400.00
	iii)	Costing more than P400,00.00 up to P850,000.00 -	800.00
	iv)	Costing more than P850,000.00 up to P1,200,000.00 -	1,000.00
	v)	Every million (P1,000,000.00) or portion thereof in excess of P1,200,000.00	1,000.00
C	Divisions C - 1 , 2 / D - 1 , 2 , 3 Buildings :		Fee (P)
	i)	Costing up to P150,000.00	150.00
	ii)	Costing more than P150,000.00 up to P400,00.00	250.00
	iii)	Costing more than P400,00.00 up to P850,000.00 -	600.00
	iv)	Costing more than P850,000.00up to P1,200,000.00 - -	900.00
	v)	Every Million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - -	900.00
d	Division J - I Buildings/ structures:		Fee (P)
	i)	With floor area up to 20.00 sq . meters	50.00
	ii)	With floor area above 20.00 sq . m . up to 500.00 sq meters - -	240.00
	iii)	With floor area above 500.00 sq . m . up to 1,000.00 sq . m	360.00

	iv)	With floor area above 1,000.00 sq . m . up to 5,000.00 sq . m . - -	480.00
	v)	With floor area above 5,000.00 sq . m . up to 10,000.00 sq . m. - - (a) With floor are above 10,000.00 sq. meters -	2,000.00 2,400.00
e		Division J - 2 Structures :	Fee (P)
	i)	Garages , carports , balconies , terraces , lanais and the like : 50 % of the rate of the principal building of which they are accessories.	As stated
	ii)	Aviaries , aquariums , zoo structures and the like : same rates as for Section 10.d. above -	As stated
	iii)	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows: (a) First 10.00 meters of height nd from the ground – (b) Every meter or fraction thereof in excess of 10.00 meters	800.00 50.00
f		Change in Use / Occupancy, per sq. meter or fraction thereof of area affected - - -	Fee (P) 5.00

ERRATA

Item

3. Construction/addition/renovation/alteration of buildings/structures under Group and Sub-Divisions shall be assessed as follows:

B. division A-2

Area in square meters

Per sq.m.

- i) Original complete construction
Up to 20 sq.m.----- -3.00
- ii) Additional/renovation/alteration
Up to 20 sq.m regardless of floor
Area of original construction-----3.40
- iii) Above 20,00 sq.m. to 50.00 Sq.m.----- 5.20

- iv) Above 50.00 sq.m. to 100.00 ----- 6.80
- v) Above 100.00 to 150.00 sq.m.---- - - - - 8.00
- vi) Above 150 sq.m. -----8.40

Item 5. Mechanical Fees

a. Refrigeration, air conditioning and mechanical ventilation.

- i) Refrigeration (cold storage),
Per ton or fraction thereof-----40.00
- ii) Ice plants. Per ton or fraction thereof-----60.00
- iii) Package centralized air Conditioning systems:
up to 100 tons, per ton-----90.00
- iii.1) every ton or fraction
thereof above 100 tons-----40.00
- iv) Window type air conditioners Per unit, -----60.00
- v) Mechanical ventilation, per KW or fraction thereof of blower
or fan or metric equivalent-----40.00
- vi) In a series of AC/REF system located in one establishment, the total installed of
Refrigeration shall be used as the Basis of computation for purposes installation/
inspection Fees and shall not be considered Individually- -- -as stated

Item 6. Plumbing fees

- a. Installation fees, one (1) UNIT composed of one (1) water closet, two (2) floor drains, (1)
lavatory, one (1) sink with ordinary trap three (3) faucets and one (1) shower head. A
partial part thereof shall be charged as that of the cost of a whole UNIT -- ---24.00

Item 8. Accessories of the Building/Structure Fees

E .In excess of 20 sq. m or fraction thereof of paid areas intended for commercial/ industrial/
institutional use such as parking and side walk areas, gasoline station premises, skating rinks,
pelota court, tennis and basketball courts and the like.

