



Office of the City Building Official

External Services



1. BUILDING PERMIT AND OTHER ANCILLARY AND ACCESSORY PERMITS

The Office of the City Building Official is primarily responsible for the issuance of building permit and other ancillary and accessory permits and other related permits as mandated by law particularly the National Building Code (P.D. 1096) and other referral codes in order to promote public safety, order and welfare towards a sustainable and sound environment catering to City of San Fernando's development. Any person, firm or corporation who wish to erect, construct, enlarge, alter, repair, move, improve, convert, demolish, equip, use, occupy, or maintain any building or structure can avail of these services.

Office or Division:	Office of the City Building Official (OCBO) located at Plaza Vidal de Arrozal (Atrium), City Hall, City of San Fernando, Pampanga
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business / G2G – Government to Government
Who may avail:	Citizen / Business / Government
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>1. Fully accomplished, originally signed and sealed by duly licensed professionals of the following forms (if applicable):</p> <ul style="list-style-type: none"> - **Four (4) copies of notarized Unified Application Form for Building Permit - Two (2) copies of Sanitary/Plumbing Permit - Two (2) copies of Application for Electrical Permit - Two (2) copies of Electrical Permit - Two (2) copies of Mechanical Permit - Two (2) copies of Electronics Permit <p>Note: For Ancillary and Accessory Permit applications only, submit photocopy of approved Building Permit (if applicable)</p>	Office of the City Building Official (Receiving Window)
<p>2. ^^The following sets of plans, all originally signed and sealed by respective professionals:</p> <ul style="list-style-type: none"> - **Four (4) sets of Architectural Plans - Three (3) sets of Civil/Structural Plans - Three (3) sets of Sanitary/Plumbing Plans - Three (3) sets of Electrical Plans with Short Circuit and Voltage Drop Calculations - Three (3) sets of Mechanical Plans - Three (3) sets of Electronic Plans <p>Legend:</p> <p>**Additional one (1) copy of Unified Application Form for Building Permit and one (1) set of Architectural Plans for projects within Heritage District and Declared Heritage Structure (for CTIPO)</p> <p>^^Additional one (1) set of plans and copies of</p>	Respective Professionals

<p>documentary requirements for projects located along National Roads is required</p> <p>-In the event of multiple applications of typical design of structure like subdivision, the applicant may apply and submit one typical set of plans per block but with individual lot plan and site development plan</p>	
3. Four (4) sets of Location Plan, originally signed and sealed	Licensed Geodetic Engineer
4. Four (4) sets of Cost Estimates/ Bill of Materials, all originally signed and sealed, notarized	Licensed Architect or Civil Engineer
5. Four (4) sets of Specifications, all originally signed and sealed	Licensed Architect or Civil Engineer
6. Three (3) sets of Hydraulic Analysis, for new and additional fire protection system, all originally signed and sealed	Professional Mechanical Engineer
7. Three (3) sets of Fire Protection Plan including Automatic Fire Suppression System (AFSS), Fire Detection and Alarm System (FDAS), Kitchenhood Suppression System (KHSS) and Centralized LPG Line System (for BFP) – if applicable	Professional Mechanical Engineer
8. Three (3) sets of Valid Professional Licenses and Latest PTR with 3 specimen signature and seal	Respective Professionals
9. Two (2) sets of Structural Design Analysis and Seismic Analysis, for two (2) storey buildings/ structures with height of 7.5 meters or more and warehouses, all originally signed and sealed	Licensed Architect or Civil Engineer
10. Two (2) sets Boring and Plate Load Tests, Structural Design Analysis and Seismic Analysis for three (3) storey buildings and higher, all originally signed and sealed	Licensed Civil Engineer
11. One (1) copy of DOLE Certification for Construction Safety and Health Program	Department of Labor and Employment (DOLE)
12. One (1) copy Traffic Impact Assessment – if building floor area is more than 5,000 square meters (for CPDCO)	Traffic Engineer

13. One (1) copy Affidavit of Undertaking – for Building Permit applications with 30 days grace period submission of other government clearances	-Office of the City Building Official (Receiving Window) -Notarial Services
14. Two (2) copies of the following documents: Certified True Copy of Transfer Certificate of Title from Register of Deeds **In case the applicant is not the registered owner of the lot, two (2) copies of any of the following duly notarized document shall be submitted: <ul style="list-style-type: none"> - Contract of Lease or Award Notice/ Offer Sheet - Deed of Absolute Sale/ Donation/ Usufruct - Contract of Sale - Authority to Construct - Affidavit of Heirs - Memorandum of Agreement - Waiver of Rights 	-Register of Deeds located at Capitol Compound -Owner of the property -Notarial Services
16. One (1) copy of Certified Tax Declaration	City Assessor’s Office
17. One (1) copy of Current/ Latest Real Property Tax Receipt or Real Property Tax Clearance (to be facilitated by OCBO)	CTO – Land Tax Division
18. Any of the following will be required in cases when the applicant is not the registered owner (1 original, 1 photocopy) <ul style="list-style-type: none"> - Corporate Secretary – for corporation - Special Power of Attorney - Notarized Authorization Letter 	-Corporation -Owner of the property -Notarial Services
19. Sangguniang Panlungsod Resolution/ Ordinance on the approved reclassification – for reclassified land	Office of the Sangguniang Panlungsod
20. One (1) copy of Barangay	Office of the City Building Official
21. One (1) copy of Homeowner’s Clearance or Neighborhoods Consent nearby, minimum of 4 periphery units, if applicable - (for CPDCO)	Homeowner’s Association where the project is located
22. One (1) copy of Zoning Certificate or Locational Clearance (to be facilitated by OCBO)	Office of the City Building Official
23. One (1) copy of Fire Safety Evaluation Clearance (to be facilitated by OCBO)	Office of the City Building Official
24. One (1) copy Lifting of the Presumption for 50 years and over structure from any Cultural Agencies (from CTIPO – to be facilitated by	Office of the City Building Official

