Office of the City Building Official

External Services

1. 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)
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.	1.1 Check the completeness of the required documents and prepare the Routing Slip, Evaluation Report & Acknowledgement Receipt.	None	2 minutes	*Diosdado Sicat Jr Engineering Assistant* *Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II*

				Joshua Lingat *Administrative Aide* *(Office of the City Building Official)*
	1.2 Stamp Certifications and other required documents with "RECEIVED" and indicate date received and signed.	None	2 minutes	*Diosdado Sicat Jr* *Engineering Assistant* *Jayson F. Manalang* *Administrative Assistant II* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	1.3 Sign on the routing slip endorse documents to the I.E.D. Inspector/s.	None	2 minutes	*Diosdado Sicat Jr* *Engineering Assistant* *Jayson F. Manalang* *Administrative Assistant II* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*

	1.4 Issue Acknowledgement Receipt/Feedback to the applicant.	None	2 minutes	*Diosdado Sicat Jr Engineering Assistant* *Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
	1.5 Accomplish the Routing Slip with Date & Time In.	None	2 minutes	*Diosdado Sicat Jr Engineering Assistant* *Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
	1.6 Prepare certificates to be issued.	None	15 minutes	*Diosdado Sicat Jr Engineering Assistant (Office of the City Building Official)*

	1.7 Accomplish Evaluation Findings Form	None	1 hour each evaluator	*Mashail Gatdula* *Engineer II* *Emelito A. Pineda* *Architect II* *Oscar Santos, Jr.* *Engineer II* *Kenneth Ocampo* *Engineer II* *John Wayne Sta. Cruz* *Engineer II* *Ivan Karl Pantig* *Acting Engineer II* *Aljo Pare* *Engineer II* *(Office of the City Building Official)*
	1.8 Fill-up Routing Slip with Date & Time Out.	None	30 minutes each evaluator	*Mashail Gatdula* *Engineer II* *Emelito A. Pineda* *Architect II* *Oscar Santos, Jr.* *Engineer II* *Kenneth Ocampo* *Engineer II* *John Wayne Sta. Cruz* *Engineer II* *Ivan Karl Pantig* *Acting Engineer II* *Aljo Pare* *Engineer II*
	1.9 Endorse all documents to the	None	15 minutes each evaluator	*Diosdado Sicat Jr*

	Inspection and Enforcement Division Chief for review.			*Engineering Assistant (Office of the City Building Official)*
	1.10 Accomplish the Routing Slip with Date & Time In.	None	5 minutes	Engr. Amoranto M. Tapang IED Chief (Office of the City Building Official)
	1.11 Review all documents, findings and recommendations for approval.	None	15 minutes	Engr. Amoranto M. Tapang IED Chief (Office of the City Building Official)
	1.12 Accomplish the Routing Slip with Date & Time Out.	None	5 minutes	Engr. Amoranto M. Tapang IED Chief (Office of the City Building Official)
	1.13 Endorse the documents to the Assessment Officer.	None	5 minutes	Engr. Diosdado M. Sicat Jr. Engineering Assistant (Office of the City Building Official)
	1.14 Accomplish the Routing Slip with Date & Time In.	None	2 minutes	Engr. Diosdado M. Sicat Jr. Engineering Assistant *(Office of the City Building Official)*
	1.15 Assess fees based on the documents submitted.	None	2 minutes	*Engr. John Wayne Sta. Cruz Engineer II* *Engr. Aljo Pare Engineer II* *Engr. Diosdado Sicat Jr. Engineering Assistant* *Engr. Justine Dayne Sandiongco*

				Administrative Aide VI *Engr. Ari Evangelista* *Administrative Aide VI*
	1.16 Prepare three (3) copies of the Order of Payment then sign.	None	2 minutes	*Engr. John Wayne Sta. Cruz* *Engineer II* *Engr. Aljo Pare* *Engineer II* *Engr. Diosdado Sicat Jr.* *Engineering Assistant* *Engr. Justine Dayne Sandiongco* *Administrative Aide VI* *Engr. Ari Evangelista* *Administrative Aide VI* *(Office of the City Building Official)*
	1.17 Accomplish the Routing Slip with Date & Time Out.	None	2 minutes	*Engr. John Wayne Sta. Cruz* *Engineer II* *Engr. Aljo Pare* *Engineer II* *Engr. Diosdado Sicat Jr.* *Engineering Assistant* *Engr. Justine Dayne Sandiongco* *Administrative Aide*

				VI *Engr. Ari Evangelista* *Administrative Aide VI*
	1.18 Endorse the documents to the City Building Official for approval.	None	2 minutes	*Engr. Diosdado Sicat Jr.* *Engineering Assistant* *Engr. Justine Dayne Sandiongco* *Administrative Aide VI* *Engr. Ari Evangelista* *Administrative Aide VI*
	1.19 Accomplish the Routing Slip with Date & Time In.	None	2 minutes	*Engr. Anele C. David* *City Building Official* *(Office of the City Building Official)*
	1.20 Review all documents, findings and sign on the Certificate/s to be issued.	None	5 minutes	*Engr. Anele C. David* *City Building Official* *(Office of the City Building Official)*
	1.21 Fill-up Routing Slip with Date & Time Out.	None	2 minutes	*Engr. Anele C. David* *City Building Official* *(Office of the City Building Official)*
	1.22 Endorse three (3) copies of Order of Payment and the Routing Slip to the	None	1 minute	*Engr. Diosdado Sicat Jr.* *Engineering Assistant*

	City Treasurer's Office for payment			*(Office of the City Building Official)*
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	2.1 Retrieve documents from file.	Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR)	10 minutes	*Edna Q. Quilala Revenue Collection Clerk III* *Juliet R. Dival Local Revenue Collection Clerk (City Treasurer's Office)*
	2.2 Collect the amount of corresponding fees and accomplish the Routing Slip with Date & Time In.			
	2.3 Prepare the Official Receipt and fill out the Routing Slip with Date & Time Out			
	2.4 Endorse the documents to the OCBO Releasing Clerk			
3. Receive documents from the Releasing Clerk	3.1 Indicate the time in and date on the Routing Slip.	None	2 minutes	*Diosdado Sicat Jr Engineering Assistant* *Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide (Office of the City Building Official)*

	3.2 Accomplish certificates with payment details and stamp "Issued" with the date of Issuance and sign.	None	6 minutes	*Diosdado Sicat Jr* *Engineering Assistant* *Jayson F. Manalang* *Administrative Assistant II* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide (Office of the City Building Official)*
	3.3 Encode payment details on the Issuance Logbook	None	5 minutes	*Diosdado Sicat Jr* *Engineering Assistant* *Jayson F. Manalang* *Administrative Assistant II* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide (Office of the City Building Official)*
	3.4 Accomplish the Routing Slip with Date & Time Out.	None	2 minutes	*Diosdado Sicat Jr* *Engineering Assistant*

				Jayson F. Manalang *Administrative Assistant II* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide (Office of the City Building Official)*
	3.5 Issue one copy each of Certificate/s, Order of Payment, Official Receipt and Certifications.	None	3 minutes	*Diosdado Sicat Jr* *Engineering Assistant* *Jayson F. Manalang* *Administrative Assistant II* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide (Office of the City Building Official)*
	3.6 Inform the client to accomplish the Feedback Form and sign on the issuance logbook.	None	2 minutes	*Diosdado Sicat Jr* *Engineering Assistant* *Jayson F. Manalang* *Administrative Assistant II*

				Ralph Harold S. Mendiola *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide (Office of the City Building Official)*
			TOTAL:	Maximum of Three (3) Working Days (Simple application)

Note: Inspection will be excluded in processing of certificate/s. (Ocular Inspection / Saturation

2. 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 wishes 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)
Classification:	Simple, Complex and 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
<u>TECHNICAL DOCUMENTS:</u> 1. **Fully accomplished, originally signed and clearly sealed by duly licensed professionals of the following forms:** - **4 copies of notarized Unified Application Form for Building Permit ***(FM-CSFP-QMS-36)*** - for new construction - 2 copies of Architectural Permit form ***(NBC Form No. A-01)*** - 2 copies of Civil/Structural Permit ***form (NBC Form No. A-02)*** - 2 copies of Sanitary/Plumbing Permit form ***(DPWH Form No. 77-001-S)*** - for Sanitary/Plumbing installations/works - 2 copies of Electrical Permit form ***(NBC Form No. A-03)*** - for Electrical wiring installations/works - 2 copies of Mechanical Permit form ***(NBC Form No. A-04)*** - for Mechanical installations/works - 2 copies of Electronics Permit form ***(NBC Form No. A-07)*** - for Electronics installations/works	Office of the City Building Official (Receiving Windows 28 and 29)

- 2 copies of Excavation and Ground Preparation Permit form ***(NBC Form No. B-02)***, if applicable - 2 copies of notarized Fencing Permit form ***(NBC Form No. B-03)***, if applicable - 2 copies of Sidewalk Construction Permit form ***(NBC Form No. B-04)***, if construction is located in major thoroughfare - 2 copies of Temporary Sidewalk Enclosure and Occupancy Permit form ***(NBC Form No. B-05)***, if applicable - Two (2) copies of Scaffolding Permit *(if applicable)* - 2 copies of Sign Permit form ***(NBC Form No. B-07)***, if applicable - 2 copies of notarized Demolition Permit form ***(NBC Form No. B-08)***, if applicable - ***Note: For Ancillary and Accessory Permit applications only, submit only the photocopy of approved Building Permit (if applicable)***	
2. ***^^The following sets of plans with specific project title, all originally signed and clearly sealed by duly licensed professionals of their respective fields/disciplines:*** **-****4 sets of Architectural Plans ***(2 copies for OCBO, 1 copy for BFP, 1 copy for CPDCO)*** 3 sets of Civil/Structural Plans ***(2 copies for OCBO, 1 copy for BFP)*** 3 sets of Sanitary/Plumbing Plans ***(2 copies for OCBO, 1 copy for BFP)*** 3 sets of Electrical Plans with Short Circuit and Voltage Drop Calculations ***(2 copies for OCBO, 1 copy for BFP)*** 3 sets of Mechanical Plans and Fire Protection Plan including Automatic Fire Suppression System (AFSS), Kitchenhood System (KFSS), Centralized LPG Line System, if applicable ***(2 copies for OCBO, 1 copy for BFP)***	Respective Duly Licensed Professionals

3 sets of Electronic Plans and Fire Detection Alarm System, if applicable ***(2 copies for OCBO, 1 copy for BFP)*** -2 sets of Demolition Plans, for construction with demolition works ***Legend:*** ***** - Additional 1 copy of Unified Application Form for Building Permit and 1 set of Architectural Plans with clear, colored copy of exterior perspective for projects within Heritage District and Declared Heritage Structures (for CTIPO)*** ***^^ - Additional 1 set of plans and copies of documentary requirements for projects located along National Roads is required*** ***- 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.***	
3. Four (4) sets of the following documents ***(2 copies for OCBO, 1 copy for BFP, 1 copy for CPDCO)*** -Location Plans, blueprint copy, all originally signed and clearly sealed by a geodetic engineer	Licensed Geodetic Engineer
4. 4 sets of Cost Estimates / Bill of Materials, all originally signed and clearly sealed by an architect or civil engineer and the owner *****Additional copy for projects within the heritage district and declared heritage structure***	Licensed Architect or Civil Engineer
5. 4 sets of Specifications, all originally signed and clearly sealed by an architect or civil engineer *****Additional copy for projects within the heritage district and declared heritage structure***	Licensed Architect or Civil Engineer
6. Hydraulic Analysis (for new and additional fire protection system), all originally signed and clearly sealed by PME, if applicable ***(2 copies for OCBO, 1 copy for BFP)***	Professional Mechanical Engineer

