



OFFICE OF THE BUILDING OFFICIAL

EXTERNAL SERVICES



1. ELECTRICAL PERMIT/CERTIFICATE OF FINAL ELECTRICAL INSPECTION

Office or Division:	Office of the City Architect			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Persons applying for electrical permit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Accomplished application form		Office of the Building Official		
b. Electrical Plan Approved by a Professional Electrical Engineer		Professional Electrical Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Form and Documentary Requirements	1. Receive, record and review documentary requirements.	None	15 minutes	<i>Engineer II Building Inspector</i> (City Architect Office)
	2. Conduct Inspection for Building Permit. Electrical for small residential dwellings (CASURECO)	None	1 day	<i>Engineer II Building Inspector</i> <i>Engineering Assistant</i> (City Architect Office)
2. Receipt of the Order of Payment	2. Assessment/ Computation of Fees	PhP 319.00 for Indigenous People & residential Buildings PhP 359.00 for Commercial Buildings	5 minutes	<i>Engineer II</i> (City Architect Office)
3. Payment of Fees and Charges			10 minutes	<i>Cashier</i> (City Treasurer's Office)
	4. Approval of the Building Official	None	15 minutes	<i>City Architect</i> (City Treasurer's Office)



4. Claiming of the Approved Electrical Permit/ Certificate of Final Electrical Inspection	5. Release of Approved Electrical Permit/ Certificate of Final Electrical Inspection	None	15 minutes	<i>Engineer II</i> (City Architect Office)
TOTAL		PhP 319.00 for Indigenous People & residential Buildings	1 day and 1 hour	
		PhP 359.00 for Commercial Buildings		



2. ISSUANCE OF BUSINESS PERMIT

Office or Division:	Office of the City Architect			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Owners of Business Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Accomplished application form approved by the City Treasurer's Office and ICIPBAC		ICIPBAC		
b. Approved Building Permit and Occupancy Permit		Owner's personal copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Form and Documentary Requirements	1.1 Receive, record and review documentary requirements.	None	15 minutes	<i>Engineer II</i> (City Architect Office)
	2. Conduct group inspection for: Structural Architectural Electrical Mechanical Electronics Sanitary & Plumbing	None	1 day	<i>Engineer III</i> <i>Architect III</i> <i>Engineer II</i> <i>Engineer I</i> <i>Engineer II</i> (City Architect Office)
2. Receipt of the Order of Payment	2. Assessment/ Computation of Fees	Minimum of PhP 476.00. Depending upon the area of structure	5 minutes	<i>Engineer III</i> (City Architect Office)
3. Payment of Fees and Charges			10 minutes	<i>Cashier</i> (City Treasurer's Office)
	4. Approval of the Building Official	None	15 minutes	<i>City Architect/OIC-Bldg. Official</i> (City Architect Office)



4. Claiming of the Approved Business Permit	5. Release of Approved Business Permit	None	15 minutes	<i>Engineer II</i> (City Architect Office)
TOTAL		Minimum of PhP 476.00. Depending upon the area of structure	1 day and 1 hour	



3. ISSUANCE OF FENCING PERMIT

Office or Division:	Office of the City Architect			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Persons, firm or corporation, including any agency or instrumentality of the government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Accomplished application form		Office of the Building Official		
b. Duly Notarized Fencing Plan		Professional Electrical Engineer/Notary Public		
c. Lot Location Plan		Land Registration Authority		
d. TCT/OCT or duly notarized Deed of Absolute Sale or Contract of Lease, in cases where the applicant is not the registered owner of the lot.		Registry of Deeds		
e. Tax Declaration		City Assessor's Office		
d. Tax Payment		City Treasurer's Office		
e. Barangay Clearance		Barangay Hall where the property is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Form and Documentary Requirements	1.1 Receive, record and review documentary requirements.	None	15 minutes	<i>Engineer II</i> (City Architect Office)
	1.2 Processing: Line & Grade Structural (Height of 2 m above)	None	1 day	<i>PDO II</i> <i>Engineer III</i> (City Architect Office)