OCBO)	
25. One (1) copy of Conformity for new buildings within Heritage District (from CTIPO – to be facilitated by OCBO)	Office of the City Building Official
26. One (1) copy of Clearances from other government agencies such as CAAP, DENR, DOH, NHA, DPWH, etc., if necessary (to be submitted within 30 days from the date of submission)	Applicable government agency/ies
<p>27. Additional Documentary Requirements for Base Stations and other Telecommunication Infrastructure:</p> <ul style="list-style-type: none"> • If the applicant is a Mobile Network Operator (MNO): <ul style="list-style-type: none"> - Certified True Copy of National Telecommunication Commission’s Provisional Authority (PA); or - Certificate of Registration to Provide Telecommunication Services • If the applicant is an Independent Tower Company (ITC) constructing a Passive Telecommunication Tower (PTTI) or other passive structures: <ul style="list-style-type: none"> - Certified True Copy of the ITC Certificate of Registration (issued by DICT) • If the telecommunication structure is proposed to be located on a privately-owned land within residential subdivision: <ul style="list-style-type: none"> - Written certification under oath executed by the responsible officer of the company that there is no other available or suitable site within the coverage area except the subject property inside the subdivision project and said location will best serve the purpose of interconnectivity effectively and efficiently - Undertaking that they will conduct social preparation among the affected homeowners, households or families • Radiofrequency Radiation (RFR) Evaluation Report from the Center for Device Regulation, Radiation, Health, and Research of the Food and Drug Administration (FDA-CDRRHR) – not applicable for passive infrastructures 	<ul style="list-style-type: none"> - National Telecommunication Commission - Department of Information and Communication Technology (DICT) - Responsible Officer of the company - Center for Device Regulation, Radiation, Health, and Research of the Food and Drug Administration (FDA-CDRRHR)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit all the necessary forms and documents required at OCBO Receiving Window.</p> <p>Receive Acknowledgement Receipt (Wait for the results of evaluation within 3 working days)</p>	<p>1. Check the completeness of the required documents and indicate the time in and date in the Routing Slip. Encode application details in the receiving logbook. Then, print the Verification Form, Routing Slip, Acknowledgement Receipt, Evaluation – Nonconformity Compliance Sheet and Joint Inspection Report for Building and other Ancillary and Accessory Permits.</p> <p>**For Sign Permit and Demolition Permit applications, encode the pertinent information and prints the applicable permit.</p>	None	50 minutes (simple) / 1hour, 50 minutes (complex)	Administrative Assistant/ Aide (OCBO)
	<p>1.1 Endorse the documents to the City Treasurer’s Office and City Tourism and Investment Promotion Office (if applicable) for verification.</p>	None		Administrative Assistant/ Aide (OCBO Monitoring Officer)

	1.2 Stamp the plans and application forms with “RECEIVED” and indicate the date of receipt as well as the assigned application control number.	None		Administrative Assistant/ Aide (OCBO)
	1.3 Fill out completely the Routing Slip and issue the acknowledgement receipt / feedback to the applicant.	None		Administrative Assistant/ Aide (OCBO)
	1.4 Endorse the application to the BFP Plan Evaluator then to the Architect and Engineers for technical evaluation. Also, endorse to the JIT Leader for the conduct of joint inspection. <i>Note: Technical evaluation may be conducted simultaneously with the ocular inspection.</i>	None	10 hours (simple) / 32 hours (complex)	Administrative Assistant/ Aide (OCBO)
	1.5 Indicate time in and date in the Routing Slip. Verify and evaluate the plans and documents as to technical requirements of their respective fields / disciplines.	None		Architect and Engineers (OCBO) and Building Plan Evaluator (BFP)
	1.6 Accomplish and sign the Evaluation – Nonconformity Compliance			Architect and Engineers

	<p>Sheet.</p> <p>Notes:</p> <p><i>1.6.1 If the application is compliant to the National Building Code (P.D. 1096) and other referral code of each discipline, sign on the approval box of the plans.</i></p> <p><i>1.6.2 If the application is not compliant, record the findings in the Evaluation – Nonconformity Compliance Sheet and the nonconformity in the Nonconforming Outputs Logbook. Nonconforming outputs shall be monitored with a period of thirty (30) calendars days after the technical deficiencies were communicated to the client.</i></p> <p><i>1.6.3 If the applicant fails to comply with the technical requirements after a period of thirty (30) calendar days, the inspector/s will conduct an ocular inspection.</i></p> <p><i>1.6.4 For completely and partially constructed, demolished or installed, a Demand Letter will be served.</i></p> <p><i>1.6.5 Notice of violations will be served if the applicant fails to comply after the issuance of a Demand Letter. Refer procedures on</i> OCULAR INSPECTION Note 1.12.3</p> <p><i>1.6.6 If the applicant fails to comply after the final notice of violation, application will be endorsed to the City Legal Office for appropriate legal actions.</i></p> <p><i>1.6.7 For applications with notice/s issued during the</i></p>			<p>(OCBO), Building Plan Evaluator (BFP), Processing and Evaluation Division Chief (OCBO) and City Building Official (OCBO)</p>
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	<p><i>conduct of saturation, and the applicant fails to comply, a demand letter and/or due notice/s, whichever applicable will be served prior to endorsement to the City Legal Office for appropriate legal actions. Follow the procedures in Note 1.6.3 of Technical Evaluation</i></p>			
	<p>1.7 Fill out completely the Routing Slip.</p>	<p>None</p>		<p>Architect and Engineers (OCBO) and Building Plan Evaluator (BFP)</p>
	<p>1.8 Receive and attach the Locational / Zoning Clearance and Order of Payment from the CPDCO and other documents from BFP to the application documents.</p>	<p>None</p>		<p>Administrative Assistant/ Aide (OCBO)</p>
	<p>1.9 Indicate the time in and date on the Routing Slip and endorse the application to the Processing and Evaluation Division Chief and City Building Official.</p>	<p>None</p>		<p>Administrative Assistant/ Aide (OCBO)</p>
	<p>1.10 Review and application and applicable permits.</p>	<p>None</p>		<p>Processing and Evaluation Division Chief (OCBO) and City Building Official (OCBO)</p>
	<p>1.11 Fills out completely the Routing Slip.</p>	<p>None</p>		<p>Administrative Assistant/ Aide (OCBO)</p>
	<p>1.12 Conduct joint inspection from the date of application and record the results of the inspection and recommendation on</p>	<p>None</p>	<p>1 working day</p>	<p>Building Inspector (OCBO), Fire Safety Enforcer (BFP), Zoning Inspector</p>

