

### ***Issuance of Building Permit***

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Any person, firm or corporation including any agency or instrumentality of the government who will construct, erect, alter, repair (major), renovate, or convert any building or structure

*What are the requirements:*

1. Complete set of plans
2. Copy of Lot Title/Tax Declaration/Deed of Sale
3. Bill of Materials
4. Specification
5. Structural Analysis (if 2-storey building and above)
6. Barangay Permit
7. Fully filled-up application forms
8. Certification of structural stability of existing foundation, in case of addition
9. Plate Load Test Analysis for 3-storey or 2-storey with attic/mezzanine/roof deck/penthouse
10. Soil Boring Test Result for 3-storey and above and 4-storey and above with attic/mezzanine/roofdeck/penthouse
11. Clearances from –
  - a. HLURB – for Zoning and Land Use of all types of building/structure
  - b. Bureau of Fire Protection – for all types of building and structure
  - c. Environment and Natural Resources – for all Commercial and Industrial buildings

*Total Processing Time:*

- Six (6) hours and 20 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Accomplish Building Permit Application Form  Secure 1 <sup>st</sup> Endorsement from other agencies	Issue Building Permit Application Form	15 minutes		Brayn Dexter Solleza Zernick Monarquia Engr. Eduardo Espiritu
2	Submit the requirements to assigned MEO personnel	Review and assess the submitted documents	30 minutes		
3	Accompany the MEO personnel during inspection	Line and Grade Verification Conduct On-site Verification/Site Inspection to establish and determine setbacks and grades in relation to road lots, property lines, street or highway whether proposed or existing	2 hours		Zernick Monarquia
4		Evaluation and Assessment Evaluate and assess corresponding fees <ul style="list-style-type: none"> <li>• Civil Engineer evaluates and assesses line &amp; grade structural plans &amp; related documents</li> <li>• Architect evaluates architectural plan</li> <li>• Sanitary Engineer/Master Plumber evaluates and assesses plumbing/sanitary plans/electrical plan</li> </ul>	1 hour  1 hour  1 hour		Zernick Monarquia
5	Receive the Order of Payment if the application is found to be complete and in order  Proceed to MTO	Issue Order of Payment	10 mins		Zernick Monarquia
6	Go back to the Office of the	Process application for final approval of the	4 hrs		Zernick Monarquia

	Building Official and submit official receipt	Building Official			
7		Approval of Building Permit	10 mins		Engr. Eduardo Espiritu
8	Claim Permit	Issue Permit	30 minutes		Brayn Dexter Solleza Zernick Monarquia Engr. Eduardo Espiritu