2. Receipt of the Order of Payment	2. Assessment/ Computation of Fees	Fees will be based on New Schedule of Building Permit Fees and Other Charges under NBC as incorporated in the Revised Revenue Code of the City of Iriga	5 minutes	<i>Engineer II</i> (City Architect Office)
3. Payment of Fees and Charges	3. Cashier accept the payment		10 minutes	<i>Cashier</i> (City Treasurer's Office)
4. Wait for the approval of Fencing Permit	4. Approval of the Building Official	None	15 minutes	<i>City Architect/OIC-Building Official</i> (City Architect Office)
5. Claiming of the Approved Fencing Permit	5. Release of Approved Fencing Permit	None	15 minutes	<i>Engineer II</i> (City Architect Office)
TOTAL			1 Day and 1 Hour	



4. ISSUANCE OF CERTIFICATE OF OCCUPANCY

Office or Division:	Office of the City Architect			
Classification:	Complex			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Owner of the building/structure before actual occupancy.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Three (3) copies of duly notarized prescribed application form with the following documentary requirements, to wit:		Office of the Building Official		
a. Three (3) copies of duly notarized Certificate of Completion signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction, together with the approved plan and specifications and one (1) copy of construction logbook. If the construction was undertaken by a contract, the Certificate of Completion shall be signed by the contractor/Authorized managing Officer;		Duly Licensed Architect/Engineer Notary Public		
b. One (1) copy of the issued Building Permit and issued ancillary permits;		Personal copy of the owner		
c. One (1) copy of the issued locational clearance;		Personal copy of the owner		
d. Owner's copy of Fire Safety Correction Sheet and its corresponding FSEC;		Personal copy of the owner		
e. Three (3) photocopies of the valid licenses of all involved professionals; and		Involved professionals		
f. Photograph of the completed structure showing front, sides, and rear areas.		Personal copy of the owner		
g. In cases when there are changes in the approved building plans, Three (3) set of As-Built Plan are required to be submitted reflecting all the changes, modifications, alterations, amendments made.		Duly Licensed Architect/Engineer Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submission of Application Form and Documentary Requirements	1. Receive, record and review documentary requirements. And the same will be forwarded to the Technical Staff for processing and inspection, they are the following, to wit:	None	15 minutes	<i>Engineer II</i> (City Architect Office)
	> Line & Grade >Architectural >Structural >Electrical >Mechanical >Electronics >Sanitary/Plumbing		4 days	<i>PDO II</i> <i>Architect III</i> <i>Engineer III</i> <i>Engineer II</i> <i>Engineer I</i> <i>Engineer I</i> <i>Engineer II</i> (City Architect Office)
2. Receipt of the Order of Payment	2. Assessment/ Computation of Fees	Fees will be based on New Schedule of Building Permit Fees and Other Charges under NBC as incorporated in the Revised Revenue Code of the City of Iriga	5 minutes	<i>Engineer II</i> (City Architect Office)
3. Payment of Fees and Charges			10 minutes	<i>Cashier</i> (City Treasurer's Office)
4. In cases of Fire Safety Inspection Certificate, submit the application to the BFP	4. Indorse to Bureau of Fire Protection (BFP)	None	5 minutes	<i>Engineer II</i> (City Architect Office)



	5. Record of OR & Preparation of documents for approval	None	15 minutes	<i>Engineer II</i> (City Architect Office)
	6. Approval of the Building Official	None	15 minutes	<i>City Architect/OIC-Building Official</i> (City Architect Office)
5. Claiming of the Approved Building Permit	7. Release of Approved Building Permit	None	15 minutes	<i>Engineer II</i> (City Architect Office)
TOTAL			4 Days, 1 Hour 20 Minutes	



5. ISSUANCE OF CONSTRUCTION RELATED PERMITS

In carrying out the provisions of national Building Code and its Implementing Rules and Regulations, the Building Official shall have the overall administrative control and/or supervision over all works including but not limited to construction, alteration, repair, erection, conversion or demolition of a buildings/structures in his area of responsibility and shall be charged with the processing of all permit applications and certificates as well as the issuance of the same filed by any person, firm or corporation, including any agency or instrumentality of the government.