7. Photocopies of Valid Professional Licenses and Latest PTR with 3 specimen signature and seal ***(2 copies for OCBO, 1 copy for BFP)***	Respective Duly Licensed Professionals
8. 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 clearly sealed	Licensed Civil Engineer
9. 2 sets Boring and Plate Load Tests, Structural Design Analysis and Seismic Analysis for three (3) storey buildings and higher, all originally signed and clearly sealed	Licensed Civil Engineer
10. 1 original copy of DOLE Certification for Construction Safety and Health Program	Department of Labor and Employment (DOLE)
11.1 original copy of Traffic Impact Assessment – if building floor area is more than 5,000 square meters ***(for CPDCO)***	Traffic Engineer
12. 2 copies of Demolition Methodology, all pages originally signed and clearly sealed by Architect/Civil Engineer, if applicable	Licensed Architect or Civil Engineer
13. 1 Original copy of notarized Affidavit of Undertaking ***(FM-OCBO-B-04)*** - for Building Permit applications with 30 days grace period submission of other government clearances	-Office of the City Building Official (Receiving Windows 28 and 29) -Notarial Services
LEGAL DOCUMENTS: 14. Two (2) copies of the following documents ***(1 copy for OCBO, 1 copy for CPDCO):*** -Certified True Copy of Transfer Certificate of Title from Register of Deeds *****For government projects, in the absence of TCT or any other land title, Certificate of No Title by the Register of Deeds and Certified Technical Description by DENR will be required for facilitation of the application only.*** ***-**In case the applicant is not the registered owner of the lot, 2 copies of any of the following duly notarized***	-Register of Deeds located at Capitol Compound -Owner of the property -Notarial Services -Corporation

documents showing proof of ownership shall be submitted: - Lease of Proposal/ Contract of Lease or Award Notice/ Offer Sheet/ Certification of Ownership - Deed of Absolute Sale/ Donation/ Usufruct - Contract of Sale - Authority to Construct - Affidavit of Heirs - Memorandum of Agreement - Memorandum of Conformity - Waiver of Rights - Certification from LHSD for private lots under Community Mortgage Program (CMP)	
15. 1 copy of Certified Tax Declaration of Real Property *****not applicable for tenants in malls or commercial buildings and application of other Ancillary Permits with existing approved Building Permit.***	City Assessor's Office
16. Certified Copy of the Computer Generated Latest Real Property Tax Payment - for taxpayers paying on quarterly basis ***(to be facilitated by OCBO)*** *****not applicable for tenants in malls or commercial buildings and application of other Ancillary Permits with existing approved Building Permit.***	CTO – Land Tax Division
17. Two (2) copies of any of the following will be required in cases when the applicant has authorized a signatory or representative ***(1 original, 1 photocopy)***: -Special Power of Attorney -Notarized Authorization Letter -Corporate Secretary's Certificate – for corporation	-Corporation -Owner of the property -Notarial Services
18. 1 copy of Sangguniang Panlungsod Resolution/ Ordinance on the approved reclassification of land – for reclassified land	Office of the Sangguniang Panlungsod
19. 1 copy of valid ID with 3 original specimen signatures of the owner/ authorized representative and lot	-Owner of the property

owner/ authorized representative	
<u>CLEARANCES:</u> 20. 1 original copy of Zoning Certificate ***(FM-CPDCO-02)*** or Locational Clearance ***(FM-CPDCO-04) (to be facilitated by OCBO)***	Office of the City Building Official
21. 1 copy of Homeowner's Clearance/ Certification or Neigborhoods Consent nearby, minimum of 4 periphery units ***(if applicable)***	Homeowner's Association where the project is located
22. 3 original copies of Barangay Clearance ***(to be facilitated by OCBO)***	Office of the City Building Official
23. 1 original copy of Inspection Report for new buildings within the Heritage District ***(from CTIPO - to be facilitated by OCBO)***	City Tourism and Investment Promotion Office
24. 1 original copy of Lifting of the Presumption for 50 years and over structure from any Cultural Agencies ***(to be facilitated by CTIPO)***	City Tourism and Investment Promotion Office
25. 1 duplicate copy of Fire Safety Evaluation Clearance ***(FM-QSF-FSED-003)***	Bureau of Fire Protection – CSFP Station
26. 1 original copy of Clearances from other government agencies such as CAAP, DENR, DOH, NHA, DPWH, etc., if necessary ***(to be submitted within 30 calendar days after the issuance of Building Permit)***	Applicable government agency/ies
27. **Additional Documentary Requirements for the Construction of Telecommunications and Internet Infrastructure:** ● Height Clearance Permit from the Civil Aviation Authority of the Philippines (CAAP), except when the proposed structure is outside the CAAP Critical Areas and below fifty (50) meters in height above the elevation of the ground ● Homeowners and other community clearances ● ***Clearances from other government agencies, whenever applicable:*** - Environmental Compliance	-Civil Aviation Authority of the Philippines (CAAP) - Homeowners' Association

Certificate (ECC), if the proposed project is within an environmentally critical area - Free and Prior Informed Consent, if the proposed project site is within an ancestral domain - Land Use Conversion from the Department of Agrarian Reform (DAR) Central Office, if the proposed project site requires the conversion of an agricultural land of more than five (5) hectares, or from the DAR Regional Office, if the said land is five (5) hectares and below	- Department of Environment and Natural Resources - National Commission on Indigenous Peoples (NCIP) - Department of Agrarian Reform (DAR) Central Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary forms and documents required at OCBO Receiving Windows 28 and 29. Receive Acknowledgement Receipt (Wait for the results of evaluation within 3 working days for simple application, 7 working days for complex application and 20 working	1.1 Check the completeness of the required documents based on the corresponding checklist (Checklist of Requirements in Securing Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-27)***, Checklist of Requirements in Securing Fencing Permit ***(FM-CSFP-QMS-16)***, Checklist of Requirements in Securing Sign Permit ***(FM-CSFP-QMS-35)*** or Checklist of	None	20 minutes (simple) / 30 minutes (complex) / 60 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide (Office of the City Building Official)*

days for highly technical application)	Requirements in Securing Demolition Permit ***(FM-OCBO-B-05)***). Encode application details in the Building and other Ancillary and Accessory Permits – Application Receiving Logbook ***(FM-OCBO-B-01)***, and create Building and other Ancillary and Accessory Permits Application – Evaluation Sheet ***(FM-CSFP-QMS-63)*** (excel file and google sheet). Then, print the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)***, and three (3) copies of Joint Inspection Report for Building and			

	other Ancillary and Accessory Permits ***(FM-CSFP-QMS-38)***. The classification of building permit and other construction-related permit applications shall be as follows: A. Simple applications 1. Construction/ erection/ addition/ alteration/ renovation/ repair/ legalization of the following structures/ occupancy under group J Section 701 Division of the NBCP: a) Private garage not more than ninety (90) square meters; b) Carport; c) Sheds not less than six (6) square meters; d) Agricultural buildings; e) Fences over 1.80 meters in height; and f) Tanks and towers. 2. Repairs which do not involve any alteration/ changes from the building plans covered by a previously issued			

	Building Permit, Repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit); 3. Demolition of a single residential structure not more than three hundred (300) square meters and three storeys in height; 4. Signages for advertising and business signs; 5. Stand-alone permit applications for Building Service Equipment and other support facilities including: a) Mechanical; b) Sanitary; c) Electrical; d) Electronics; and e) Accelerographs; **and** 6. All other transactions not expressly falling under either 'Complex' or 'Highly Technical', consistent with the mandate of RA No. 11032.			

	B. Complex applications The construction/ erection/ addition/ alteration/ renovation/ repair/ legalization of any of the following Complex Type of Project Activity/ Structures/Occupancy: 1. Interior Renovations covered by an appropriate Building Permit; 2. Conversion of existing building occupancy classification; 3. *Multiple unit residential* houses (such as row houses, townhouses, and the like); 4. Single detached residential house not more than 7 storeys; 5. Commercial buildings			

	not more than 9 storeys; 6. Warehouses not more than 9 storeys; 7. Market buildings not more than 9 storeys; 8. Demolition (any type of occupancy / use with area of more than three hundred (300) square meters; 9. Billboard structures; **and** 10. All other types of Occupancy not more than 9 storeys. C. Highly Technical applications The construction/ erection/ addition/ alteration/ renovation/ repair/ legalization of any of the following Highly Technical Type of Project Activity/			

	Structures/ Occupancy: 1. Commercial buildings exceeding 9 storeys; 2. Market buildings exceeding 9 storeys; 3. All applications belonging to Group D of the NBCP: a) Mental hospitals, Sanitaria and Mental Asylums and those belonging to Division D-1 of the NBCP; b) Public and private hospitals (Division D-2 of the NBCP); c) Nursing homes for ambulatory patients, school and home, for children over kindergarten age, orphanages and those belonging to Division D-3 of the NBCP;alteration/ changes from the			

	building plans covered by a previously issued Building Permit, Repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit); 3. Demolition of a single residential structure not more than three hundred (300) square meters and three storeys in height; 4. Signages for advertising and business signs; 5. Stand-alone permit applications for Building Service Equipment and other support facilities including: a) Mechanical; b) Sanitary; c) Electrical; d) Electronics; and e)			

	Accelerographs; **and** 6. All other transactions not expressly falling under either 'Complex' or 'Highly Technical', consistent with the mandate of RA No. 11032. B. Complex applications The construction/ erection/ addition/ alteration/ renovation/ repair/ legalization of any of the following Complex Type of Project Activity/ Structures/ Occupancy: 11. Interior Renovations covered by an appropriate Building Permit; 12. Conversion of existing building occupancy classification; 13. *Multiple unit residential* houses (such as row			

	houses, townhouses, and the like); 14. Single detached residential house not more than 7 storeys; 15. Commercial buildings not more than 9 storeys; 16. Warehouses not more than 9 storeys; 17. Market buildings not more than 9 storeys; 18. Demolition (any type of occupancy/ use with area of more than three hundred (300) square meters; 19. Billboard structures; **and** 20. All other types of Occupancy not more than 9 storeys. C. Highly Technical applications The construction/ erection/ addition/ alteration/			

	renovation/ repair/ legalization of any of the following Highly Technical Type of Project Activity/ Structures/ Occupancy: 4. Commercial buildings exceeding 9 storeys; 5. Market buildings exceeding 9 storeys; 6. All applications belonging to Group D of the NBCP: a) Mental hospitals, Sanitaria and Mental Asylums and those belonging to Division D-1 of the NBCP; b) Public and private hospitals (Division D-2 of the NBCP); 7. c) Those belonging to Group H and I of the NBCP: a) Recreational or similar public assembly buildings, such as stadia, sports complex,			

	convention centers, etc. b) Structures that have a non-regular form, as classified in the Structural References Standards; and c) Those buildings/ structures whose use has very advanced structural calculation method in design, as classified in the Structural Reference Standards. 8. All other types of occupancy of more than 9 years. 9. All other buildings/ or structure/s with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council. (NDRRMC).			

