

**CITIZENS CHARTER
OFFICE OF THE BUILDING OFFICIAL (OBO)**

FRONTLINE SERVICES

1. APPLICATION FOR BUILDING PERMIT

Office or Division:	Office of the Building Official (OBO)
Classification:	<p>Simple Application - Refers to application for any of the following structures whose floor area shall not exceed 1,500 square meters.</p> <ol style="list-style-type: none"> 1. Single dwelling residential building of not more than three(3) floors/storeys 2. Commercial building of not more than two(2) floors/storeys 3. Renovation within a mall/building with issued Building Permit 4. Warehouse storing non-hazardous substance. <p>Complex Application - refers to application that exceeds the projects enumerated on simple application</p> <p>Highly Technical Application - refers to mid-rise to high-rise application.</p>
Type of Transaction:	<p>G2C - Government to Citizens G2B - Government to Business G2G - Government to Government</p>
Who may Avail:	Any person, firm, or corporation including government agency or instrumentality who planned to erect, construct, alter, repair/renovate, convert any building or structure or cause the same to be done.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1 set duly accomplished application forms completely and properly filled-out - Building, Civil/Structural, Sanitary, Electrical, Mechanical (if any), Electronics (if any) application forms	to be submitted by the owner/applicant Forms can be secured in Pasig City Office of the Building Official or downloadable at pasigcity.gov.ph
2. 1 CEDULA (Residence Certificate)	2nd Floor Pasig City Hall Building
3. 1 Home Owners Association Clearance (if any)	From the HOA where the building will be constructed
4. 2 Barangay Clearance	From Barangay where the building will be constructed
5. 1 Locational Clearance	6th Floor, Pasig City Planning and Development Office
6. 2 copies Lot Plan (Duly signed and sealed by a Geodetic Engineer	to be submitted by the owner/applicant
7. 6 sets of complete plan with key plan, Location Map and Vicinity Map (Signed by the owner/ applicant and duly signed and sealed by an Engineer and Architect.)	to be submitted by the owner/applicant
8. 2 copies of Bill of Materials (signed and sealed by an Engineer/Architect)	to be submitted by the owner/applicant
9. 2 sets Material Specification (signed and sealed by an Engineer/Architect)	to be submitted by the owner/applicant
10. 2 sets Structural Design and Analysis (signed and sealed by a Civil/Structural Engineer)	to be submitted by the owner/applicant
11. 2 sets Seismic Load Analysis - for 3-Storeys and up (signed and sealed by a Civil/Structural Engineer)	to be submitted by the owner/applicant
12. 2 sets Soil Boring Test (for 3-Storeys and up) signed and sealed by Geotechnical Engineer	to be submitted by the owner/applicant
13. 2 copies Transfer Certificate of Title (TCT) - Certified True Copy by Registry of Deeds w/in the last 4 months)	Registry of Deeds, 3rd Floor, Pasig Cit Hall Building
14. 2 copies Tax Declaration	Pasig City Assessors Office