	<p>the report.</p> <p>Notes:</p> <p><i>1.12.1 If the applicant fails to comply with the technical requirements, conduct ocular inspection within five (5) working days from the last day of the thirty (30) days grace period to determine the status of construction.</i></p> <p><i>1.12.2 If noncompliance was noted by all or any of the regulatory offices, joint inspection shall be conducted by the OCBO and concerned office or the OCBO only as the case maybe.</i></p> <p><i>1.12.3 For applications which were issued with Demand Letter, inspection shall be conducted three (3) days after the date of receipt of the Demand Letter. If Notice of Violations will be served, inspection shall be conducted three (3) days after the receipt of every corresponding notices.</i></p> <p><i>1.12.4 For not yet constructed, demolished or installed, a quarterly inspection will be conducted to monitor the application from the proposed date of construction and will be</i></p>			<p>(CPDCO), Tourism Representative (CTIPO), and Barangay Representative</p>
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	<i>cancelled by the Building Official after a period of one (1) year from the date of application.</i>			
	1.13 Request the applicant to sign on the Inspection Report and furnish him/her a copy of it. Endorse the applicant's documents to the Assessment Officer.	None		Building Inspector (OCBO)
	1.14 Fill out completely the Routing Slip and endorse the documents to the Assessment Officer.	None		Building Inspector (OCBO)
	1.15 Retrieve the set of application documents allotted for the CPDCO and attached the verification form and joint inspection report. Then endorse the documents to the CPDCO.	None		Administrative Assistant / Aide (OCBO)
	1.16 Indicate the time in and date on the Routing Slip. Assess and encode all applicable fees. For the Location Clearance fees and FSEC fees, copy of assessment based on the CPDCO's order of payment and BFP's assessment form.	None	1 1 hour (simple) / 2 hours (complex)	Assessment Officer (OCBO)
	1.17 Print one (1) copy of Assessment Slip, four (4) copies of Order of Payment and sign on each copy.	None		Assessment Officer (OCBO)

	1.18 Endorse the Assessment Slip and Order of Payment to the Processing and Evaluation Division Chief and the City Building Official for the review and approval.	None		Assessment Officer (OCBO)
	1.19 Review and approve of Assessment Slip and Order of Payment.	None	2hou 2 hours (simple) / 6 hours (complex)	Processing and Evaluation Division Chief and City Building Official (OCBO)
	1.20 Fill out completely the Routing Slip and endorse it to the Revenue Collection Clerk (CTO) together with the Order of Payment.	None		Assessment Officer (OCBO)
2. Present Acknowledgem ent Receipt to the City Treasurer’s Office – Window 31)	2.1 Receive the Acknowledgment Receipt from the applicant.	Refer to Schedule of Fees and other Charges of the Revised Implement ing Rules and Regulatio ns (IRR)	10 minutes	Revenue Collection Clerk (CTO)
	2.2 Retrieve the Order of Payment from file.			
	2.3 Indicate the date and time in on the Routing Slip and encode the payment details and collect the correct amount of money from the client.			
				Revenue

	2.4 Print Official Receipt Payment to the client	of the National Building Code of the Philippines (P.D. 1096) / Other Regulatory Fees / Ordinances		Collection Officer/ Clerk (CTO)
3. Present Routing Slip, Order of Payment, Official Receipt and RPT Clearance to OCBO Releasing Window and accomplish Client's Feedback Form	3.1. Receive from the CTO the Routing Slip, Order of Payment, Official Receipt and the RPT Clearance.	None	2 hours (simple) / 6 hours (complex)	Administrative Assistant/ Aide (OCBO)
	3.2 Indicate the time in and date on the Routing Slip.			
	3.3 Print the Building Permit in three (3) copies			
	3.4 Receive and attach the Fire Safety Evaluation with the application documents to the City Building Official.			
	3.5 Sign Building Permits. Note: <i>Thorough review of application already carried out during the Technical Evaluation procedures.</i>			City Building Official (OCBO)

	3.6 Fill out completely all copies of Application Forms including the Routing Slip			Administrative Assistant/ Aide (OCBO)
	3.7 Indicate the time in and date on the Routing Slip.			Administrative Assistant/ Aide (OCBO)
	3.8 Encode details of application and payment on logbook.			Administrative Assistant/ Aide (OCBO)
	3.9 Stamp the plans and application with "ISSUED" and indicate the date of issuance. Segregate the approved Building Plans and Permit into two (2) sets (OCBO and Owner's copy).			Administrative Assistant/ Aide (OCBO)
	3.10 Issue the approved permits to the applicant and request him to accomplish the previously issued acknowledgment receipt/ feedback form after which will be dropped accordingly by the applicant to the designated suggestion box.			Administrative Assistant/ Aide (OCBO)

4.Receive approved permits and drop Client's Feedback Form in the Suggestion Box at OCBO Releasing Window	3.11 Fill out completely the Routing Slip and requests the applicant to sign on releasing logbook to signify receipt of documents.			Administrative Assistant/ Aide (OCBO)
TOTAL:		Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (P.D. 1096) / Other Regulatory Fees / Ordinances	3 Working Days (Simple application) / 7 Working Days (Complex application)	



2. CERTIFICATE OF FINAL ELECTRICAL INSPECTION/ COMPLETION (SMALL ELECTRICAL)

The Office of the City Building Official is primarily responsible for the issuance of Certificate of Final Electrical Inspection/ Completion (Small Electrical) as mandated by law particularly the National Building Code (P.D. 1096) and its Implementing Rules and Regulations in order to obtain services of the electric utility company and as compliance to Philippine Electrical Code (R.A. 7920).