	10. Special Structures such as but not limited to Aerodome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, and Historic Centers/ Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized vehicle and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Off-shore Energy Facilities, Piers and water-surrounded facilities, Solar Photovoltaic (PV) System, Towers and Underground structures and windowless buildings.			

	Note: *-Recorded timeliness on the Building and other Ancillary and Accessory Permits – Application Receiving Logbook* ***(FM-OCBO-B-01)*** *will also automatically be reflected on the Routing Slip for Building and other Ancillary and Accessory Permits* ***(FM-CSFP-QMS-61)*** *as the aforementioned forms are linked.*			
	1.2 Stamp the application forms and plans with "RECEIVED" and indicate the date of receipt as well as the assigned application control number.	None	18 minutes (simple)/ 28 minutes (complex)/ 58 minutes (highly technical)	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide*

				(Office of the City Building Official)
	1.3 Fill out completely the Building and other Ancillary and Accessory Permits - Application Receiving Logbook ***(FM-OCBO-B-01)*** and issue the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** form to the applicant.	None	18 minutes (simple)/ 28 minutes (complex)/ 58 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
	1.4 Accomplish Endorsement Logbook ***(FM-OCBO-G-06)*** and endorse the application documents to the Monitoring Officer for	None	18 minutes (simple)/ 28 minutes (complex)/ 58 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II*

	monitoring. Simultaneously, endorse the application to the CTO for the conduct of verification.			*Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	1.5 Endorse the CPDCO copy of application documents to the Inspection and Enforcement Division (IED) Chief for the conduct of joint inspection and endorse all the remaining application documents to the Processing and Evaluation Division (PED) Chief for the conduct of technical evaluation. *Note:* *-For application within the Heritage District, the Building Inspector shall endorse a copy each of Unified Application Form for Building Permit* ***(FM-CSFP-QMS-36)*** *and other required documents to the City Tourism and*	None	18 minutes (simple)/ 28 minutes (complex)/ 58 minutes (highly technical)	*Jefferson S. Serrano* *Administrative Assistant II* *(Office of the City Building Official)*

	Investment Promotion Office (CTIPO). *-Technical evaluation may be conducted simultaneously with the ocular inspection.* *-An Administrative Assistant is designated as a Monitoring Officer to monitor and facilitate the processing of the application of the client.*			
	1.6 Indicate the time in and date in the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet). Then endorse the application documents to the inspector/s.	None	18 minutes (simple) / 28 minutes (complex) / 58 minutes (highly technical)	*Engr. Amoranto M. Tapang* *IED Chief* *(Office of the City Building Official)*
	1.7 Conduct joint inspection and record the results of the inspection and recommendations on the Joint Inspection Report for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-38)***.	None	1 working day (simple and complex) / 2 working days (highly technical)	*Remel Martin C. Escoto* *Engineering Assistant* *(Office of the City Building Official)* *Joseph Reyes* *Zoning Inspector* *(CPDCO)* *Ar. Camille Mercado*

	The target time for the conduct of inspection shall be as follows: **Simple and Complex –** within the next working day from the date of application. **Highly Technical** – within the next two (2) working days from the receipt of application. *Notes:* *1. Pending applications i.e., applications with deficiencies in technical requirements are given thirty (30) calendar days grace period to comply based on the Notice of Compliance* ***(FM-OCBO-G-03)****. If no compliance were made, such applications are subject for re-inspection within seven (7) working days after the given grace period. (Please see Notes 2 and 3 of Procedure 3 TECHNICAL EVALUATION). The purpose of the re-inspection is as follows:* *a. To issue the Notice of*			*Tourism Representative (CTIPO),* *Barangay Representative*

	*Disapproval **(FM-OCBO-G-04)**; and* *b. To determine if there is ongoing construction, demolition or installation.* *2. If noncompliance was noted by all or any of the regulatory offices, joint re-inspection shall be conducted by the OCBO and concerned office or the OCBO only as the case may be.* *3. For ongoing construction, demolition or installation, a Notice of Violation **(NBC Form No. B-09)** shall be served. The application will then be tagged for monitoring of illegal construction/ structure which will be re-inspected every three (3) working days. A Notice of Violation **(NBC Form No. B-09)** shall be served three after the receipt of every corresponding*			

	notices, if necessary. *4. If the applicant fails to comply after the final Notice of Violation* ***(NBC Form No. B-09)****, application will be endorsed subjected to the City Legal Office for appropriate legal actions.* *5.For applications with notice/s issued during the conduct of saturation, due notice/s, whichever applicable will be served prior to filing of appropriate legal actions.* *6. Any technical deficiencies leading to and/ or inability to conduct inspection, the IED Chief will notify the PED Chief for the rescheduling of inspection by furnishing a copy of the Joint Inspection Report for Building and other Ancillary and Accessory Permits* ***(FM-CSFP-QMS-38)****. The schedule of inspection for*			

	those that were not yet inspected will be on the next working day while for those that have technical deficiencies, re-inspection will be conducted on the next working day upon compliance/ correction of the identified technical deficiencies.			
	1.8 Request the applicant to acknowledge the Joint Inspection Report for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-38)*** by signing on it then furnish him/ her a copy. Endorse the applicant's documents to the IED Chief for review.	None		*Remel Martin C. Escoto* *Engineering Assistant* *(Office of the City Building Official)*
	1.9 Review the Joint Inspection Report for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-38)*** and fill out completely the Routing Slip for	None		*Engr. Amoranto M. Tapang* *IED Chief* *(Office of the City Building Official)*

	Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet). Endorse the documents to the Administrative Assistant (Monitoring Officer).			
	1.10 Accomplish Endorsement Logbook ***(FM-OCBO-G-06)*** and endorse the set of application documents to the CPDCO and a copy of Joint Inspection Report for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-38)***.	None		*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)*
	1.11 Indicate the time in and date in the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet). a. For the CTO, verify in the Real Property Tax Collection System if tax has	None	30 minutes (regardless if simple, complex or highly technical) *(CTO)* 11 hours (simple) / 15 hours (complex) / 39 hours (highly technical)	*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)* *Juliet R. Dival Local Revenue Collection Clerk I (City Treasurer's Office)* *Maria Roneza P. Fuertez Engineer II*

	been paid. Click the appropriate box if compliant, exempted, or non-compliant. If non-compliant, indicate the amount to be paid for tax clearance, including the appropriate remarks in the Building and other Ancillary and Accessory Permits Application – Evaluation Sheet ***(FM-CSFP-QMS-63)***. b. For the CTIPO, evaluate the plans and documents if these comply with the architectural requirements of the City's heritage district. c. For CPDCO, evaluate the plans and documents if these comply with the City's Comprehensive Land Use Plan and zoning ordinance and other applicable statutory and regulatory requirements. ***(Please refer to PM-SPP-07, B. and C)***		*(CPDCO)* 3 hours (simple) / 4 hours (complex) / 15 hours (highly technical) *(CTIPO)* 40 minutes each evaluator (simple) / 1 hour, 40 minutes hours each evaluator (complex) / 7 hours, 40 minutes each evaluator (highly technical) *(OCBO)*	*(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)* *Jade Nigel D. Lacson* *Engineer II* *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)*

	d. For PED, evaluate the plans and documents as to technical requirements of their respective fields/ disciplines. *Note:* *The evaluator for Land Use and Zoning shall indicate the Classification/Division of the application which will be used during the conduct of assessment.*			*Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)*
	1.12 Accomplish Building and other Ancillary and Accessory Permits Application – Evaluation Sheet ***(FM-CSFP-QMS-63)***. *Notes:* *1. If the application is compliant with the National Building Code (P.D. 1096) and its IRR and other referral codes of each discipline, sign on the approval box of the plans and respective forms.*	None	10 minutes (regardless if simple, complex or highly technical) *(CTO)* 30 minutes (regardless if simple, complex or highly technical) *(CPDCO)* 30 minutes (regardless if simple, complex or highly technical) *(CTIPO)*	*Edna Q. Quilala* *Revenue Collection Clerk III* *(City Treasurer's Office)* *Juliet R. Dival* *Local Revenue Collection Clerk I* *(City Treasurer's Office)* *Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)*

			10 minutes each evaluator (regardless if simple, complex or highly technical) *(OCBO)*	*Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)*
	2. If the application is not compliant, record the findings in the Building and other Ancillary and Accessory Permits Application – Evaluation Sheet ***(FM-CSFP-QMS-63)*** *and the nonconformity in the Nonconforming Outputs Logbook* ***(FM-CSFP-QMS-10)****, if applicable. Notice of Compliance* ***(FM-OCBO-G-03)*** *shall be issued to Building and other Ancillary and Accessory Permits Application – Evaluation Sheet* ***(FM-CSFP-QMS-63)*** *upon communication to the client.* *2.1 The Issuance of Notice of*			*Jade Nigel D. Lacson* *Engineer II* *Niño Al O. Rey* *Engineer II* *Justine Albert S. Pecson* *Engineer II* *Janine Karen V. Yumul* *Administrative Aide VI* *(Office of the City Building Official)*

	*Compliance **(FM-OCBO-G-03)** shall be as follows:* *a. The Monitoring Officer shall prepare two (2) copies of Notice of Compliance **(FM-OCBO-G-03)** for review and approval of the City Building Official.* *b. Upon approval of the Notice of Compliance **(FM-OCBO-G-03)**, the Monitoring Officer will inform the client regarding the noncompliance and request him/her to visit the office and receive the Notice of Compliance **(FM-OCBO-G-03)** and the documents for return/ modification, if there are any.* *3. If the applicant fails to comply with the technical requirements after a period of thirty (30) calendar days after receipt of the Notice of Compliance **(FM-OCBO-G-03)**, the application shall be cancelled, and*			

	*all submitted documents shall be returned to the owner during the re-inspection, along with the Notice of Disapproval **(FM-OCBO-G-04)** and a photocopy of the received Notice of Compliance **(FM-OCBO-G-03)**.* *4. If there were corrections/ changes/ addition on building plans, copy of the revised plans shall be endorsed to the other regulatory offices following the regular procedures.* *5. Technical findings with compliance status may change based on the submitted documents.* *6. A notification will be sent thru email/ text message regarding the status of application within the next working day upon*			

	completion of re-evaluation.			
	1.13 Fill out completely the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet).	None	10 minutes (regardless if simple, complex or highly technical) *(CTO)* 30 minutes (regardless if simple, complex or highly technical) *(CPDCO)* 30 minutes (regardless if simple, complex or highly technical) *(CTIPO)* 10 minutes each evaluator (regardless if simple, complex or highly technical) *(OCBO)*	*Edna Q. Quilala* *Revenue Collection Clerk III* *(City Treasurer's Office)* *Juliet R. Dival* *Local Revenue Collection Clerk I* *(City Treasurer's Office)* *Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)* *Jade Nigel D. Lacson* *Engineer II* *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)*