Item 10. Certificates of Use or Occupancy

d. Division J-1 Buildings/ Structures

- i) With floor area up to 20.00 Sq.m. -----50.00
- ii) With floor area above 20 sq.m up to 500 Sq.m.----- 240.00
- iii) With floor area above 500 sq.m up to 1000 sq.m.----- 360.00
- iv) With floor area above 1000 Sq.m. up to 5000 sq.m.---480.00
- v) With the floor area above 5000 Sq.m. up to 10,000 sq.m.---- 1,200.00
- vi) With floor area above 10,000 Sq.m.-----2,400.00

3. Issuance of Fencing Permit

This permit shall be secured prior to construction of a fence.

Office or Division:	Permit Processing and Enforcement Division
----------------------------	---

Classification:	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> 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 structure is near creek, river or esteros (C.O. 335) secure: <ul style="list-style-type: none"> * Barangay Resolution * Sangguniang Panlungsod Resolution Picture showing posting of Fencing Permit number and date issued on site 		<ul style="list-style-type: none"> OBO ROD City Assessor's Office Land Tax 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Fencing Permit Application form with the list of requirements, including routing slip.	1. OBO provides set of forms with checklist.	None	5 minutes	Philippe Andrew S. Soliguen Crafts and Trade Helper
2. Submit application with complete supporting documents.	2.1 OBO accepts application and evaluates completeness of documents. <i>*Incomplete documents will be returned to the clients.</i> 2.2 Section Heads verify and evaluate the application.	Refer to table below	2 days	Arch. Sharon D. Gayanelo Architect III (Architectural & BP344) Engr. Mary Jo Rosal Engineer I (Structural)

	<p><i>* If found not compliant at any technical section, the whole batch is returned to client for compliance with deficiencies, and his eventual resubmission.</i></p> <p>2.3 If the application and supporting documents are found to be in order and has complied with all the requirements, computation sheet/plan will be routed to the technical sections for signature and assessment.</p> <p><i>*All Fees implemented by the technical team are prescribed in the Revised IRR of P.D. 1096 or the National Building Code.</i></p> <p>2.4 Order of payment will be prepared.</p>			<p>Insp. Julio C. Castro Bldg. Inspector (Lines & Grades)</p> <p>Insp. Jose Maria F. Makilan Building Inspector</p>
<p>3. Client proceeds to City Treasurer's Office, present the order of payment, pay prescribed fees/s and receive official receipt (O.R.) and return to OBO</p> <p>3.1 Client claims released permit</p>	<p>3.1 Original Official receipt to be attached and recorded in the application form</p> <p>3.2 Final approval of Fencing Permit.</p> <p>3.3 Release of Fencing permit.</p>	None	3 days	<p>Engr. Isidro C Sun, Jr. Officer- In- Charge OBO</p> <p>Flureen Juness T. Lomillo Clerk III</p> <p>Philippe Andrew S. Soliguen Crafts and Trade Helper</p>
TOTAL		Refer to table below	5 days and 5 minutes	

c	Fencing Fees	Fee (P)
----------	---------------------	---------

i)	Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof - - -	3.00
ii)	In excess of 1.80 meters in height, per lineal meter or fraction thereof - - -	4.00
iii)	Made of indigenous materials, barbed, chicken or hog wires, per lineal meter - -	2.40

4. Business Clearance and Issuance of Annual Inspection Certificate

All registered businesses except common carriers and tricycles are subject for approval annually to determine their architectural presentation, structural stability, electrical safety, mechanical safety and sanitary requirements in compliance to P.D. 1096 known as the National Building Code/ IRR, other referral codes and local ordinances.

Local Government Code exemption for annual inspection fee are businesses occupying government buildings, those offering medical and legal services ONLY, sari- sari stores and businesses in residence, stall, kiosk, food cart or those occupying temporary structures.