Office or Division:	Office of the City Building Official (OCBO) located at Plaza Vidal de Arrozal (Atrium), City Hall, City of San Fernando, Pampanga	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business / G2G – Government to Government	
Who may avail:	Citizen / Business / Government	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. **One (1) copy of accomplished Application for Final Electrical Inspection/ Completion	Office of the City Building Official (Receiving Window)	
2. Two (2) copies Certificate of Final Electrical Inspection/ Completion, all originally signed and sealed by a professional electrical engineer	Office of the City Building Official (Receiving Window)	
3. Two (2) copies of Application for Electrical Permit, all originally signed and sealed by a professional electrical engineer	Office of the City Building Official (Receiving Window)	
4. Two (2) copies of Electrical Permit, all originally signed and sealed by a professional electrical engineer	Office of the City Building Official (Receiving Window)	
5. Three (3) sets of Electrical Layout, all originally signed and sealed by a professional electrical engineer	Office of the City Building Official (Receiving Window)	

<p>6. **One (1) copy of Transfer Certificate of Title or Award Notice from any government or private housing organization.</p> <p>Note: In case the applicant is not the registered owner of the lot, submit 1 copy of any of the following duly notarized documents showing proof of ownership:</p> <ul style="list-style-type: none"> -Contract of Lease or Award Notice/ Offer Sheet -Deed of Absolute Sale/ Donation/ Usufruct -Contract of Sale -Authorization from Lot Owner -Affidavit of Heirs <p>Legend: ** - initial requirement to be submitted. The rest of the documentary requirements will be submitted after the conduct of inspection.</p>		<ul style="list-style-type: none"> -Register of Deeds -Owner of the property -Notarial Services 		
<p>6. One (1) copy Certificate of Electrical Inspection – to be secured at the BFP (to be facilitated by OCBO)</p>		<p>Bureau of Fire Protection (BFP)</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Accomplish Application for CFEIC and wait for the schedule of ocular inspection. Submit proof of ownership at OCBO Receiving Window</p>	<p>1. Determine the registered owner of the lot based on the submitted documents prior to receiving of the application.</p> <p><i>Notes:</i> <i>*If the applicant is the registered owner, proceed to next procedure.</i> <i>*If the applicant is not the registered owner, return the application to the client and provide reasons for returning it.</i></p>	<p>None</p>		<p>Administrative Assistant/ Aide (OCBO)</p>
	<p>1.1 Indicate date and time in on the Routing Slip.</p>			<p>Administrative</p>

<p>Submit all the necessary forms and documents required at OCBO Receiving Window</p> <p>Receive Acknowledgement Receipt (Wait for the results of evaluation within 3 working days)</p>	1.2 Schedule the inspection and encode application details in the logbook.	None	1 hour	Assistant/ Aide (OCBO)
	1.3 Print the routing slip and two (2) copies of CFEIC Inspection/ Evaluation Report. Fill out completely details on the routing slip and endorse it to the Electrical Engineer of Inspection and Enforcement Division (IED) together with the application form.	None		Administrative Assistant/ Aide (OCBO)
	1.4 Conduct an ocular inspection within two (2) working days from the date of application and record the results of the inspection and recommendations on the report.	None	2 working days	Electrical Engineer of IED (OCBO)
	1.5 Request the applicant to sign in the report and furnish the applicant a copy of it.			Electrical Engineer of IED (OCBO)
	1.6 Fill out completely the details on the Routing Slip.			Electrical Engineer (OCBO)
	1.7 Receive and check the other required documents from the client. Prepare and issue the Acknowledgment Receipt to the applicant. Stamp the documents with "RECEIVED" and indicate the date of		1 hour	Administrative Assistant/ Aide (OCBO)

receipt.			
1.8 Indicate the time in and date on the Routing Slip. Endorse the application to the Electrical Engineer of IED for technical evaluation and the electrical layout to the BFP.			Administrative Assistant/ Aide (OCBO)
1.9 Verify and evaluate the documents as to technical requirements.			Electrical Engineer of IED (OCBO) Building Plan Evaluator (BFP)
1.10 Accomplish and sign the CFEIC Inspection/ Evaluation Report including electrical permits. <i>Notes: *If the application is compliant to the National Building Code (P.D. 1096) and its Implementing Rules and Regulations, signs on the Certificate of Final Electrical Inspection/ Completion and Electrical Permit. *If the application is not compliant,</i>			Electrical Engineer of IED (OCBO) Building Plan Evaluator (BFP)

<p><i>records the findings in the Evaluation Report and the nonconformity in the Nonconforming Outputs Logbook. *If the applicant fails to comply with the technical requirements after a period of one (1) year, the application will be cancelled by the Building Official.</i></p>			
<p>1.11 Fill out completely the Routing Slip and endorse the applicant's documents to the Assessment Officer.</p>			<p>Electrical Engineer of IED (OCBO)</p>
<p>1.12 Indicate the time and date on the Routing Slip, assess and indicate applicable fees in the order of payment in three (3) copies. For CEI fees, copy the assessment based on BFP's assessment form.</p>		<p>1 hour</p>	<p>Assessment Officer (OCBO)</p>
<p>1.13 Fill out completely the Routing Slip and endorse the application to the OCBO Chief for the review.</p>			<p>Assessment Officer (OCBO)</p>
<p>1.14 Indicate the time in and date on the Routing Slip then endorse it to the IED Chief and OCBO Chief.</p>			<p>Administrative Assistant / Aide (OCBO)</p>

	1.15 Review and approve the application, Certificate of Final Electrical Inspection/ Completion and Order of Payment		4 hours	IED Chief and City Building Official
	1.16 Fill out completely the Routing Slip	None		Administrative Assistant / Aide (OCBO)
2. Present Acknowledgement Receipt to	2. Receive Acknowledgement Receipt from the applicant and	Refer to Schedule of Fees	5 minutes	Administrative Assistant / Aide (OCBO)
the City Treasurer's Office – Window 31)	issue the necessary documents to the applicant for payment to the City Treasurer's Office Order of Payment	and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (P.D. 1096) / Other Regulatory Fees / Ordinances		Revenue Collection Clerk (CTO)
	2.1 Receive the documents from the client and check if the Order of Payment is signed by the authorized signatory			
	2.2 Encode the payment details and collect the correct amount of money from the client.			
	2.3 Print the Official Receipt and fill out completely the Routing Slip.			Revenue Collection Clerk (CTO)

	2.3 Issue the Official Receipt together with the other documents to the OCBO Liaison Officer .			Revenue Collection Clerk (CTO)
3.Receive approved CFEIC and accomplish Client's Feedback Form then drop it in the Suggestion Box at OCBO Releasing Window	3. Receive from the CTO the documents and indicate the time in and date on the routing slip.	None	55 minutes	Administrative Assistant/ Aide (OCBO)
	3.1 Receive and attached the Certificate of Electrical Inspection including BFP's assessment to the application documents.			
	3.2 Encode details of application and payment on the logbook.	None		Administrative Assistant/ Aide (OCBO)
	3.3 Fill out completely all copies of Certificate of Final Electrical Inspection/ Completion, Electrical Permit and Electrical Layout.	None		Administrative Assistant/ Aide (OCBO)
	3.4 Stamp the electrical layout and application forms with "ISSUED" and indicates the date of issuance.	None		Administrative Assistant/ Aide (OCBO)