				Janine Karen V. Yumul Administrative Aide VI (Acting Engineer II) (Office of the City Building Official) *Engr. Oscar Santos, Jr. (Acting PED Chief) (Office of the City Building Official)*
	1.14 Receive the Locational Clearance ***(FM-CPDCO-04)***/ Zoning Certificate ***(FM-CPDCO-02)*** and Order of Payment for Locational Clearance/ Zoning Certificate ***(FM-CSFP-CPDCO-02)*** from the CPDCO as well as Joint Inspection Report for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-38)*** from IED and attach the same to the application documents. *Note:* *The CTIPO shall transmit the CTIPO Clearance to the Monitoring Officer for*	None	10 minutes (regardless if simple, complex or highly technical)	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)*

	receipt and attachment to the application documents.			
	1.15 Endorse the application documents as well as the *Building and other Ancillary and Accessory Permits Application – Evaluation Sheet* ***(FM-CSFP-QMS-63)*** to the PED Chief for evaluation.	None	10 minutes (regardless if simple, complex or highly technical)	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)*
	1.16 Indicate the time in and date in the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet). Review and recommend approval of the application.	None	1.5 hours each evaluator (simple)/ 5.5 hours each evaluator (complex)/ 15.5 hours (highly technical) *(PED Chief)*	Acting PED Chief *(Office of the City Building Official)*
	1.17 Fill out completely the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet) and endorse the application documents to	None	10 minutes (regardless if simple, complex or highly technical)	*Engr. Oscar Santos, Jr. Acting PED Chief (Office of the City Building Official)*

	the City Building Official.			
	1.18 Indicate the time in and date in the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet). Thorough review and approve the application.	None	1.5 hours each evaluator (simple)/ 5.5 hours each evaluator (complex)/ 15.5 hours (highly technical) *(City Building Official)*	*Engr. Eldi Jun H. Dizon Acting City Building Official (Office of the City Building Official)*
	1.19 Fill out completely the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet) and endorse the application documents to the Monitoring Officer.	None	15 minutes (regardless if simple, complex or highly technical)	*Engr. Eldi Jun H. Dizon Acting City Building Official (Office of the City Building Official)*
	1.20 Record the findings/ recommendations on the worksheet then endorse the application document		15 minutes (regardless if simple, complex or highly technical)	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)*

	s to the Assessment Officer after recording. *Note: The worksheet is linked to the Nonconforming Outputs Logbook* ***(FM-CSFP-QMS-10)*** *and will automatically reflect the application/s identified to have nonconformity/ies.*			
	1.21 Indicate the time in and date on the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet). Assess and encode all applicable	None	40 minutes (simple) / 2 hour 40 minutes (complex) / 15 hours 40 minutes (highly technical)	*Maria Roneza P. Fuertez* *Engineer II* *Patricia Denisse P. Lopez* *Architect II* *Jordan Paul D. Gumba* *Engineer II* *Jade Nigel D. Lacson* *Engineer II* *Niño Al O. Rey* *Engineer II*

	fees in the assessment database system (excel file), including the applicable fees for Locational Clearance ***(FM-CPDCO-04)*** and Real Property Tax Clearance ***(FM-CSFP-CTO-03)***.			*Justine Albert S. Pecson* *Engineer II* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)*
	1.22 Print three (3) copies of Unified Order of Payment ***(FM-OCBO-G-02)*** and sign on each copy.	None	10 minutes (regardless if simple, complex or highly technical)	*Maria Roneza P. Fuertez* *Engineer II* *Patricia Denisse P. Lopez* *Architect II* *Jordan Paul D. Gumba* *Engineer II* *Jade Nigel D. Lacson* *Engineer II* *Niño Al O. Rey* *Engineer II* *Justine Albert S. Pecson* *Engineer II* *Janine Karen V. Yumul* *Administrative Aide VI*

				(Office of the City Building Official)
	1.23 Endorse the application documents and Unified Order of Payment ***(FM-OCBO-G-02)*** to the Monitoring Officer.	None	10 minutes (regardless if simple, complex or highly technical)	*Maria Roneza P. Fuertez* *Engineer II* *Patricia Denisse P. Lopez* *Architect II* *Jordan Paul D. Gumba* *Engineer II* *Jade Nigel D. Lacson* *Engineer II* *Niño Al O. Rey* *Engineer II* *Justine Albert S. Pecson* *Engineer II* *Janine Karen V. Yumul* *Administrative Aide VI* *Jefferson S. Serrano* *Administrative Assistant II* *(Office of the City Building Official)*
	1.24 Indicate the time in and date on the Routing Slip for Building and other Ancillary and Accessory		40 minutes (simple) / 40 minutes (complex) / 1 hour, 40 minutes	*Jayson F. Manalang* *Administrative Assistant II* *Ralph Harold S. Mendiola*

	Permits ***(FM-CSFP-QMS-61)*** (google sheet) and print the Building Permit ***(NBC Form No. B-01 B)*** in two (2) copies.		(highly technical)	*Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	1.25 Fill out completely the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet).	None	10 minutes (regardless if simple, complex or highly technical)	*Jayson F. Manalang* *Administrative Assistant II* *Ralph Harold S. Mendiola* *Administrative Assistant II* *Jeric B. Sicat* *Administrative Assistant II* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official))*
	1.26 Endorse the Unified Order of Payment ***(FM-OCBO-G-02)*** and the Building Permit ***(NBC Form No. B-01 B)*** to the PED Chief and the City Building Official for review and approval. *Note:*	None	10 minutes (regardless if simple, complex or highly technical)	*Jefferson S. Serrano* *Administrative Assistant II* *(Office of the City Building Official)*

	-Thorough review of the application was already carried out during the Technical Evaluation procedures. *-In the absence of the City Building Official, the assigned alternate is authorized to sign the Building Permit* ***(NBC Form No. B-01 B)*** *and Unified Order of Payment* ***(FM-OCBO-G-02)****.*			
	1.27 Review the Unified Order of payment ***(FM-OCBO-G-02)*** and Building Permit ***(NBC Form No. B-01 B)***. Then fill out completely the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet) and endorse Unified Order of Payment ***(FM-OCBO-G-02)*** to the City Building Official.	None	1 hour (simple) / 5 hours (complex) / 10 hours (highly technical) *(PED Chief)*	*Engr. Oscar Santos, Jr. Acting PED Chief (Office of the City Building Official)*

	1.28 Approve the Unified Order of payment ***(FM-OCBO-G-02)*** and Building Permit ***(FM-OCBO-G-02)*** then endorse the documents to the Monitoring Officer.		1 hour, 50 minutes (simple) / 4 hours, 50 minutes (complex) / 9 hours, 50 minutes (highly technical) *(City Building Official)*	*Engr. Eldi Jun H. Dizon Acting City Building Official (Office of the City Building Official)*
	1.29 Fill out completely the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet) and endorse Unified Order of Payment ***(FM-OCBO-G-02)*** to the Revenue Collection Clerk (CTO). *Note: The client shall be informed by the Monitoring Officer, thru call or text messaging, about the amount to be paid, instructing him/her to pay for his/her application at the City Treasurer's Office and to present the*	None	10 minutes (regardless if simple, complex or highly technical)	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)*

	Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use , and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** *when paying.*			
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 30 and 31)	2.1 Receive the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use , and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** from the applicant.	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	10 minutes (regardless if simple, complex or highly technical)	*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)* *Juliet R. Dival Local Revenue Collection Clerk I (City Treasurer's Office)*
	2.2 Retrieve the Unified Order of Payment ***(FM-***			

	OCBO-G-02) from file.			
	2.3 Indicate the date and time in on the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet) and encode the payment details in the Billing and Collection System and collect the correct amount of money from the client.			
	2.4 Print the Official Receipt ***(Accountable Form No. 51)*** and indicate the OR number and date in the Unified Order of Payment ***(FM-OCBO-G-02)***. For applications which were noted to secure Real Property Tax Clearance ***(FM-CSFP-CTO-03)***, proceed to the next activity.			
	2.5 Encode the Property Index Number on the Real Property			

	Tax Collection System. Indicate the service fee, O.R. number, and date, then print the Real Property Tax Clearance ***(FM-CSFP-CTO-03)***.			
	2.6 Record the Real Property Tax Clearance ***(FM-CSFP-CTO-03)*** and Official Receipt ***(Accountable Form No. 51)*** for releasing on the Real Property Tax Clearance Register ***(FM-CSFP-CTO-06)***.			
	2.7 Fill out completely the Routing Slip for Building and other Ancillary and Accessory Permits ***(FM-CSFP-QMS-61)*** (google sheet). Then, endorse the documents to the Administrative Assistant of OCBO (Releasing Clerk) and request him/her to			

	acknowledge the endorsement by signing on the Real Property Tax Clearance Register ***(FM-CSFP-CTO-06)***.			
3. Accomplish the Client's Feedback Form while waiting for the release of the permit/s. Then, receive approved permits and drop the Client's Feedback Form in the Suggestion Box at the OCBO Releasing Window.	3.1. Receive from the CTO the Unified Order of Payment ***(FM-OCBO-G-02)***, Official Receipt ***(Accountable Form No. 51)*** and the Real Property Tax Clearance ***(FM-CSFP- CTO-03)*** (if applicable). *Note: An Administrative Assistant is designated as a Releasing Officer for the facilitation of the release of the permit.*	None	7.5 minutes (simple and complex) / 15 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide*
	3.2 Indicate the time in and date on the Building and other Ancillary and Accessory Permits Releasing Logbook ***(FM-OCBO-B-02)***. *Note:*	None	7.5 minutes (simple and complex) / 15 minutes (highly technical)	

	*-Recorded timeliness on the Building and other Ancillary and Accessory Permits Releasing Logbook **(FM-OCBO-B-02)** will also automatically be reflected on the Routing Slip for Building and other Ancillary and Accessory Permits **(FM-CSFP-QMS-61)** as the aforementioned forms are linked.*			
	3.3 Encode details of application and payment on the Building and other Ancillary and Accessory Permits Releasing Logbook ***(FM-OCBO-B-02)***.	None	7.5 minutes (simple and complex) / 15 minutes (highly technical)	
	3.4 Stamp the application forms and plans with "ISSUED" and indicate the date of issuance.	None	7.5 minutes (simple and complex) / 15 minutes (highly technical)	
	3.5 Segregate the approved Building Plans and Permit into two (2) sets	None	7.5 minutes (simple and complex) / 15 minutes	

	(Office File Copy and Owner's copy).		(highly technical)	
	3.6 Request the client to present the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)***.	None	7.5 minutes (simple and complex) / 15 minutes (highly technical)	
	3.7 Issue the approved permits to the applicant and request him/her to accomplish the previously issued Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use	None	7.5 minutes (simple and complex) / 15 minutes (highly technical)	

	, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** form which will be dropped accordingly by the applicant to the designated suggestion box.			
	3.8 Fill out completely the Building and other Ancillary and Accessory Permits Releasing Logbook ***(FM-OCBO-B-02)*** and requests the applicant to acknowledge the receipt of documents by signing on the Releasing Acknowledgement Logbook ***(FM-OCBO-G-01)***.	None	7.5 minutes (simple and complex) / 15 minutes (highly technical)	
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.	3 Working Days (Simple application) / 7 Working Days (Complex application) /	