Office or Division:	Annual Inspection Division
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government
Who may avail:	All registered establishments (commercial, industrial, institutional and educational)
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> </div>	

<ul style="list-style-type: none"> Existence of business <p>❖ NEW APPLICATION:</p> <ul style="list-style-type: none"> Granted occupancy permit if occupying newly constructed, renovated or altered building or structure Contract of Lease - if renting; and a copy of Certificate of Annual Inspection from Lessor Affidavit of No Rental – if not renting <p>❖ RENEWAL:</p> <ul style="list-style-type: none"> Annual Inspection Billing with O.R. or Certificate of Annual Inspection of last year Last year approved mayor's permit and/or business clearance Sketch or vicinity map of location 		<ul style="list-style-type: none"> OBO BPLO 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After securing an application clearance from Business Permits and Licensing Office, submit with complete supporting documents in OBO	<p>1.1 Evaluation and verification of the documents submitted.</p> <p><i>*Latest Certificate Of Annual Inspection or Annual Inspection billing with official receipt should be of last year if present year's certificate is yet to be acquired. If annual inspection payment is more than a year ago, client is advised to request for inspection and current year's billing on top of previous year(s) sum unpaid.</i></p> <p>1.2 If application is exempted to annual fees, it is recorded and marked as Not Applicable (N/A)</p> <p><i>*In cases where business is subject for inspection prior to renewal period, secure sketch or vicinity map with business name, address, contact person and number.</i></p>	None	15 minutes	<p>Engr. Orlando G. Dalipe, Jr. Engineer IV</p> <p>Engr. Cary J. Memoria Engineer III</p> <p>Archt. Sharon D. Gayanelo Architect III</p> <p>Engr. Glenda E. Pajes Engineer II</p> <p>Engr. Edwin V. Anas Engineer I</p> <p>Flureen Juness T. Lomillo</p>

	<i>Business approved as new application is subject for regular inspection the following year.</i>			Clerk III Mark Anthony P. Aligarbes Clerk III
<p>2.1. OBO records new application with corresponding control number and clicks "approved" in the Business Electronic System for renewal.</p> <p><i>* Clearance to proceed to other offices concerned is given once all requirements are met.</i></p> <p>2.2. Once done with the evaluation and documents were found to be complete, client is advised to request for a schedule of regular inspection.</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.</p> <p><i>*Deficiencies noted in the Inspection report should be complied by the client.</i></p>	None	3 days	<p>Engr. Orlando G. Dalipe, Jr. Engineer IV</p> <p>Engr. Cary J. Memoria Engineer III</p> <p>Archt. Sharon D. Gayanelo Architect III</p> <p>Engr. J. Antonio J. Guinanao Engineer III</p> <p>Engr. Glenda E. Pajes Engineer II</p> <p>Engr. Isaac L. Tipsay Jr. Engr. II</p> <p>Engr. Edwin V. Anas Engineer I</p>

<p>3. Client chooses whether to pick up annual billing on his available time or OBO will deliver the billing</p> <p><i>* If no deficiencies are noted or have complied with.</i></p>	<p>3.1 Preparation and issuance of Billing and Order of Payment</p>	<p>Refer to table below</p>	<p>3 days</p>	<p>Engr. Isidro C Sun, Jr. Officer- In- Charge OBO</p>
	<p>3.2 Billing and Order of Payment are reviewed by Division Head and approved by Head of Office.</p>			<p>Engr. Orlando G. Dalipe, Jr. Engineer IV</p> <p>Engr. Cary J. Memoria Engineer III</p> <p>Archt. Sharon D. Gayanelo Architect III</p> <p>Engr. J. Antonio J. Guinanao Engineer III</p> <p>Engr. Glenda E. Pajes Engineer II</p> <p>Engr. Isaac L. Tipsay Jr. Engr. II</p> <p>Engr. Edwin V. Anas Engineer I</p>
<p>4. Client proceeds to City Treasurer's Office, present the order of payment, pay prescribed fees/s and receive official receipt (O.R.) and return to OBO.</p>	<p>4.1. OBO receives a copy of the official receipt for reference in the preparation of Annual Inspection Certificate.</p>	<p>None</p>	<p>4 days</p>	<p>Engr. Isidro C Sun, Jr. Officer- In- Charge OBO</p>