	3.5 Segregate the approved Certificate of Final Electrical Inspection/ Completion into two (2) sets: Owner's Copy and Office File Copy.			Administrative Assistant/ Aide (OCBO)
	3.6 Issue the approved documents to the applicant and request him to accomplish the previously issued feedback form/ acknowledgement receipt after which will be dropped accordingly by the applicant to the designated suggestion box.	None		Administrative Assistant/ Aide (OCBO)
	3.7 Fill out completely the Routing Slip and request the applicant to sign on it to signify receipt of documents.	None		Administrative Assistant/ Aide (OCBO)
	TOTAL:	Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (P.D. 1096) / Other Regulatory Fees / Ordinances	3 Working Days	



3. CERTIFICATE OF OCCUPANCY

The Office of the City Building Official is primarily responsible for the issuance of Certificate of Occupancy/Use before occupying a building or structure, as mandated by law. It is also a prerequisite/requirement in applying for OCBO clearance, Electric service connection and in order to avail the assistance of various financial institutions such as PAG-IBIG, BANKS, etc.

Office or Division:	Office of the City Building Official (OCBO) located at Plaza Vidal de Arrozal (Atrium), City Hall, City of San Fernando, Pampanga	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business / G2G – Government to Government	
Who may avail:	Citizen / Business / Government	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Three (3) copies Unified Application Form for Certificate of Occupancy/Use, duly notarized		Office of the City Building Official (Receiving Window)
2. Two (2) copies for each of the following Certificates of Completion duly accomplished by the contractor (if the construction is undertaken by contract) and all originally signed and sealed by the architect or engineer in- charge of construction works: - Certificate of Completion-Building - Certificate of Completion-Sanitary/ Plumbing - Certificate of Final Electrical Inspection/ Completion - Certificate of Completion-Mechanical		Office of the City Building Official (Receiving Window)
3. Construction Logbook Sheet with Folder, all originally signed and sealed by the architect or engineer in-charge of construction works		Licensed Architect or Civil Engineer
4. Two (2) copies of As-built plans and specifications (if necessary), jointly and originally signed and sealed by the designing architect or civil engineer and the architect or civil engineer in-charge of the construction and signed by the contractor (if the construction is undertaken by contract) and confirmed by the owner		Licensed Architect or Civil Engineer
5. One (1) Electronic copy of Photograph of the completed structures showing front, sides and rear areas (preferably *jpeg format)		Licensed Architect or Civil Engineer or Owner of the Property

6. One (1) copy of Valid Professional Licenses and Latest PTR with 3 specimen signatures, seal		Respective Professionals		
7. Additional document/s required by the inspector/s as written on the Certificate of Occupancy/Use Joint Inspection Report, if necessary – <i>to be submitted after the conduct of inspection</i>				
8. One(1) copy Affidavit (change of in- charge of construction), duly notarized		Notarial Services		
9. One (1) copy Corporate Secretary's Certificate, authorizing signatory		Owner of the Property		
10. One (1) copy Special Power of Attorney/ Authorization Letter, if necessary		Owner of the Property		
11. Any of the following will be required in cases when the applicant is not the registered owner (1 original copy) -Corporate Secretary's Certificate – for corporation -Special Power of Attorney Notarized Authorization Letter				
12. One (1) copy Fire Safety Inspection Certificate (to be facilitated by OCBO)		Bureau of Fire Protection (BFP)		
13. Photocopy of Official Receipt of Building Permit Fee of Order of Payment for Building Permit, if applicable – for Building Permit applications in the year 2013 and below				
14. Photocopy of Official Receipt of Zoning/ Locational Clearance Fee or Zoning Certificate/ Locational Clearance, if applicable – for Building Permit applications dated September 2019 and below				
15. One (1) copy of DPWH Clearance for project along national roads		Department of Public Works and Highways (DPWH)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS I NG TIME	PERSON RESPONSIBLE
1. Submit all the necessary forms and documents required at OCBO	1. Check the required documents and encode application details in the receiving logbook.			Administrativ

<p>Receiving Window.</p> <p>Receive Acknowledgement Receipt (Wait for the results of evaluation within 5 working days)</p>	<p>1.1 Print Routing Slip, Acknowledgment Receipt, Evaluation – Nonconformity Compliance Sheet and Certificate of Occupancy/ Use Joint Inspection Report.</p>	<p>None</p>		<p>e Assistant/ Aide (OCBO)</p>
	<p>1.2 Stamp the completion forms and as-built plans with “RECEIVED” and indicates date of receipt.</p>			
	<p>1.3 Endorse the Certificate of Occupancy/ Use Joint Inspection Report to the JIT Leader for the conduct of inspection while the application documents will be endorsed to the BFP.</p>			
	<p>1.4 Conduct of Joint Inspection within one (1) working day from the date of application and record the results of the inspection and recommendations on the report.</p> <p>Notes: <i>If the applicant fails to comply with the technical requirements, conduct ocular inspection within five (5) working days from the last day of 30 days grace period to determine the status of construction.</i> <i>-If noncompliance was noted by all or any of the regulatory offices, joint inspection shall be conducted by the OCBO and concerned office or the OCBO only as the case may be.</i></p>	<p>None</p>	<p>Within 1 working day</p>	<p>-Building Inspectors (OCBO) -Fire Safety Enforcer (BFP)</p>