	1096) / Other Regulatory Fees / Ordinances	17 Working Days (Highly Technical application)	

3. 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)
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
1. One (1) original copy of accomplished Application for Final Electrical Inspection/ Completion ***(FM-OCBO-E-01)***	Office of the City Building Official (Receiving Window)
2. Two (2) copies Certificate of Final Electrical Inspection/Completion ***(DPWH Form No. 77-006-E)***, all originally signed and sealed by a professional electrical engineer	Office of the City Building Official (Receiving Window)
3. Two (2) copies Electrical Permit ***(NBC Form No. A-03)***, for electrical wiring and installation, all originally signed and sealed by a professional electrical engineer	Office of the City Building Official (Receiving Window)
4. Three (3) sets Electrical Layout ***(FM-OCBO-E-06)***, all originally signed and sealed by a professional electrical engineer	Office of the City Building Official (Receiving Window)

5. One (1) copy of Transfer Certificate Title (TCT) or Award Notice from any government agency or private housing organization. ***For government projects, in the absence of TCT or any other land title, Certificate of No Title by the Register of Deeds and Certified Technical Description by DENR will be required for facilitation of the application only.* ***In case the applicant is not the registered owner of the lot, any of the following duly notarized documents showing proof of ownership shall be submitted:* • Lease Proposal/ Contract of Lease / Offer Sheet/ Certification of Ownership • Deed of Absolute Sale/ Donation/ Usufruct • Contract of Sale • Authority to Install from Lot Owner • Affidavit of Heirs • Memorandum of Agreement • Memorandum of Conformity • Waiver of Rights • Certification from LHSD for private lots under Community Mortgage Program (CMP)	-Register of Deeds -Owner of the property -Notarial Services
~~6.~~ One (1) copy of any of the following will be required in cases when the applicant has authorized a signatory or representative: • Special Power of Attorney • Notarized Authorization Letter • Corporate Secretary's Certificate – for corporation	-Owner of the property/Applicant or Authorized Representative -Notarial Services
7. One (1) copy of valid ID with three (3) original specimen signatures of the owner/authorized representative and lot owner/authorized representative	-Owner of the property/Applicant or Authorized Representative
8. One (1) duplicate copy of Certificate of Electrical Inspection – *to be secured at the BFP*	Bureau of Fire Protection (BFP)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Application for CFEIC and wait for the conduct of ocular inspection within 2 working days. Submit proof of ownership at OCBO Receiving Windows 28 and 29.	1.1 Determine the registered owner of the lot based on the submitted documents prior to receiving the application. *Note:* *The initial documents required during this activity are the Application for Final Electrical Inspection/Completion and the copy of Transfer Certificate Title/ proof of ownership only.*	None	15 minutes	*Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.2 Indicate date and time in on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)***.	None	15 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	1.3 Encode application details in the CFEIC - Application Receiving Logbook ***(FM-OCBO-E-02)***.	None	15 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*

	1.4 Print the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)*** and two (2) copies of CFEIC Inspection/ Evaluation Report ***(FM-OCBO-E-05)***. Fill out completely the details on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)*** and endorse it to the Electrical Engineer of Inspection and Enforcement Division (IED) together with the application documents for the conduct of ocular inspection.	None	15 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	1.5 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 CFEIC Inspection/ Evaluation Report ***(FM-OCBO-E-05)***. *Note: The client shall be informed of his/her schedule of inspection via text.*	None	2 working days	*Kenneth M. Ocampo Engineer II* *Jade Nigel D. Lacson Engineer II* *(Office of the City Building Official)*

	1.6 Request the applicant to sign on the CFEIC Inspection/ Evaluation Report ***(FM-OCBO-E-05)*** and furnish the applicant with a copy of it.	None		*Kenneth M. Ocampo Engineer II* *Jade Nigel D. Lacson Engineer II (Office of the City Building Official)*
	1.7 Fill out completely the details on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)*** then endorse the application documents to the Administrative Aide Assistant (Receiving Officer) / Monitoring Officer. *Note: An Administrative Assistant is designated as a Monitoring Officer to monitor and facilitate the processing of the application of the client.*	None		*Kenneth M. Ocampo Engineer II* *Jade Nigel D. Lacson Engineer II* *(Office of the City Building Official)*
Receive Acknowledgement Receipt (Wait for the results of evaluation within 1 working day)	1.8 Receive and check the other required documents from the client based on the Checklist of Requirements in Securing Certificate of Final Electrical Inspection/ Completion ***(FM-***	None	12 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II*

	CSFP-QMS-34). Prepare and issue the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** to the applicant. Stamp the documents with "RECEIVED" and indicate the date of receipt.			*(Office of the City Building Official)*
	1.9 Indicate the time in and date on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)***. Endorse the application to the Electrical Engineer of PED for technical evaluation.		12 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	1.10 Verify and evaluate the documents as to technical requirements.	None	12 minutes	*Jade Nigel D. Lacson Engineer II* *Kenneth M. Ocampo Engineer II*

				(Office of the City Building Official)
	1.11 Accomplish and sign the CFEIC Inspection/ Evaluation Report ***(FM-OCBO-E-05)*** including the electrical permits. *Notes:* 1. *If the application is compliant with the National Building Code (P.D. 1096) and its Implementing Rules and Regulations, sign on the Certificate of Final Electrical Inspection/ Completion* ***(DPWH Form No. 77-006-E)*** *and Electrical Permit* ***(NBC Form No. A-03)****.* 2. *If the application is not compliant, record the findings in the CFEIC Inspection/ Evaluation Report* ***(FM-OCBO-E-05)*** *and the*	None	12 minutes	*Jade Nigel D. Lacson* *Engineer II* *Kenneth M. Ocampo* *Engineer II* *(Office of the City Building Official)*

	*nonconformity in the Nonconforming Outputs Logbook **(FM-CSFP-QMS-10)**, if applicable.* *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.*			
	1.12 Fill out completely the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)*** and endorse the applicant's documents to the Assessment Officer.	None	12 minutes	*Jade Nigel D. Lacson* *Engineer II* *Kenneth M. Ocampo* *Engineer II* *(Office of the City Building Official)*
	1.13 Indicate the time in and date on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)***, assess and indicate applicable fees in the Unified Order of Payment ***(FM-OCBO-G-02)*** in three (3) copies.	None	30 minutes	*Jade Nigel D. Lacson* *Engineer II* *Kenneth M. Ocampo* *Engineer II* *(Office of the City Building Official)*

	1.14 Fill out completely the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)***, and endorse the application to the Administrative Assistant (Receiving Officer) / Monitoring Officer then to the City Building Official.	None	30 minutes	*Jade Nigel D. Lacson* *Engineer II* *Kenneth M. Ocampo* *Engineer II* *(Office of the City Building Official)*
	1.15 Indicate the time in and date on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)***. Review and approve the application, Certificate of Final Electrical Inspection/ Completion ***(DPWH Form No. 77-006-E)*** and Unified Order of Payment ***(FM-OCBO-G-02)***.	None	30 minutes (IED Chief) 2 hours (City Building Official)	*Amoranto M. Tapang* *Engineer IV* *Engr. Anele C. David* *City Building Official* *(Office of the City Building Official)*
	1.16 Fill out completely the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)*** and endorse the	None	30 minutes (IED Chief) 2 hours (City Building Official)	*Amoranto M. Tapang* *Engineer IV* *Engr. Anele C. David* *City Building Official*

	application documents to the Monitoring Officer then the Unified Order of Payment ***(FM-OCBO-G-02)*** to the Revenue Collection Clerk (CTO).			*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	2.1 Receive the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/ Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** from the applicant.	Refer to Schedule of Fees	5 minutes	*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)* *Juliet R. Dival Local Revenue Collection Clerk I (City Treasurer's Office)*
	2.2 Retrieve the Unified Order of Payment ***(FM-OCBO-G-02)*** from file.	and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the	5 minutes 7 minutes	*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)* *Juliet R. Dival Local Revenue Collection Clerk I (City Treasurer's Office)*

		Philippines (P.D. 1096) / Other Regulatory Fees / Ordinances		
	2.3 Indicate the date and time in on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)*** and encode the payment details in the Billing and Collection System and collect the correct amount of money from the client.	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		*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)* *Juliet R. Dival Local Revenue Collection Clerk I (City Treasurer's Office)*
	2.4 Print the Official Receipt ***(Accountable Form No. 51)*** and fill out completely the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)***			*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)* *Juliet R. Dival Local Revenue Collection Clerk I (City Treasurer's Office)*
	2.5 Endorse the documents to the Administrative Assistant of OCBO (Releasing Officer).			*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)*

	Note: An Administrative Assistant is designated as a Releasing Officer for the facilitation of the release of the permit.			*Juliet R. Dival Local Revenue Collection Clerk I (City Treasurer's Office)*
3. Receive approved CFEIC and accomplish Client's Feedback Form then drop it in the Suggestion Box at OCBO Releasing Window	3.1 Receive from the CTO the documents and indicate the date and time on the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)***.	None		*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	3.2 Encode details of application and payment on the CFEIC Releasing Logbook ***(FM-OCBO-E-03)***.	None	8 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	3.3 Fill out completely all copies of Certificate of Final Electrical Inspection/ Completion ***(DPWH Form No. 77-006E)***, Electrical Permit ***(NBC Form No. A-03)*** and Electrical Layout	None	8 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*

	(FM-OCBO-E-06).			
	3.4 Stamp the Electrical Layout ***(FM-OCBO-E-06)*** and application forms with "ISSUED" and indicates the date of issuance.	None	8 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	3.5 Segregate the approved Certificate of Final Electrical Inspection/ Completion ***(DPWH Form No. 77-006E)*** into two (2) sets: Owner's Copy and Office File Copy.	None	8 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	3.6 Issue the approved documents to the applicant and request him to accomplish the previously issued Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits,	None	8 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*

	Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** which will be dropped accordingly by the applicant to the designated suggestion box.			
	3.7 Fill out completely the Routing Slip for Certificate of Final Electrical Inspection/ Completion ***(FM-OCBO-E-04)*** and request the applicant to sign on Releasing Acknowledgement Logbook ***(FM-OCBO-G-01)*** to signify receipt of documents.	None	8 minutes	*Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
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		

4. 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)
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.Two (2) copies notarized Unified Application Form for Certificate of Occupancy/Use ***(FM-CSFP-QMS-37)*** ***additional 1 copy for projects within the heritage district and declared as heritage structure*	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), all originally signed and clearly sealed by the architect or engineer in-charge of construction works and signed by the owner/ applicant: • Notarized Certificate of Completion - Building ***(NBC FORM NO. B-10)*** • Certificate of Completion – Sanitary/Plumbing Application ***(FM-OCBO-G-07)*** • Certificate of Final Electrical Inspection/ Completion ***(DPWH FORM NO. 77-006-E)*** • Certificate of Completion – Mechanical Works ***(FM-OCBO-G-08)*** • Certificate of Completion – Electronic Works ***(FM-OCBO-G-09)***	Office of the City Building Official (Receiving Window)