<p><i>* Client is advised to bring a photocopy of official receipt</i></p> <p>4.1. Client brings official receipt of annual billing to claim the Annual Inspection Certificate.</p>				<p>Engr. Orlando G. Dalipe, Jr. Engineer IV</p> <p>Engr. Cary J. Memoria Engineer III</p> <p>Archt. Sharon D. Gayanelo Architect III</p> <p>Engr. J. Antonio J. Guinanao Engineer III</p> <p>Engr. Glenda E. Pajes Engineer II</p> <p>Engr. Isaac L. Tipsay Jr. Engr. II</p> <p>Engr. Edwin V. Anas Engineer I</p> <p>Flureen Juness T. Lomillo Clerk III</p> <p>Mark Anthony P. Aligarbes Clerk III</p>
	4.2. Preparation of Certificate of Annual Inspection and approval of technical section heads			
	4.3. Release of Annual Inspection Certificate.			
TOTAL		Refer to table below	10 days and 15 minutes	

Annual Inspection Fees

A	, Divisions A-I and A-2:	Fee (P)
---	--------------------------	---------

	i)	Single detached dwelling units and duplexes are not subject to annual inspections	As stated
	ii)	If the owner request inspections, the fee for each of the services enumerated below is – (a) Land Conformity (b) Architectural Presentability (c) Structural Stability (d) Sanitary Health Use and Requirements (e) Fire-Resistive Requirements	120.00
b		Divisions B-1/ D-1, 2, 3/ E-1, 2, 3/F-1/ G-1, 2, 3, 4, 5/H-1, 2, 3, 4/ and 1-1, Commercial, Industrial and Institutional buildings and appendages shall be assessed area as follows,	Fee (P)
	i)	Appendages of up to 150.00 3.00 cu. m.	150.00
	ii)	Floor area up to 100.00 sq. meters -	120.00
	iii)	Above 100.00 sq meters up to 200.00 sq meters	240.00
	iv)	Above 200.00 sq meters up to 350.00 sq meters	480.00
	v)	Above 350.00 sq meters up to 500.00 sq meters	720.00
	vi)	Above 500.00 sq meters up to 750.00 sq meters	960.00
	vii)	Above 750.00 sq meters up to 1,000.00 sq meters	1,200.00
	viii)	Every 1,000.00 meters or portion thereof in excess of (first) 1,200, 1,000.00 sq meters-	1,200.00
c		Division C-1, 2, Amusement Fee, Houses, Gymnasia and the like:	Fee (P)
	i)	First class cinematographs or theaters	1,200.00
	ii)	Second class cinematographs or theaters	720.00
	iii)	Third class cinematographs or theaters	520.00
	iv)	Grandstands/Bleachers Gymnasia and the like	720.00
d		Annual plumbing inspection fees, each plumbing unit -	Fee (P) 60.00
e		Electrical Inspection Fees:	Fee (P)