Office or Division:	Office of the City Architect	
Classification:	Complex	
Type of Transaction:	G2C, G2B, G2G	
Who may avail:	Persons, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolition and add any building/structure or any portion thereof.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Four (4) copies of duly notarized prescribed application form together with four (4) sets of duly accomplished ancillary permit forms, with the following documentary requirements, to wit:		Office of the Building Official
a. Certified true copy of Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT). In cases where the applicant is not registered owner of the lot, a duly notarized copy of the Contract of Lease or Deed of Absolute Sale, in lieu of the certified true copy of OCT/TCT		Registry of Deeds/ Notary Public
b. Lot Location Plan generated thru the Parcel Verification Service		Land Registration Authority
c. Tax Declaration		City Assessor's Office
d. Tax Payment		City Treasurer's Office
e. Barangay Clearance		Barangay Hall where the property is located
c. Four (4) sets of survey plans, design plans and other documents prepared, signed and sealed over the printed names of duly licensed and registered professionals. Four (4) sets of the following: i. Architectural Documents ii. Civil/Structural Documents iii. Electrical Documents iv. Mechanical Documents		Commissioned Architect/Engineer



v. Sanitary Documents vi. Plumbing Documents vii. Electronics Documents viii. Geodetic Documents ix. Fire Protection Plan (if applicable)				
d. Three (3) photocopies of valid licenses of all involved professionals (e.g. Professional Tax receipt and the Professional Regulation Commission identification card)		Involved Professionals (Architect/Engineer)		
e. Estimated value of the building or structure to be erected as declared by the owner or applicant and duly notarized.		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Form and Documentary Requirements	1. Receive, record and review documentary requirements. And the same will be forwarded to the Technical Staff for processing and inspection, they are the following, to wit:	None	15 minutes	<i>Engineer II</i> (City Architect Office)
	> Line & Grade >Architectural >Structural >Electrical >Mechanical >Electronics >Sanitary/Plumbing		4 days	<i>PDO II</i> <i>Architect III</i> <i>Engineer III</i> <i>Engineer II</i> <i>Engineer I</i> <i>Engineer I</i> <i>Engineer II</i> (City Architect Office)
2. Receipt of the Order of Payment	2. Assessment/ Computation of Fees	Fees will be based on New Schedule of Building Permit Fees and Other Charges under NBC as incorporated in the	5 minutes	<i>Engineer II</i> (City Architect Office)



		Revised Revenue Code of the City of Iriga		
3. Payment of Fees and Charges	3. Accept payment 3.1 Issue Official Receipt		10 minutes	<i>Cashier</i> (City Treasurer's Office)
4. In cases of Fire Safety Inspection Certificate, submit the application to the BFP	4. Indorse to Bureau of Fire Protection (BFP)	None	5 minutes	<i>Engineer II</i> (City Architect Office)
	5. Record of OR & Preparation of documents for approval	None	15 minutes	<i>Engineer II</i> (City Architect Office)
	6. Approval of the Building Official	None	15 minutes	<i>City Architect/OIC-Building Official</i> (City Architect Office)
5. Claiming of the Approved Building Permit	7. Release of Approved Building Permit	None	15 minutes	<i>Engineer II</i> (City Architect Office)
TOTAL		Based on schedule of Building Permit fees	4 Days, 1 Hour 20 Minutes	



6. REPAIR AND CONSTRUCTION OF PUBLIC AND GOVERNMENT BUILDINGS AND OTHER RELATED VERTICAL PROJECTS

The City Architect may render assist, supervise and monitor in the repair and construction of public and government buildings and other related vertical projects