3. Construction Logbook Sheet ***(DPWH Form No. 77-011-B)*** with folder, originally signed and clearly 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 clearly sealed by the designing architect or civil engineer and the architect or civil engineer in-charge of construction and signed by the contractor (if the construction is undertaken by contract) and confirmed by the owner ***additional 1 copy for projects within the heritage district and declared as heritage structure*	Licensed Architect or Civil Engineer
5.One (1) copy of Photograph of the completed structures showing front, sides and rear areas (for submission in electronic copy, jpeg format is preferred)	Licensed Architect or Civil Engineer or Owner of the Property
6. Two (2) copies of valid professional licenses and latest PTR with three (3) original specimen signatures and seal	Respective Professionals
7. Additional document/s required by the Inspector/s as written on the Certificate of Occupancy/Use Joint Inspection Report ***(FM-CSFP-QMS-39) –*** *to be submitted after the conduct of inspection, if applicable*	Respective Professionals
LEGAL DOCUMENTS 8. One (1) copy of notarized Affidavit (Change of In-charge of Construction), if applicable	Notarial Services
9. One (1) copy of any of the following will be required in cases when the applicant has authorized a signatory or representative: • Special Power of Attorney • Notarized Authorization Letter • Corporate Secretary's Certificate – for corporation	Owner of the Property

10. One (1) copy of valid ID with three (3) original specimen signatures of the owner/authorized representative and lot owner/authorized representative	Owner of the Property
CLEARANCES 11. One (1) duplicate copy Fire Safety Inspection Certificate ***(FM-BFP-19)*** *– to be submitted prior to the release of permit*	Bureau of Fire Protection (BFP)
12.One (1) original copy of Certificate of Conformity from CTIPO *(to be facilitated by OCBO)*	City Tourism and Investment Promotions Office
13. One (1) original copy of DPWH Clearance for projects along national roads	Department of Public Works and Highways

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary forms and documents required at OCBO Receiving Window. Receive Acknowledgement Receipt (Wait for the results of evaluation within 5 working days)	1.1 Check the completeness of the required documents based on the Checklist of Requirements in Securing Certificate of Occupancy/Use ***(FM-CSFP-QMS-28)***, encode application details in the Certificate of Occupancy/ Use Application Receiving Logbook ***(FM-OCBO-O-01)*** and create evaluation sheet Certificate of Occupancy/Use – Evaluation Sheet ***(FM-CSFP-QMS-***	None	20 minutes (simple) / 40 minutes (complex) / 60 highly technical	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide* *(Office of the City Building Official)*

	64) (excel file and google sheet). *Note:* *-The classification of Certificate of Occupancy/ Use applications shall be the same as the classification of building permit applications. (Refer to Procedure 1 RECEIVING of Process A – Building and Other Ancillary* *-Recorded timeliness on the Certificate of Occupancy/ Use Application Receiving Logbook* ***(FM-OCBO-O-01)*** *will also automatically be reflected on the Routing Slip for Certificate of Occupancy/ Use* ***(FM-CSFP-QMS-62)*** *as the aforemention			

	ed forms are linked.			
	1.2 Print the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19).***	None	18 minutes (simple) / 28 minutes (complex) / 58 highly technical	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide* *(Office of the City Building Official)*
	1.3 Stamp the completion forms and as-built plans (if any) with "RECEIVED" and indicate the date of receipt.	None	18 minutes (simple) / 28 minutes (complex) / 58 highly technical	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide* *(Office of the City Building Official)*

	1.4 Fill out completely the Certificate of Occupancy /Use Application Receiving Logbook ***(FM-OCBO-O-01)*** and issue the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** form to the applicant.	None	18 minutes (simple) / 28 minutes (complex) / 58 highly technical	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide* *(Office of the City Building Official)*
	1.5 Endorse the application documents to the Monitoring Officer for Monitoring.	None	18 minutes (simple) / 28 minutes (complex) / 58 highly technical	*Jayson F. Manalang Administrative Assistant II* *Ralph Harold S. Mendiola Administrative Assistant II* *Jeric B. Sicat Administrative Assistant II* *Joshua Lingat Administrative Aide*

				(Office of the City Building Official)
	1.6 Endorse the application documents to the Inspection and Enforcement Division (IED) Chief for the conduct of joint inspection. *Note:* *-For application within the Heritage District, the Building Inspector shall endorse a copy each of Unified Application Form for Certificate of Occupancy/Use* ***(FM-CSFP-QMS-37)*** *and other required documents (for as- built) to the City Tourism and Investment Promotion Office (CTIPO).* *-An Administrative Assistant is designated as a Monitoring Officer to monitor and facilitate the processing of the application of the client.*	None	18 minutes (simple) / 28 minutes (complex) / 58 highly technical	*Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*

	1.7 Indicate the time in and date in the individual accomplishment record (google sheet). Then, endorse the application documents to the inspector/s.	None	1 working day (simple and complex) / 2 working days (highly technical) Within 1 working day	*Amoranto M. Tapang* *Engineer IV* *(Office of the City Building Official)*
	1.8 Conduct joint inspection and record the results of the inspection and recommendations on the Certificate of Occupancy/Use Joint Inspection Report ***(FM-CSFP-QMS-39)***. The target time for the conduct of inspection shall be as follows: **Simple and Complex –** within the next working day from the date of application. **Highly Technical** – within the next two (2) working days from the receipt of application. *Notes:* *1. Pending applications, i.e., applications with deficiencies in technical requirements, are given thirty (30) calendar days grace period to*	None		*Mashail Gatdula* *Engineer II* *(Office of the City Building Official)* *Emelito A. Pineda* *Architect II* *(Office of the City Building Official)* *Oscar Santos, Jr.* *Engineer II* *(Office of the City Building Official)* *Kenneth Ocampo* *Engineer II* *(Office of the City Building Official)* *John Wayne Sta. Cruz* *Engineer II* *(Office of the City Building Official)* *Ivan Karl Pantig* *Acting Engineer II* *(Office of the City Building Official)* *Aljo Pare* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)*

	*comply based on the Notice of Compliance **(FM-OCBO-G-03)**. If no compliance were made, such applications are subject for re-inspection within seven (7) working days after the given grace period. (Please see Notes 2 and 3 of Procedure 3 TECHNICAL EVALUATION). The purpose of the re-inspection is as follows:* *a. To issue the Notice of Disapproval **(FM-OCBO-G-04)**; and* *b. To determine if there is ongoing construction, demolition or installation.* *2. If noncompliance was noted by all or any of the regulatory offices, joint re-inspection shall be conducted by the OCBO and CTIPO or the OCBO only as the case may be.*			*Ar. Camille Mercado Tourism Representative/s*
	1.9 Request the applicant to sign on the Inspection Acknowledgement Logbook ***(FM-CSFP-QMS-65)***.	None		*Mashail Gatdula Engineer II (Office of the City Building Official)* *Emelito A. Pineda*

				Architect II *(Office of the City Building Official)* *Oscar Santos, Jr.* *Engineer II* *(Office of the City Building Official)* *Kenneth Ocampo* *Engineer II* *(Office of the City Building Official)* *John Wayne Sta. Cruz* *Engineer II* *(Office of the City Building Official)* *Ivan Karl Pantig* *Acting Engineer II* *(Office of the City Building Official)* *Aljo Pare* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)* *Ar. Camille Mercado* *Tourism Representative/s*
	1.10 Summarize all inspection findings and prepare Certificate of Occupancy/Use Joint Inspection Report ***(FM-CSFP-QMS-39)***. Then, endorse to the Monitoring Officer for	None		*Mashail Gatdula* *Engineer II* *(Office of the City Building Official)* *Emelito A. Pineda* *Architect II* *(Office of the City Building Official)* *Oscar Santos, Jr.* *Engineer II*

	endorsement to the IED Chief.			*(Office of the City Building Official)* *Kenneth Ocampo* *Engineer II* *(Office of the City Building Official)* *John Wayne Sta. Cruz* *Engineer II* *(Office of the City Building Official)* *Ivan Karl Pantig* *Acting Engineer II* *(Office of the City Building Official)* *Aljo Pare* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)* *Ar. Camille Mercado* *Tourism Representative/s*
	1.11 Endorse the documents to the IED Chief for review.	None		*Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*
	1.12 Fill out completely the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet) and endorse the documents to the Administrative			*Engr. Amoranto M. Tapang* *(Office of the City Building Official)*

	Assistant (Monitoring Officer).			
	1.13 Endorse the application documents to the technical evaluators for the conduct of technical evaluation.	None	15 minutes (regardless if simple, complex or highly technical)	*Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.14 Indicate the time in and date on the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet). Verify and evaluate the as-built plans (if any) and documents as to technical requirements of their respective fields/disciplines.	None	20 minutes each evaluator (simple) / 1 hour each evaluator (complex) / 3 hours each evaluator (highly technical) *(OCBO)* 10 minutes (simple) / 2 hours (complex) / 5 hours (highly technical) *(PED Chief)* 5 hours (simple) / 7 hours (complex) / 19 hours (complex) *(CTIPO)*	*Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Maria Roneza P. Fuertez Engineer II (Office of the City Building Official)* *Patricia Denisse P. Lopez Architect II (Office of the City Building Official)* *Jordan Paul D. Gumba Engineer II (Office of the City Building Official)* *Jade Nigel D. Lacson Engineer II (Office of the City Building Official)* *Niño Al O. Rey Engineer II*

				(Office of the City Building Official) *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)* *Engr. Eldi Jun Dizon* *Acting PED Chief* *(Office of the City Building Official)* *Ar. Camille Mercado* *Tourism Representative/s*
	1.15 Accomplish the Certificate of Occupancy/Use – Evaluation Sheet ***(FM-CSFP-QMS-64)*** and as-built plans (if any). *Notes:*		20 minutes each evaluator (simple) / 1 hour each evaluator (complex) / 3 hours each evaluator (highly technical) *(OCBO)* 10 minutes (simple) / 2 hours (complex) / 5 hours (highly technical) *(PED Chief)*	*Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)*

	*If the application is not compliant, record the findings in the Certificate of Occupancy/Use – Evaluation Sheet **(FM-CSFP-QMS-64)** and the nonconformity in*	None	5 hours (simple) / 7 hours (complex) / 18 hours (complex) *(CTIPO)*	*Jade Nigel D. Lacson* *Engineer II* *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)* *Engr. Eldi Jun Dizon* *Acting PED Chief* *(Office of the City Building Official)* *Ar. Camille Mercado* *Tourism Representative/s*

	*the Nonconforming Outputs Logbook **(FM-CSFP-QMS-10)**, if applicable. Notice of Compliance **(FM-OCBO-G-03)** shall be issued to the applicant together with the copy of Certificate of Occupancy/Use – Evaluation Sheet **(FM-CSFP-QMS-64)** upon communication to the client.* *2.1 The Issuance of Notice of Compliance **(FM-OCBO-G-03)** shall be as follows:* *a. The Monitoring Officer shall prepare two (2) copies of Notice of Compliance **(FM-OCBO-G-03)** for review and approval of the City Building Official.* *b. Upon approval of the Notice of Compliance **(FM-OCBO-G-03)**, the Monitoring Officer will inform the client regarding the noncompliance and request him/her to visit the office and receive the Notice of*			