	i)	A one time electrical inspection fee equivalent 10% of Total Electrical Permit Fees shall be charged to cover all inspection during construction.	As stated
	ii)	Annual Inspection fees are the same as in stated Section 4.e.	As stated
f	Annual Mechanical Inspection Fee:		Fee (P)
	i)	Refrigeration and Ice Plant, per ton	25.00
		(a) Up to 100 tons capacity	20.00
		(b) Above 100 tons up to 150 tons-	15.00
		(c) Above 150 tons up to 300 tons	10.00
		(d) Above 300 tons up to 500 tons	5.00
		(e) Every ton or fraction thereof above 500 tons-	
	ii)	Air Conditioning Systems:	40.00
		(a) Window type air conditioners, per unit	
	iii)	Packaged or centralized air conditioning systems: (a) first 100 tons, per ton-	25.00
		(b) above 100 tons, up to 150 tons, per ton	20.00
		(c) every ton fraction thereof above 500 tons	8.00
	iv)	Mechanical Ventilation, per unit, per kW	
		(a) Up to 1 kW-	10.00
		(b) Above 1 kW to 7.5 kW-	50.00
		(c) Every kW above 7.5 kW	20.00
	v)	Escalators and Moving Walks; Funiculars and the like:	
		(a) Escalator Moving Walks, per unit	
		(b) Funiculars, per kW or fraction thereof-	120.00
		(c) Per lineal meter fraction thereof of travel-	50.00

		(d) Cable Car, per kW or fraction thereof-	10.00
		(e) Per lineal meter of travel	25.00
			2.00
	vi)	Elevators, per unit:	
		(a) Passenger elevators-	500.00
		(b) Freight elevators	400.00
		(c) Motor dumb-waiters- driven	50.00
		(d) Construction elevators for materials	400.00
		(e) Car elevators-	500.00
		(f) Every landing above first five (5) landings for all the above elevators-	50.00
	vii)	Boilers, per unit:	
		(a) Up to 7.5 kw	400.00
		(b) 7.5 kw Up to 22 kW-	550.00
		(c) 22 kW- up to 37 kW	600.00
		(d) 37 kW up to 52 kW	650.00
		(e) 52 kW up to 67 kw	800.00
		(f) 67 kW up to 74 kW-	900.00
		(g) Every kW or fraction thereof above 74 kW-	4.00
	viii)	Pressurized Water Heaters, per unit	120.00
	ix)	Automatic Fire Extinguishers, per sprinkler head -	2.00
	x)	Water Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW:	
		(a) Up to 5 kW-	55.00
		(b) Above 5 kW to10 kW-	90.00
		(c) Every kW or fraction thereof above 10 kW	2.00

	xi)	Diesel/ Gasoline Internal Combustion Engine, Gas Turbine/ Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	
		(a) Per kW, up to 50 kW-	15.00
		(b) Above 50 up to 100 kW-	10.00
		(c) Every kW or fraction thereof above 100 kW-	2.40
	xii)	Compressed air, vacuum, commercial/institutional/ industrial gases, per outlet	10.00
	xiii)	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher	2.00
	xiv)	Other Internal Combustion Engines including Cranes, Loaders, Forklifts, Mixers, Compressors and the like,	
		(a) Power unit, up to 10 kW	100.00
		(b) Every kW above 10 kW-	3.00
	xv)	Other machineries and/or equipment for commercial/ industrial/ institutional use not elsewhere specified, per unit	
		(a) Up to 1/2 kW-	8.00
		(b) Above up 1/2 to 1 kW-	23.00
		(c) Above 1 up to 3 kW	39.00
		(d) Above 3 up to 5 kW-	55.00
		(e) Above 5 up to 10 kW	80.00
		(f) Every kW above 10 kW or fraction thereof	4.00
	xvi)	Pressure Vessel, per cu meter or fraction thereof	40.00
	xvii)	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof-	30.00
	xviii)	Weighing Scale Structures, per ton or fraction thereof-	30.00

	xix)	Testing /Calibration of pressure gauge, per unit (a) Each Gas Meter, tested, proved and sealed, per gas meter-	24. 00 30.00
	xx)	Every mechanical ride inspection, etc., used in amusement centers of fair, such as ferris wheel, and the like, per unit -	30.00
9	Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule		Fee, (P) As stated