<p><i>-For applications which were issued with Demand Letter, inspection shall be conducted three (3) days after the date of receipt of the Demand Letter. If Notice of violations will be served, inspection shall be conducted three (3) days after the receipt of every corresponding notices.</i></p>			
<p>1.5 Request the applicant to sign on the Certificate of Occupancy/ Use Joint Inspection Report and furnish him/ her a copy of it. Fill out completely the Routing Slip and endorse the applicant's documents to the technical evaluators.</p>	None		Building Inspector (OCBO)
<p>1.6 Indicate the time in and date on the Routing Slip. Verify and evaluate the plans and documents as to technical requirements of their respective fields/ disciplines and fire safety requirements.</p>	None	10 hours (simple) / 32 hours (complex)	-Architect and Engineers (OCBO) and Building Plan Evaluator (BFP)
<p>1.7 Accomplish and sign Evaluation Sheet and as-built plans (if any). Note: <i>-If the application is compliant to the National Building Code (P.D. 1096) and its Implementing Rules and Regulations, signs on the Evaluation – Nonconformity Compliance Sheet. -If the application is not compliant, record the findings in the Evaluation – Nonconformity Compliance Sheet and</i></p>			

<p><i>the nonconformity in the Nonconforming Outputs Logbook. Nonconforming outputs shall be monitored within a period thirty (30) calendar days after the technical deficiencies were communicated to the client.</i></p> <p><i>-If the applicant fails to comply with the technical requirements after a period of thirty (30) calendar days, the inspector/s will conduct an ocular inspection.</i></p> <p><i>-If still noncompliant, a Demand Letter will be served.</i></p> <p><i>-Notice of Violations will be served if the applicant fails to comply after the issuance of a Demand Letter. Refer to procedures on OCULAR INSPECTION 1.4</i></p> <p><i>-If the applicant fails to comply after the final notice of violation, application will be endorsed to City Legal Office for appropriate legal actions.</i></p>			
<p>1.8 Fill out completely the Routing Slip and endorse the documents to the Administrative Aide.</p>	<p>None</p>		<p>Building Inspectors (OCBO) and Fire Safety Enforcer (BFP)</p>
<p>1.9 Fill out completely the Routing Slip and endorse the documents to the Administrative Aide.</p>	<p>None</p>		<p>Building Inspectors (OCBO) and Fire Safety Enforcer (BFP)</p>

	1.10 Indicate the time in and date on the Routing Slip and endorse to the Inspection and Enforcement Division Chief and City Building Official	None		Administrative Aide
	1.11 Review and approve the application and applicable permits.			Processing and Evaluation Division Chief and City Building Official (OCBO)
	1.12 Fill out completely the Routing Slip and endorses the applicant's documents to the Assessment Officer	None		Administrative Assistant/ Aide (OCBO)
	1.13 Indicate the time in and date on the Routing Slip, assess and encode all applicable fees. For FSIC fees, copy the assessment based on the BFP's assessment form.	None	1 hour (simple) / 2 hours (complex)	Assessment Officer (OCBO)
	1.14 Review and approve of Assessment Slip and Order of Payment	None	2 hours (simple) / 6 hours (complex)	Processing and Evaluation Division Chief and City Building Official
	1.15 Fills out completely the Routing Slip and endorse to the Revenue Collection Clerk (CTO) together with the order of Payment.	None		Administrative Assistant/ Aide (OCBO)
2. Present Acknowledgement Receipt to the City Treasurer's Office	2. Receive Acknowledgement Receipt from the applicant.	Refer to Schedule of Fees and other Charges of the		

<p>– Window 31)</p>	<p>2.1 Retrieve the Order of Paayment from file.</p>	<p>Revised Implemmenting Rules and Regulation s (IRR) of the National Building Code of the Philippines (P.D. 1096) / Other Regulatory Fees / Ordinance s</p>	<p>10 minutes</p>	<p>Revenue Collection Officer/ Clerk (CTO)</p>
	<p>2.2 Indicate the date and time in on the Routing Slip and encode the payment details and collect the correct amount of money from the client.</p>			
	<p>2.3 Print the Official Receipt and fill out completely the Routing Slip.</p>			
	<p>2.4 Issue the Official Receipt together with the applicable Routing Slip and Order of Payment to the client.</p>			
<p>3. Present Routing Slip, Order of Payment and</p>	<p>3. Receive from the CTO the Routing Slip, Order of Payment</p>	<p>None</p>	<p>2 hours (simple) / 6 hours (complex)</p>	<p>Administrative Assistant/ Aide (OCBO)</p>
<p>Official Receipt to OCBO Releasing Window and accomplish Client's Feedback Form</p> <p>4.Receive approved Certificate of</p>	<p>and the Official Receipt.</p>			

Occupancy/ Use and drop Client's Feedback Form in the Suggestion Box at OCBO Releasing Window	3.1 Prints the Certificate of Occupancy/ Use in two (2) copies.	None		
	3.2 Receive and attach the Fire Safety Inspection Certificate and other documents from the BFP to the application documents.	None		
	3.3 Sign the Certificate of Occupancy/ Use. Note: <i>Thorough review of application was already carried out during the Technical Evaluation procedures.</i>	None		
	3.4 Encode details of application and payment on the logbook.			
	3.5 Stamp the plans and application forms with "ISSUED" and indicate the date of issuance.	None		

	<p>3.6 Segregate the approved Certificate of Occupancy/ Use into three (3) sets: Owner's Copy, Office File Copy.</p>	None		
	<p>3.7 Issue approved Certificate of Occupancy/ Use and request him/ her to accomplish the previously issued feedback form/ acknowledgement receipt after which will be dropped accordingly by the applicant to the designated suggestion box.</p>	None		
	<p>3.8 Fill out completely the Routing Slip and request the applicant to sign on it to signify receipt of documents.</p>	None		
<p>TOTAL:</p>	<p>Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (P.D.1096) / Other Regulatory Fees / Ordinances</p>	<p>3 Working Days (simple application) / 7 Working days (complex applications)</p>		



4. ANNUAL INSPECTION CERTIFICATE & CERTIFICATE OF OPERATION

The Office of the City Building Official is primarily responsible for the issuance of Certificate of Annual Inspection & Certificate of Operation, as mandated by law particularly the National Building Code (P.D. 1096) and other referral codes in order to promote public safety, order and welfare towards a sustainable and sound environment catering to City of San Fernando's development.