	*Compliance **(FM-OCBO-G-03)** and the documents for return/ modification, if there are any.* *3. If the applicant fails to comply with the technical requirements after a period of thirty (30) calendar days after receipt of the Notice of Compliance **(FM-OCBO-G-03)**, the application shall be cancelled, and all submitted documents shall be returned to the owner during the re-inspection along with the Notice of Disapproval **(FM-OCBO-G-04)** and a photocopy of the received Notice of Compliance **(FM-OCBO-G-03).***			

	1.16 Fill out completely the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet).	None	10 minutes each evaluator (simple) / 60 minutes each evaluator (complex) / 1.5 hours each evaluator (highly technical) *(OCBO)* 5 minutes (simple) / hour (complex) / 2.5 hours (highly technical) *(PED Chief)* 2.5 hours (simple) / 3 hours (complex) / 9 hours (complex) *(CTIPO)*	*Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)* *Jade Nigel D. Lacson* *Engineer II* *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)* *Engr. Eldi Jun Dizon* *Acting PED Chief* *(Office of the City Building Official)* *Ar. Camille Mercado* *Tourism Representative/s*

	1.17 Endorse the application documents to the Monitoring Officer then to the City Building Official. *Note:* *For projects within the heritage district and declared as heritage structure, the CTIPO shall transmit the Certificate of Conformity to the Monitoring Officer for receipt and attachment to the application documents*.		10 minutes each evaluator (simple) / 60 minutes each evaluator (complex) / 1.5 hours each evaluator (highly technical) *(OCBO)* 5 minutes (simple) / hour (complex) / 2.5 hours (highly technical) *(PED Chief)* 2.5 hours (simple) /	*Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)* *Jade Nigel D. Lacson* *Engineer II* *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)* *Engr. Oscar Santos, Jr.*

			3 hours (complex) / 9 hours (complex) *(CTIPO)*	*Acting PED Chief (Office of the City Building Official)* *Ar. Camille Mercado Tourism Representative/s*
	1.18 Indicate the time in and date on the individual accomplishment record (google sheet). Review and approve the application and applicable permits (Notarized Certificate of Completion - Building ***(NBC FORM NO. B-10)***, Certificate of Completion – Sanitary/Plumbing Application ***(FM-OCBO-G-07)***, Certificate of Final Electrical Inspection/ Completion ***(DPWH FORM NO. 77-006-E)***, Certificate of Completion – Mechanical Works ***(FM-OCBO-G-08)***, Certificate of Completion – Electronic Works ***(FM-OCBO-G-09)***). *Note:*	None	1 hour (simple) / 3 hours (complex) / 8 hours (highly technical) *(City Building Official)*	*Engr. Eldi Jun H. Dizon Acting City Building Official (Office of the City Building Official)*

	Permit may be issued upon concession by the City Building Official and submission of a duly notarized Affidavit of Undertaking.			
	1.19 Fill out completely the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet) and endorse the application documents to the Monitoring Officer then to the Assessment Officer.	None	1 hour (simple) / 3 hours (complex) / 8 hours (highly technical) *(City Building Official)*	*Engr. Eldi Jun H. Dizon* *Acting City Building Official* *(Office of the City Building Official)*
	1.20 Indicate the time in and date on the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet). Assess and encode all applicable fees in the assessment database system (excel file).	None	20 minutes (simple) / 1 hour (complex) / 6 hours (highly technical)	*Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)* *Jade Nigel D. Lacson*

				Engineer II *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)*
	1.21 Print four (4) copies of Unified Order of Payment ***(FM-OCBO-G-02)*** and sign on each copy.	None	10 minutes (simple) / 30 minutes (complex) / 2.5 hours (highly technical)	*Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)* *Jade Nigel D. Lacson* *Engineer II* *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)*

				Justine Albert S. Pecson *Engineer II* *(Office of the City Building Official)* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)* *(Office of the City Building Official)*
	1.22 Indicate the time in and date on the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet) then endorse the application documents to the Monitoring Officer.		10 minutes (simple) / 30 minutes (complex) / 2.5 hours (highly technical)	*Maria Roneza P. Fuertez* *Engineer II* *(Office of the City Building Official)* *Patricia Denisse P. Lopez* *Architect II* *(Office of the City Building Official)* *Jordan Paul D. Gumba* *Engineer II* *(Office of the City Building Official)* *Jade Nigel D. Lacson* *Engineer II* *(Office of the City Building Official)* *Niño Al O. Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert S. Pecson* *Engineer II* *(Office of the City Building Official)* *Janine Karen V. Yumul* *Administrative Aide VI (Acting Engineer II)*

				(Office of the City Building Official)
	1.23 Indicate the date and time in on the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet) and print the Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** in three (3) copies.	None	30 minutes (simple and complex) / 1 hour (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
	1.24 Fill out completely the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet).	None	30 minutes (simple and complex) / 1 hour (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*

	1.25 Endorse the Unified Order of Payment ***(FM-OCBO-G-02)*** and the Certificate of Occupancy/Use ***(FM-OCBO-O-04)*** *to the IED Chief and the City Building Official for the review and approval.* *Note:* *-Thorough review of the application was already carried out during the Technical Evaluation procedures.*	None	30 minutes (simple) / 1.5 hours (complex) / 4 hours (highly technical) *(PED Chief)* 45 minutes (simple) / 1.5 hours (complex) / 4 hours (highly technical) *(City Building Official)*	*Jeric B. Sicat Administrative Assistant II* *(Office of the City Building Official)*
	1.26 Indicate the date and time in on the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet) then review and recommend for the approval of the Unified Order of Payment ***(FM-OCBO-G-02)*** and Certificate of Occupancy/Use	None	15 minutes (simple) / 45 minutes (complex) / 2 hours (highly technical) *(PED Chief)*	*Engr. Amoranto M. Tapang Acting IED Chief* *(Office of the City Building Official)*

	(FM-OCBO-O-04).			
	1.27 Fill out completely the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet).	None	15 minutes (simple) / 45 minutes (complex) / 2 hours (highly technical) *(City Building Official)*	*Engr. Amoranto M. Tapang* *Acting IED Chief* *(Office of the City Building Official)*
	1.28 Indicate the date and time in on the Routing Slip for Certificate of Occupancy/Use ***(FM-CSFP-QMS-62)*** (google sheet) then approve the Unified Order of Payment ***(FM-OCBO-G-02)*** and Certificate of Occupancy/Use ***(FM-OCBO-O-04)*** then endorse to the Monitoring Officer. *Note: In the absence of the City Building Official, the assigned alternate is authorized to sign the Certificate of*		25 minutes (simple) / 45 minutes (complex) / 2 hours (highly technical) *(City Building Official)*	*Engr. Eldi Jun H. Dizon* *City Building Official* *(Office of the City Building Official)*

	*Occupancy/ Use **(FM-OCBO-O-04)**.*			
	1.29 Fills out completely individual accomplishment record (google sheet) and endorse Unified Order of Payment ***(FM-OCBO-G-02)*** to the Revenue Collection Clerk (CTO). *Note: The client shall be informed by the Monitoring Officer, thru call or text messaging, about the amount to be paid, instructing him/her to pay for his/her application at the City Treasurer's Office and to present the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion **(FM-***		20 minutes (simple) / 45 minutes (complex) / 2 hours (highly technical) *(City Building Official)*	*Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*

	CSFP-QMS-19) *when paying.*			
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	2.1 Receive the Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** from the applicant. 2.2 Retrieve the Unified Order of Payment ***(FM-OCBO-G-02)*** from file. 2.3 Indicate the date and time in on the individual accomplishment record (google sheet) and encode the payment details and collect the correct amount of	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	10 minutes (regardless if simple, complex or highly technical)	*Edna Q. Quilala* *Revenue Collection Clerk III* *(City Treasurer's Office)* *Juliet R. Dival* *Local Revenue Collection Clerk I* *(City Treasurer's Office)*

	money from the client.			
	2.4 Print the Official Receipt ***(Accountable Form No. 51)*** and indicate the OR number and date in the Unified Order of Payment ***(FM-OCBO-G-02)***.			
	2.5 Fill out completely the individual accomplishment record (google sheet). Then, endorse the documents to the Administrative Assistant of OCBO (Releasing Clerk).			
3. Present Routing Slip, Order of Payment and Official Receipt to OCBO Releasing Window and accomplish Client's	3.1 Receive from the CTO the Unified Order of Payment ***(FM-OCBO-G-02)*** and the Official Receipt ***(Accountable Form No. 51)***.	None	12 minutes (simple and complex) / 16 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*

Feedback Form	*Note: An Administrative Assistant is designated as a Releasing Officer for the facilitation of the release of the permit.*			*Joshua Lingat Administrative Aide (Office of the City Building Official)*

	3.2 Indicate the time in and date on the Certificate of Occupancy/Use Releasing Logbook ***(FM-OCBO-O-02)***. *Note: Recorded timeliness on the Certificate of Occupancy/ Use Application Releasing Logbook* ***(FM-OCBO-O-02)*** *will also automatically be reflected on the Routing Slip for Certificate of Occupancy/Use* ***(FM-CSFP-QMS-62)*** *as the aforementioned forms are linked.*	None	6 minutes (simple and complex) / 13 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*

	3.3 Encode details of application and payment on the Certificate of Occupancy/Use Releasing Logbook ***(FM-OCBO-O-02)***.	None	6 minutes (simple and complex) / 13 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
	3.4 Stamp the application forms and plans with “ISSUED” and indicate the date of issuance.	None	6 minutes (simple and complex) / 13 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*

	3.5 Segregate the approved Certificate of Occupancy/Use ***(FM-OCBO-O-04)*** into two (2) sets: Office File Copy and Owner's Copy. *Note: The third copy of the Certificate of Occupancy/Use* ***(FM-OCBO-O-04)*** *will be transmitted to the City Assessor's Office (CAssO) on a weekly basis.*	None	6 minutes (simple and complex) / 13 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
Receive approved Certificate of Occupancy/ Use and drop Client's Feedback Form in the Suggestion Box at OCBO Releasing Window	3.6 Issue the approved Certificate of Occupancy/Use ***(FM-OCBO-O-04)*** to the applicant and request him/her to accomplish the previously issued Acknowledgement Receipt and Client Satisfaction Measurement Form – Issuance of Building and other Ancillary and Accessory Permits, Certificate of Occupancy/Use, and Certificate of Final Electrical Inspection/ Completion ***(FM-CSFP-QMS-19)*** form after which will be dropped accordingly by the applicant to the	None	6 minutes (simple and complex) / 13 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*

	designated suggestion box.			
	3.7 Fill out completely the Certificate of Occupancy/Use Releasing Logbook ***(FM-OCBO-O-02)*** and request the applicant to sign on the Releasing Acknowledgement Logbook ***FM-OCBO-G-01)*** to signify receipt of documents.	None	6 minutes (simple and complex) / 13 minutes (highly technical)	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
TOTAL:		Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of	3 Working Days (simple application) / 7 Working days (complex applications) / 17 Working days (highly technical applications)	

	the Philippines (P.D.1096) / Other Regulatory Fees / Ordinances		

5. Document/Certification Requests

The Office of the City Building Official is directly responsible for the issuance of Certified True Copy of documents to affirm the authenticity of the construction-related record/information of an individual/structure/building