Item 11 Annual Inspection Fees

- a. Divisions B-1/D-1, 2, 3F-1/G-1, 2, 3, 4,5/H - 1, 2 3, 4/ and I - 1, commercial, industrial, institutional buildings and appendages shall be assessed areas as follows
 - i)Appendage up to 3 sq.m. -150.00
 - 1) in excess of 3 cubic meter or fraction thereof---- -50.00
 - ii) above 200 sq.m. up to 350 sq m. -- -480,00

F. Annual Mechanical Fees

- lii) packaged centralized air conditioning system
 - a) First 100 tons, per ton --25.00
 - b) Above 100 tons up to 150 tons ---20,00 per ton.
 - c) Above 150 tons up to 300 tons per ton. ----15.00
 - d) Above 300 tons up to 500 tons, per ton----10.00
 - e) Every ton or fraction thereof above 500 tons----- 8.00

5. Issuance of a Temporary Electrical Permit and Permit for Temporary Service Connection

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.

Office or Division:	Electrical Section (Temporary Structure and Not incorporated with the Building Permit application)
Classification:	<input type="checkbox"/> Simple <input type="checkbox"/> Complex <input checked="" type="checkbox"/> Highly Technical
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity

	✓ G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Photocopy of Transfer Certificate of Title • Authority from the land owner if the structure is on a private lot and not owned • Bacolod Housing Authority Certificate if City Relocation Site Lot Awardee • Barangay Certification signifying that the structure is on a government property. • Home Owners Association Certificate for Non-Government Organization Housing Programs • Clearance Slip From CENECO for reconnection • Sketch of location • An accomplished electrical permit application duly signed and sealed by a registered Master electrician/Electrical Engineer • Photocopy of the approved building permit for applications involving perimeter and construction lightings 		<ul style="list-style-type: none"> • OBO • BHA • CENECO 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an application for Temporary Electrical Permit and Permit for Temporary Service Connection.	1. OBO provides forms and requirements to the client.	None	10 minutes	Engr. Edwin V. Anas Engineer I
2. Submit with complete supporting documents in OBO	2.1. Evaluation and verification of the documents submitted	None	7 days	Engr. Jeffrey B. Bravo Engineer III
	2.2. Site inspection is conducted if the application and site complies to the provisions of existing Philippine Electrical Code, an order of payment will be issued			Engr. Edwin V. Anas Engineer I
	2.3. Review and issuance of order of payment.			Engr. Reinhard T. Sayson Bldg. Inspector

				Insp. Julio C. Castro Bldg. Inspector Insp. Jose Maria F. Makilan Building Inspector
3. Client proceeds to City Treasurer's Office, present the order of payment, pay prescribed fees/s and receive official receipt (O.R.) and return to OBO. <i>* Client is advised to bring a photocopy of official receipt to be submitted to OBO</i>	3.1. Preparation and issuance of Billing and Order of Payment. 3.2. Billing and Order of Payment are reviewed by Division Head and approved by Head of Office 3.3. An assigned electrical inspector verifies actual installation as per application. 3.4. Approval of Electrical Permit 3.5. Approved permits are officially forwarded to CENECO	Refer to table (Table V.)	7 days	Engr. Jeffrey B. Bravo Engineer III Engr. Edwin V. Anas Engineer I Mark Anthony P. Aligarbes Clerk III
4. Client is advised to follow up application if transmitted to CENECO.	4. OBO informs client regarding the permit's transmittal number and date it was submitted.	None	1 day	Mark Anthony P. Aligarbes Clerk III
TOTAL		Refer to table below	15 days and 10 minutes	

Table V.

Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures.

a	Total Connected Load, (kVA)	Fee, (P)
---	-----------------------------	----------

	i)	5 kVA or less -	200.00
	ii)	Over 5 kVA to 50 kVA -	200.00 + 20.00/ kVA
	iii)	Over 50 kVA to 300 kVA -	1,000.00 + 10.00/ kVA
	iv)	Over 300 kVA to 1,500 kVA -	3,600.00 + 5.00/ kVA
	v)	Over 1,500 kVA to 6,000 kVA -	9,600.00 + 2.50/ kVA
	vi)	Over 6,000 kVA -	20,850.00 + 1.25/ kVA

NOTE: Total Connected Load as shown in the load schedule

b	Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity (Kva)		Fee, (P)
	i)	5 kVA or less -	40.00
	ii)	Over 5 kVA to 50 kVA -	40.00 + 4.00/ kVA
	iii)	Over 50 kVA to 300 kVA -	220.00 + 2.00/ kVA
	iv)	Over 300 kVA to 1,500 kVA -	720.00 + 1.00/ kVA
	v)	Over 1,500 kVA to 6,000 kVA -	1,920.00 + 0.50/ kVA
	vi)	Over 6,000 kVA -	4,170.00 + 0.25/ kVA

NOTE: Total transformer/ UPS/ Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/ applicant as shown in the electrical plans and specifications.

c	Pole/ Attachment Location Plan Permit		Fee, (P)
	i)	Power Supply Pole Location	30.00/ pole
	ii)	Guying Attachment	30.00/ attachment

This applies to designs/ installation within the premises.

d	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of wiring Permit:		
	Use or Character of Occupancy	Electric Meter	Wiring Permit
	Residential	P15.00	P15.00

	Commercial/ Industrial	P60.00	P36.00
	Institutional	P30.00	P12.00
e	Formula for Computation Fees; The Total Electric Fees shall be the sum of Section 4.a. to 4.d. of this Rule.		
f	Forfeiture of Fees If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/ or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.		

6. Issuance of Minor Permits (Demolition, Signage, Excavation)

Demolition permit must be secured prior to dismantling/removal of the structure.

Signage permit must be obtained prior to installation / attachment of display signs on a building establishment.

Excavation permit must be obtained before excavating in a Right-of-Way subject for building construction.

Office or Division:	Permit Processing and Enforcement Division	
Classification:	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical	
Type of Transaction:	<input checked="" type="checkbox"/> G2C – Government to Citizen <input checked="" type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>❖ Demolition</p> <ul style="list-style-type: none"> Demolition Permit Application Forms (5 sets) Sketch plan/lot plan showing the area to be demolished 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 <p>❖ Signage</p> <ul style="list-style-type: none"> Signage Permit forms(5 copies) 		<ul style="list-style-type: none"> OBO ROD City Assessor's Office Land Tax

<ul style="list-style-type: none"> • Sketch plan/lot plan showing the area of installation • Detailed plan of subject application • Transfer Certificate of Title (TCT) showing that the applicant is the owner of area of installation • Latest Tax Declaration • Latest Tax Receipt <p style="text-align: center;">❖ Excavation</p> <ul style="list-style-type: none"> • Excavation Permit forms(5 copies) • Sketch plan/lot plan showing the area to be excavated • Transfer Certificate of Title (TCT) showing that the applicant is the owner of area to be excavated • Latest Tax Declaration • Latest Tax Receipt 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application form with the list of requirements, including routing slip.	1. OBO provides set of forms with checklist.	None	5 minutes	Philippe Andrew S. Soliguen Crafts and Trade Helper
2. Submit application with complete supporting documents.	2.1 OBO accepts application and evaluates completeness of documents. <i>*Incomplete documents will be returned to the clients.</i>	Refer to table below (Table A.- Demolition, Table B- Signage, Table C- Excavation)	2 days	Demolition: Arch. Sharon D. Gayanelo Architect III (Architectural & BP344) Engr. Mary Jo Rosal Engineer I (Structural)
	2.2 Section Heads verify and evaluate the application. <i>* If found not compliant at any technical section, the whole batch is returned to client for compliance with deficiencies, and his eventual resubmission</i>			Insp. Julio C. Castro Bldg. Inspector (Lines & Grades)