Office or Division:	Office of the City Building Official (OCBO) located at Plaza Vidal de Arrozal (Atrium), City Hall, City of San Fernando, Pampanga	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business / G2G - Government to Government	
Who may avail:	Citizen / Business / Government	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) copy of fully accomplished form of Annual Inspection Establishment Data(for Annual Inspection only)		OCBO
One (1) copy of Inspection Report (Annual Inspection/Certificate of Operation)		OCBO
Two (2) copies of Certification/s from professional/s as indicated in the Inspection Report		Duly Licensed Professional/s hired by the Applicant
-Note other documents may be required by the inspector base on the conducted inspection.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all copies of documents at the OCBO Receiving Window.	Check the completeness of the required documents and prepare the Routing Slip, Evaluation Report & Acknowledgement Receipt.	NONE	10 minutes	Administrative Assistant/ Aide (OCBO)
	Stamp Certifications and other required documents with "RECEIVED" and indicate date received and sign.			
	Sign on the routing slip endorse documents to the I.E.D. Inspector/s.			
	Issue Acknowledgement Receipt/Feedback to the applicant.			

	Accomplish the Routing Slip with Date & Time In.		1 day (8 hours)	I.E.D. Inspector/s
	Prepare certificates to be issued.			
	Accomplish Evaluation Findings Form			
	Fill-up Routing Slip with Date & Time Out.			
	Endorse all documents to the Inspection and Enforcement Division Chief for review.			
	Accomplish the Routing Slip with Date & Time In.	NONE	15 minutes	Inspection and Enforcement Division Chief
	Review all documents, findings and recommend for approval.			
	Accomplish the Routing Slip with Date & Time Out.	NONE	15 minutes	Inspection and Enforcement Division Chief
	Endorse the documents to the Assessment Officer.			
	Accomplish the Routing Slip with Date & Time In.	NONE	10 minutes	Assessment Officer
	Assess fees base on the documents submitted.			
	Prepare three (3) copies Order of Payment then sign.			
	Accomplish the Routing Slip with Date & Time Out.			
	Endorse the documents to the City Building Official for approval.			
Accomplish the Routing Slip with Date & Time In.				
Review all documents, findings and sign on the Certificate/s to be issued.				

	Fill-up Routing Slip with Date & Time Out.	NONE	10 minutes	City Building Official
	Endorse three (3) copies of Order of Payment and the Routing Slip to the City Treasurer's Office for payment			
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	Retrieve documents	Refer to the Assessment Slip issued by the DOLE Regional Office	15 minutes	Revenue Collection Officer/ Clerk (CTO)
	Collect the amount of corresponding fees and accomplish the Routing Slip with Date & Time In.			
	Prepare the Official Receipt and fill out the Routing Slip with Date & Time Out			
	Endorse the documents to the OCBO Releasing Clerk			
	Indicate the time in and date on the Routing Slip.	NONE	15 minutes	Administrative Assistant/ Aide (OCBO)
	Accomplish certificates with payment details and stamp "Issued" with the date of Issuance and sign.			
	Encode payment details on the Issuance Logbook			
	Accomplish the Routing Slip with Date & Time Out.			
3. Receive documents from the Releasing Clerk	Issue one copy each of Certificate/s, Order of Payment, Official Receipt and Certifications.	NONE	5 minutes	Administrative Assistant/ Aide (OCBO)
	Inform the client to accomplish the Feedback Form and sign on the issuance logbook.			
		Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR)	Maximum of Three (3) Working Days (Simple application)	Note: Inspection will be excluded in processing of certificate/s. (Ocular Inspection / Saturation)
TOTAL			1 day, 1 hour & 25minutes	



5. DOLE PERMIT TO OPERATE – PAYMENT

The Office of the City Building Official is primarily responsible for the collection of fees for DOLE – PERMIT TO OPERATE, in compliance with memorandum of agreement between The Ministry of Labor (DOLE) and The Ministry of Public Works (DPWH) effective April 15, 1980.

Office or Division:	Office of the City Building Official (OCBO) located at Plaza Vidal de Arrozal (Atrium), City Hall, City of San Fernando, Pampanga			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business			
Who may avail:	Citizen / Business			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
DOLE - Permit to Operate Assessment Slip - Two (2) copies of Assessment Slip (1 original & 1 photocopy)			DOLE Regional Office 3	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all copies of the Assessment Slip at OCBO Receiving Window.	Check the completeness of the required documents and prepare the Routing Slip, Acknowledgement Receipt & three copies of Order of Payment.	NONE	10 minutes	Administrative Assistant/ Aide (OCBO)
	Accomplish the Routing Slip with Date & Time In.			
	Issue Acknowledgement Receipt/Feedback to the applicant.			
	Sign on the routing slip endorse to the Assessment Officer for review.		5 minutes	Assessment Officer
	Review all documents and sign on the Order of Payment.			
	Accomplish the Routing Slip with Date & Time Out.			

	Endorse all documents to the available Division Chief or higher authority for approval of payment.			
	Accomplish the Routing Slip with Date & Time In.			
	Review all documents and sign on the Order of Payment.		4 minutes	Building Official, Division Chief or any with higher authority
	Accomplish the Routing Slip with Date & Time Out.	NONE	4 minutes	Building Official, Division Chief or any with higher authority
	Endorse three (3) copies of Order of Payment and the Routing Slip to the City Treasurer's Office for payment.		1 minutes	Administrative Assistant/ Aide (OCBO)
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	Accomplish the Routing Slip with Date & Time In.			
	Collect the amount of corresponding fees then Fill out completely the Routing Slip and issue the acknowledgement receipt / feedback to the applicant.	Refer to the Assessment Slip issued by the DOLE Regional Office	5 minutes	Revenue Collection Officer/ Clerk (CTO)
	Prepare the Official Receipt and fill out the Routing Slip			
	Endorse the documents to the OCBO Releasing Clerk			

	Indicate the time in and date on the Routing Slip.	NONE	3 minutes	Administrative Assistant/ Aide (OCBO)
	Stamp the DOLE Assessment Slip with "RECEIVED" and indicate the date of receipt then sign.			
	Encode details on the DOLE-PTO Payment Issuance Logbook	NONE	3 minutes	Administrative Assistant/ Aide (OCBO)
	Accomplish the Routing Slip with Date & Time Out.			
		Refer to the Assessment Slip issued by the DOLE Regional Office	Maximum of Three (3) Working Days (Simple application)	
		In compliance with memorandum of agreement between The Ministry of Labor (DOLE) and The Ministry of Public Works (DPWH) effective April 15, 1980		
TOTAL:			30 minutes	



6. NOTICE OF VIOLATIONS

The Office of the City Building Official is primarily responsible for monitoring all construction activities within the City of San Fernando as mandated by law particularly the National Building Code (P.D. 1096), in order to promote public safety, order and welfare towards a sustainable and sound environment catering to City of San Fernando's development.