Office or Division:	Office of the City Architect			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Barangay Officials, Government offices/department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplish request form specifying the name, location, amount, and source of fund of the project		City Architect Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the office lobby	1. Give the logbook to the client	None	1 minute	<i>Administrative Aide VI</i> (City Architect Office)
2. Fill-up the letter-request form and submit the same to the Officer of the Day (OD)	2. Receive and record the request in the logbook and route the same to the City Architect	None	1 minute	<i>Administrative Aide VI</i> (City Architect Office)
	3. The City Architect evaluate the request and route with instruction to the Carpentry Section	None	2 minutes	<i>City Architect/OIC-Building Official</i> (City Architect Office)
	4. Site Inspection > A Staff Architect conduct a site visit to the location of the proposed repair and construction of public and government buildings and other related vertical projects.	None	1 day	<i>Architect III</i> <i>Building Inspector</i> <i>Draftsman II</i> <i>Engineer II</i> <i>Administrative Aide III</i> (City Architect Office)



	<p>5. Preparation of the Plan and Program of Work (Construction)</p> <p>> The assigned Architect prepares detailed Plans and Program of Work and Bill of Materials (Repair)</p> <p>> The personnel concerned will do the work/request outrightly.</p>	None	5 days	<p><i>Architect III</i> <i>Building Inspector</i> <i>Draftsman II</i> <i>Engineer II</i> <i>Carpenter I</i> <i>Administrative Aide III</i> (City Architect Office)</p>
	<p>6. Approval of the Plan > The City Architect evaluates and approves the Plan and Program of Work and Bills of Materials</p>	None	4 minutes	<p><i>City Architect/OIC-Building Official</i> (City Architect Office)</p>
3. Claiming of Program of Works	<p>7. Check the Signatories and number of copies of documents. Release the Plan, Program of Works and Bill of Materials to the client.</p>	None	1 minute	<p><i>Administrative Aide VI</i> (City Architect Office)</p>
TOTAL		None	6 Days, 9 Minutes	



7. REQUEST FOR PROGRAM OF WORKS

The City Architect may render assistance in the preparation of complete working drawing and program of work as requested by barangay officials, private concerned citizens, and other offices and departments of the City Government. The request may include repair and construction of public and government buildings and other related vertical projects.

Office or Division:	Office of the City Architect			
Classification:	Complex			
Type of Transaction:	G2C – Government to Client/ G2G – Government to Government			
Who may avail:	Private concerned citizens, barangay officials, government offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplish request form specifying the name, location, amount, and source of fund of the project		City Architect Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book in the office lobby	1. Give the logbook to the client	None	1 minute	<i>Administrative Aide VI</i> (City Architect Office)
2. Fill-up the request form and submit the same	2. Receive and record the request in the logbook and route the same to the City Architect	None	1 minute	<i>Administrative Aide VI</i> (City Architect Office)
	3. The City Architect evaluate the request and route with instruction to the Planning & Design Section	None	2 minutes	<i>City Architect/OIC - Building Official</i> (City Architect Office)
	4. Site Inspection > A Staff Architect conduct a site visit to the location of the proposed project. Survey work is conducted if necessary.	None	1 day	<i>Architect III</i> <i>Building Inspector</i> <i>Draftsman II</i> <i>Administrative Aide III</i> (City Architect Office)



	5. Preparation of the Plan and Program of Work > The assigned Architect prepares detailed Plans and Program of Work and Bill of Materials	None	5 days	<i>Architect III Building Inspector Draftsman II Administrative Aide III (City Architect Office)</i>
	6. Approval of the Plan > The City Architect evaluates and approves the Plan and Program of Work and Bills of Materials	None	4 minutes	<i>City Architect/OIC - Building Official (City Architect Office)</i>
3. Claiming of Program of Works	7. Check the Signatories and number of copies of documents. Issue the Program of Works to the client.	None	1 minutes	<i>Administrative Aide VI (City Architect Office)</i>
TOTAL		None	6 days, 9 minutes	