Office or Division:	Office of the City Building Official (OCBO)
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	OCBO
-Additional one (1) copy of duly notarized Authorization Letter/Secretary Certificate if the applicant is not the document owner.	Document Owner
One (1) copy of any duly notarized proof of change in ownership (i.e. Deed of Sale/Contract of Sale/Agreement)	
One (1) photocopy of valid government issued ID of the applicant/representative.	Applicant/Representative
One (1) copy of issued company ID if document is owned by a group/company/corporation.	
Photocopies of issued documents (permits/plans/forms) if requesting for Certified True Copy only.	Document Owner
- Note that the office cannot certify a true copy any kind of document that was produced by other government agencies or private group/entities.	Issuing Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all copies of documents at the OCBO Receiving Window.	1.1 Check the completeness of the required documents and prepare the Routing Slip &	None	3 minutes	*Jefferson S. Serrano Administrative Assistant II*

	Acknowledgement Receipt.			*(Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.2 Stamp the Request Form with "RECEIVED" and indicate date received and sign.	None	3 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.3 Sign on the routing slip endorse to the Records Officer for records validation.	None	2 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.4 Issue Acknowledgement Receipt/Feedback to the applicant.	None	2 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II*

				(Office of the City Building Official)
	1.5 Accomplish the Routing Slip with Date & Time In.	None	15 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.6 Verify given data through records.	None	4 hours	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.7 Accomplish Request Form findings.	None	3 hours	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.8 Fill-up Routing Slip with Date & Time Out.	None	15 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)*

				Jeric B. Sicat *Administrative Assistant II* *(Office of the City Building Official)*
	1.9 Endorse all documents to the Administrative and Records Management Chief for review.	None	30 minutes	*Jefferson S. Serrano* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*
	1.10 Accomplish the Routing Slip with Date & Time In.	None	3 minutes	*Lionel Angelo Polintan* *Administrative Officer IV* *(Office of the City Building Official)*
	1.11 Review all documents, findings and recommend type of document to be issued on the Request Form.	None	3 minutes	*Lionel Angelo Polintan* *Administrative Officer IV* *(Office of the City Building Official)*
	1.12 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)	None	3 minutes	*Lionel Angelo Polintan* *Administrative Officer IV* *(Office of the City Building Official)*
	1.13 Accomplish the Routing Slip	None	3 minutes	*Lionel Angelo Polintan*

	with Date & Time Out.			*Administrative Officer IV (Office of the City Building Official)*
	1.14 Endorse the documents to the Assessment Officer for assessment	None	3 minutes	*Lionel Angelo Polintan Administrative Officer IV (Office of the City Building Official)*
	1.15 Accomplish the Routing Slip with Date & Time In.	None	2 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.16 Assess fees based on the documents submitted.	None	2 minutes	*Administrative Assistant II (Office of the City Building Official)* *Administrative Assistant II (Office of the City Building Official)*
	1.17 Prepare three (3) copies Order of Payment then sign.	None	2 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*

	1.18 Accomplish the Routing Slip with Date & Time Out.	None	2 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	1.19 Endorse the documents to the City Building Official for approval then to the City Treasurer's Office for payment.	None	2 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
3. Receive documents from the Releasing Clerk	3.1 Indicate the time in and date on the Routing Slip.	None	1 minute	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	3.2 Stamp documents with app and indicate the date of receipt then sign.	None	4 minutes	*Jefferson S. Serrano Administrative Assistant II (Office of the City Building Official)*

				Jeric B. Sicat *Administrative Assistant II* *(Office of the City Building Official)*
	3.3 Encode payment details on the Issuance Logbook	None	3 minutes	*Jefferson S. Serrano* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*
	3.4 Accomplish the Routing Slip with Date & Time Out.		3 minutes	*Jefferson S. Serrano* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*
	3. 5 Issue one copy of Order of Payment, Official Receipt and the document requested.	None	3 minutes	*Jefferson S. Serrano* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*
	3.6 Inform the client to accomplish the	None	1 minute	*Jefferson S. Serrano*

	Feedback Form and sign on the issuance logbook.			*Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*
	TOTAL:		Maximum of Three (3) Working Days (Simple application)	

6. 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)
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.	1.1 Check the completeness of the required documents and prepare the Routing Slip, Acknowledgement Receipt & three copies of Order of Payment.	None	4 minutes	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*

				Joshua Lingat *Administrative Aide* *(Office of the City Building Official)*
	1.2 Accomplish the Routing Slip with Date & Time In.	None	3 minutes	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	1.3 Issue Acknowledgement Receipt/Feedback to the applicant.	None	3 minutes	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)*

				Ralph Harold S. Mendiola *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	1.4 Sign on the routing slip and endorse it to the Assessment Officer for review.	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*

				Joshua Lingat *Administrative Aide* *(Office of the City Building Official)*
	1.5 Review all documents and sign on the Order of Payment.	None	2 minutes	*Niño Al Rey* *Engineer II* *(Office of the City Building Official)*
	1.6 Accomplish the Routing Slip with Date & Time Out.	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide*

				(Office of the City Building Official)
	1.7 Endorse all documents to the available Division Chief or higher authority for approval of payment.	None	1 minute	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*

	1.8 Accomplish the Routing Slip with Date & Time In.	None	2 minutes	*Engr. Anele C. David* *City Building Official* *(Office of the City Building Official)*
	1.9 Review all documents and sign on the Order of Payment.	None	4 minutes	*Engr. Anele C. David* *City Building Official* *(Office of the City Building Official)*
	1.10 Accomplish the Routing Slip with Date & Time Out.	None	2 minutes	*Engr. Anele C. David* *City Building Official* *(Office of the City Building Official)*
	1.11 Endorse three (3) copies of Order of Payment and the Routing Slip to the City Treasurer's Office for payment.	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)*

				Jeric B. Sicat *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	2.1 Accomplish the Routing Slip with Date & Time In.	Refer to the Assessment Slip issued by the DOLE Regional Office	10 minutes	*Edna Q. Quilala* *Revenue Collection Clerk III* *(City Treasurer's Office)* *Juliet R. Dival* *Local Revenue Collection Clerk* *(City Treasurer's Office)*
	2.2 Collect the amount of corresponding fees then Fill out the Routing Slip completely and issue the acknowledgement receipt / feedback to the applicant.			
	2.3 Prepare the Official Receipt and fill out the Routing Slip			
	2.4 Endorse the documents to the OCBO Releasing Clerk			
3. Receive documents from the Releasing Clerk	3.1 Indicate the time in and date on the Routing Slip.	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)*

				Ralph Harold S. Mendiola *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	3.2 Stamp the DOLE Assessment Slip with "RECEIVED" and indicate the date of receipt then sign.		2 minutes	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*

				Joshua Lingat *Administrative Aide* *(Office of the City Building Official)*
	3.3 Encode details on the DOLE-PTO Payment Issuance Logbook		2 minutes	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	3.4 Accomplish the Routing Slip with Date & Time Out.		1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)*

				Ralph Harold S. Mendiola *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
		Refer to the Assessment Slip issued by the DOLE Regional Office In compliance with memorandum of agreement between The Ministry of Labor (DOLE) and The Ministry of Public Works		

		(DPWH) effective April 15, 1980		
		TOTAL:	Maximum of Three (3) Working Days (Simple application)	

7. 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)
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.	1.1 Check the completeness of the required documents and prepare the Routing Slip, Acknowledgement Receipt.	None	3 minutes	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)*

				Joshua Lingat *Administrative Aide* *(Office of the City Building Official)*
	1.2 Accomplish the Routing Slip with Date & Time In.	None	3 minutes	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	1.3 Issue Acknowledgement Receipt/Feedback to the applicant.	None	3 minutes	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)*

				Ralph Harold S. Mendiola *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	1.4 Sign on the routing slip and endorse it to the Assessment Officer for review.	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*

				Joshua Lingat *Administrative Aide* *(Office of the City Building Official)*
	1.5 Accomplish the Routing Slip with Date & Time In. Review all documents and sign on the Order of Payment.	None	3 minutes	*Niño Al Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert Pecson* *Engineer II* *(Office of the City Building Official)*
	1.6 Accomplish the Routing Slip with Date & Time Out.	None	1 minute	*Niño Al Rey* *Engineer II* *(Office of the City Building Official)* *Justine Albert Pecson* *Engineer II* *(Office of the City Building Official)*
	1.7 Endorse all documents to the available Division Chief for review of payment.	None	1 minute	*Engineer II* *(Office of the City Building Official)* *Engineer II* *(Office of the City Building Official)*
	1.8 Accomplish the Routing Slip with Date & Time In.	None	1 minute	*Engr. Anele C. David*

				City Building Official (Office of the City Building Official)
	1.9 Review all documents and sign on the Order of Payment.	None	2 minutes	*Engr. Anele C. David City Building Official (Office of the City Building Official)*
	1.10 Accomplish the Routing Slip with Date & Time Out.	None	1 minute	*Engr. Anele C. David City Building Official (Office of the City Building Official)*
	1.11 Endorse all documents to the City Treasurer's Office for payment.	None	1 minute	*Engr. Anele C. David City Building Official (Office of the City Building Official)*
2. Present Acknowledgement Receipt to the City Treasurer's Office – Window 31)	2.1 Accomplish the Routing Slip with Date & Time In. 2.2 Collect the amount of corresponding fees. 2.3 Prepare the Official Receipt and fill out the Routing Slip 2.4 Endorse the documents to the OCBO Releasing Clerk	Refer to Schedule of Fees and other Charges of the Revised Implementing Rules and Regulations (IRR) of the National Building Code of the Philippines	10 minutes	*Edna Q. Quilala Revenue Collection Clerk III (City Treasurer's Office)* *Juliet R. Dival Local Revenue Collection Clerk (City Treasurer's Office)*

		(P.D. 1096) / Other Regulatory Fees / Ordinances		
3. Receive documents from the Releasing Clerk	3.1 Indicate the time in and date on the Routing Slip.	None	1 minute	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)* *Ralph Harold S. Mendiola Administrative Assistant II (Office of the City Building Official)* *Jeric B. Sicat Administrative Assistant II (Office of the City Building Official)* *Joshua Lingat Administrative Aide (Office of the City Building Official)*
	3.2 Encode details on the Issuance Logbook	None	1 minute	*Jayson F. Manalang Administrative Assistant II (Office of the City Building Official)*

				Ralph Harold S. Mendiola *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	3.3 Accomplish the Routing Slip with Date & Time Out.	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)*

				Joshua Lingat *Administrative Aide* *(Office of the City Building Official)*
	3.4 Issue one copy of Order of Payment, Official Receipt and original copy of Notice of Violation(s).	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)* *Ralph Harold S. Mendiola* *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
	3.5 Inform the client to accomplish the Feedback Form and sign on the issuance logbook.	None	1 minute	*Jayson F. Manalang* *Administrative Assistant II* *(Office of the City Building Official)*

				Ralph Harold S. Mendiola *Administrative Assistant II* *(Office of the City Building Official)* *Jeric B. Sicat* *Administrative Assistant II* *(Office of the City Building Official)* *Joshua Lingat* *Administrative Aide* *(Office of the City Building Official)*
		TOTAL:	Maximum of Three (3) Working Days (Simple application	

Note:Applicable only for saturated illegal structures/constructions. 2)Fines under BAA,Occ & CFEIC will be included in respective processes' Order of Payment