Office or Division:	Office of the City Building Official (OCBO) located at Plaza Vidal de Arrozal (Atrium), City Hall, City of San Fernando, Pampanga			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business			
Who may avail:	Citizen / Business			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Two (2) copies of Notice of Violation(s) (1 original & 1 photocopy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all copies of the Notice of Violation(s) at OCBO Receiving Window.	Check the completeness of the required documents and prepare the Routing Slip, Acknowledgement Receipt.	NONE	10 minutes	Administrative Assistant/ Aide (OCBO)
	Accomplish the Routing Slip with Date & Time In.			
	Issue Acknowledgement Receipt/Feedback to the applicant.			
	Sign on the routing slip endorse to the Assessment Officer for review.		5 minutes	Assessment Officer
	Review all documents and sign on the Order of Payment.			
	Accomplish the Routing Slip with Date & Time Out.			

	Endorse all documents to the available Division Chief for review of payment.			
	Accomplish the Routing Slip with Date & Time In.			
	Review all documents and sign on the Order of Payment.			
	Accomplish the Routing Slip with Date & Time Out.		5 minutes	Division Chief
	Endorse all documents to the City Building Official for approval of payment.			
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	Accomplish the Routing Slip with Date & Time In.	Refer to the Assessment Slip issued by the DOLE Regional Office	5 minutes	Revenue Collection Officer/ Clerk (CTO)
	Collect the amount of corresponding fees.			
	Prepare the Official Receipt and fill out the Routing Slip			
	Endorse the documents to the OCBO Releasing Clerk			
	Indicate the time in and date on the Routing Slip.			
	Encode details on the Issuance Logbook	NONE	3 minutes	Administrative Assistant/ Aide (OCBO)
	Accomplish the Routing Slip with Date & Time Out.			
3. Receive documents from the Releasing Clerk	Issue one copy of Order of Payment, Official Receipt and original copy of Notice of Violation(s).	NONE	2 minutes	Administrative Assistant/ Aide (OCBO)
	Inform the client to accomplish the Feedback Form and			

	sign on the issuance logbook.			
		Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (P.D. 1096) / Other Regulatory Fees / Ordinances	Maximum of Three (3) Working Days (Simple application)	Note: 1) Applicable only for saturated illegal structures/constructions. 2) Fines under BAA, Occ & CFEIC will be included in respective processes' Order of Payment
TOTAL			30 minutes	



7. Document/Certification Requests

Office or Division:	Office of the City Building Official (OCBO) located at Plaza Vidal de Arrozal (Atrium), City Hall, City of San Fernando, Pampanga	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business / G2G - Government to Government	
Who may avail:	Citizen / Business / Government	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) copy of fully accomplished Document/Certification Request Form -Additional one (1) copy of duly notarized Authorization Letter/Secretary Certificate if the applicant is not the document owner.		OCBO
One (1) copy of any duly notarized proof of change in ownership (i.e. Deed of Sale/Contract of Sale/Agreement)		Document Owner
One (1) photocopy of valid government issued ID of the applicant/representative.		
One (1) copy of issued company ID if document is owned by a group/company/corporation.		Applicant/Representative
Photocopies of issued documents (permits/plans/forms) if requesting for Certified True Copy only. - Note that the office cannot certify a true copy any kind of document that was produced by other government agencies or private group/entities.		Document Owner
		Issuing Agency

	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all copies of documents at the OCBO Receiving Window.	Check the completeness of the required documents and prepare the Routing Slip & Acknowledgement Receipt.	NONE	10 minutes	Administrative Assistant/ Aide (OCBO)
	Stamp the Request Form with "RECEIVED" and indicate date received and sign.			
	Sign on the routing slip endorse to the Records Officer for records validation.			
	Issue Acknowledgement Receipt/Feedback to the applicant.			
	Accomplish the Routing Slip with Date & Time In.			
	Verify given data through records.			
	Accomplish Request Form findings.	NONE	1 day (8 hours)	Records Officer
	Fill-up Routing Slip with Date & Time Out.			
	Endorse all documents to the Administrative and Records Management Chief for review.			
	Accomplish the Routing Slip with Date & Time In.			
	Review all documents, findings and recommend type of document to be issued on the Request Form.			
	Print/Prepare the requested document if available or a denial letter if any deficiency was found. (Stamp "Certified True Copy" for C.T.C. requests)			
	Accomplish the Routing Slip with Date & Time Out.	NONE	15 minutes	Administrative and Records Management Chief
	Endorse the documents to the Assessment Officer for assessment			
Accomplish the Routing Slip with Date & Time In.				
Assess fees base on the documents submitted.				
		NONE	10 minutes	Assessment Officer

	Prepare three (3) copies Order of Payment then sign.			
	Accomplish the Routing Slip with Date & Time Out.			
	Endorse the documents to the City Building Official for approval.			
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	Retrieve documents	Refer to the Assessment Slip issued by the DOLE Regional Office	15 minutes	Revenue Collection Officer/ Clerk (CTO)
	Accomplish the Routing Slip with Date & Time In.			
	Collect the amount of corresponding fees then Fill out completely the Routing Slip and issue the acknowledgement receipt / feedback to the applicant.			
	Prepare the Official Receipt and fill out the Routing Slip with Date & Time Out			
	Endorse the documents to the OCBO Releasing Clerk			
	Indicate the time in and date on the Routing Slip.	NONE	15 minutes	Administrative Assistant/ Aide (OCBO)
	Stamp documents with app and indicate the date of receipt then sign.			
	Encode payment details on the Issuance Logbook			
	Accomplish the Routing Slip with Date & Time Out.			
3. Receive documents from the Releasing Clerk	Issue one copy of Order of Payment, Official Receipt and the document requested.			Administrative Assistant/ Aide (OCBO)5 minutes
	Inform the client to accomplish the Feedback Form and sign on the issuance logbook.			
		Refer to Schedule of Fees and other	Maximum of Three (3) Working Days (Simple application)	

		Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines (P.D. 1096) / Other Regulatory Fees / Ordinances		
	TOTAL		1 day, 1 hour & 25minutes	