	<p>2.3 If the application and supporting documents are found to be in order and has complied with all the requirements, computation sheet/plan will be routed to the technical sections for signature and assessment.</p> <p><i>*All Fees implemented by the technical team are prescribed in the Revised IRR of P.D. 1096 or the National Building Code.</i></p>			<p>Signage:</p> <p>Insp. Julio C. Castro (Bldg. Inspector)</p> <p>Engr. Mary Jo Rosal Engineer I (Structural)</p> <p>Engr. Jeffrey B. Bravo Engineer III (Electrical) (optional)</p> <p><i>* If signage has electrical connection or electronic device, electrical section head will evaluate the application</i></p> <p>Excavation:</p> <p>Insp. Julio C. Castro (Bldg. Inspector)</p> <p>Insp. Jose Maria F. Makilan Building Inspector</p>
	2.4 Order of payment will be prepared.			
3. Client proceeds to City Treasurer's Office, present the order of payment, pay prescribed fees/s and receive official receipt	3.1 Original Official receipt to be attached and recorded in the application form	None	3 days	<p>Engr. Isidro C Sun, Jr. Officer- In- Charge OBO</p>

(O.R.) and return to OBO				Flureen Juness T. Lomillo Clerk III
	3.2 Final approval of permit.			
3.1 Client claims released permit	3.3 Release of permit.			Philippe Andrew S. Soliguen Crafts and Trade Helper
TOTAL		Refer to tables below	5 days and 5 minutes	

Table A.

k	Demolition/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:		Fees: (P)
i)	Buildings in all Groups per sq. meter floor area - -		3.00
ii)	Building Systems/Frames or portion thereof per vertical or horizontal dimension, including Fences -		4.00
iii)	Structures of up to 10.00 meters in height –		800.00
	(a) Every meter or portion thereof in excess of 10.00 meters - -		50.00
iv)	Appendage of up to 3.00 cu. Meter/unit - -		50.00
	Every cu. Meter or portion thereof in excess of 3.00 cu. Meters- - -		50.00
v)	Moving Fees, per sq meter of area of building structure to be moved - -		3.00

Table B.

h		Sign Fees:	Fee
	i)	Erection and anchorage of display surfaces, up to 4.00 sq. meters of signboard area - - -	120.00
		(a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters - - -	24.00
	ii)	Installation Fees, per sq. meter or fraction thereof of display surfaces:	
		Type of Sign Display	Business Signs Advertising Signs
		Neon	P36.00 P52.00
		Illuminated	24.00 36.00
		Others	15.00 24.00
		Painted-on	9.60 18.00
h	iii)	Annual Renewal Fees, per sq. meter of display surface or fraction thereof:	
		Type of Display Sign	Business Signs Advertising Signs
		Neon	P36.00 min fee shall be P124.00 P46.00 min. fee shall be P200.00
		Illuminated	P18.00 min. fee shall be P72.00 P38.00 min. fee shall be P150.00
		Others	P12.00 min. fee shall be P40.00 P20.00 min. fee shall be P110.00
		Painted-on	P8.00 min. fee be P30.00 P12.00 min. fee shall be P100.00

Table C.

b	Ground Preparation Permit Fee	Fee (P)
i)	While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to the line and grade, setbacks, yards/ easement and parking requirements. (a) Inspection and Verification Fee –	

		(b) Per cu. meter of excavation -	
		(c) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit –	
		(d) Per cu. meter of excavation for foundation with basement	
		--	200.00
		Excavation other than foundation basement, per cu. meter --	3.00
		(e) Encroachment of footings or foundations of building/ structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment.	50.00
			4.00
			3.00
			250.00

References NBCDO review manuscript Letter inquiry from OBO Naga City dated NOV 25 2009 NBCDO letter dated February 11, 2010 addressed to A.S Torres seeking comments on annual inspection fees for CBK Power Company Ltd prepared by Municipal Engineer/ Acting Building Official Kalayaan, Laguna. DATE: APRIL 2010