15. 2 copies of Certification that there are no back taxes/ Updated Tax Receipt	Pasig City Real Property Tax Division
16. 2 copies Certificate of no improvement or with improvement	Pasig City Assessors Office
17. 2 copies Lease Contract (if Leased)	to be submitted by the owner/applicant
18. 1 copy of Secretary's Certificate/Authority to Sign/ Special Power of Attorney/Authorization Letter (whichever is applicable)	to be submitted by the owner/applicant
19. 1 Fire Safety Evaluation Clearance (FSEC) w/ checklist	Bureau of Fire Protection, Pasig City Central Fire Station
20. 1 copy of PRC ID, PTR, and UAP/IAPOA (for Architect) of Licensed Engineer /Architect.	to be submitted by the owner/applicant
21. 1 copy of DOLE Clearance (for projects amounting to 1 Million and Above)	Department of Labor and Employment
22. Rainwater Collection System (City Ordinance No. 13 Series of 2017)	to be submitted by the owner/applicant
23. Environmental Compliance Certificate (ECC) (if Applicable)	Department of Environment and Natural Resources (DENR)
24. CAAP Clearance (if Applicable)	Civil Aviation Authority of the Philippines (CAAP)
Electrical Permit Requirements	
25. 2 sets Detailed Bill of Materials for Electrical works originally signed and sealed by Prof. Electrical Engineer(PEE)/Electrical Contractor	to be submitted by the owner/applicant
26. 2 sets Scope of Electrical Works originally signed and sealed by PEE	to be submitted by the owner/applicant
27. 2 sets Electrical Design Analysis, Short Circuit and Voltage Drop Calculation originally signed and sealed by PEE.	to be submitted by the owner/applicant
Mechanical Permit Requirement (if Any)	
28. 2 sets Detailed Bill of Materials originally signed and sealed by Prof. Mechanical Engr. or Mechanical Contractor	to be submitted by the owner/applicant
29. 2 sets of Scope of Mechanical Works originally signed and sealed by PME	to be submitted by the owner/applicant
30. Hydraulic Analysis for Fire Protection originally signed and sealed by PME.	to be submitted by the owner/applicant
31. Structural Plan and Design Analysis for Elevator and Escalator.	to be submitted by the owner/applicant
Electronic Permit Requirement (if Any)	
32. 2 sets Detailed Bill of Materilas for Electronic Works originally signed and sealed by PECE	to be submitted by the owner/applicant
33. 2 sets Scope of Electronic Works, originally signed and sealed by PECE.	to be submitted by the owner/applicant

No.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt.	<p>Receive and check completeness of application documents.</p> <p>Encode received application and documents</p>		<p>30 minutes</p> <p>10 minutes</p>	<p>Engr. Cherry Demiao/ Engr. Mark Jefferson Francisco <i>Receiving Officer</i></p> <p>Clarissa Gabion/ Michael Jim Martin <i>Encoder</i></p>
		<p>Site Inspection</p> <p>Check condition of the lot and its boundaries</p> <p>Check adopted setback if project had already started</p> <p>Prepare Inspection Report</p>		1 day	<p>Marell Agbalog Lauro Prudencio <i>Building Inspector</i></p>
		Acknowledge Inspection report			<p>Engr. Samuel Fernandez <i>Chief, Inspection and Enforcement</i></p>
		<p>Evaluation of Building Plans and other supporting documents.</p> <p>Land Use and Zoning</p> <p>Line and Grade</p> <p>Architectural</p> <p>Structural</p> <p>Sanitary</p> <p>Electrical</p> <p>Mechanical</p> <p>Electronic</p>		<p>2 days (Simple)</p> <p>4 days (Complex)</p> <p>14 days (Highly Technical)</p>	<p><i>Technical Evaluators</i></p> <p>Arch. Arvin Michael Mendoza Engr. Kristy Anne Austria Arch. Arvin Michael Mendoza Engr. Mark Jefferson Francisco Engr. Ferdinand Cata Engr. Vicente Villanueva Jr. Engr. Erliza Suela Engr. Janvic Barral</p>
		Prepare Order of Payment		<p>1 hr (Simple) and Complex)</p> <p>4 hrs (Highly Technical)</p>	<p>Engr. Rommel Gonzal/Arch. Arvin Michael Mendoza <i>Assessment Officer</i></p>

		Review evaluated documents and order of		1 hr (Simple	Engr. Francis Jerome Ronquillo
		payment		and Complex) 1 day (Highly Technical)	<i>Chief, Evaluation and Processing</i>
		Approve Order of Payment		1 hr	Engr. Noel L. Agustin <i>OIC, Building Official</i>
2.0	Claim Order of Payment	Issue approved order of payment		5-10 minutes	John John Prudencio <i>Releasing Officer</i>
3.0	Pay Permit Fees	Receive payment and issue official receipt (O.R.)	Refer to NBC(PD1096) prescribed Schedule of Fees and Section 12 of amended Pasig Revenue Code (Ord. No.43 Series of 2004 Schedule of Fees)	15 minutes	Pasig City Treasurers Office - <i>Cashier</i>
4.0	Present O.R. to the OBO	Check/Record O.R. No., and assign bldg. permit no. including segregation of file copy and owners copy of submitted plans and documents.		30 minutes	Engr. Aubrey Matienzo/Engr. Kamille Faye Sy <i>Recording Officer</i>
		Sign Bldg. Permit, ancillary permit and approved plan.		1 hr	Engr. Noel L. Agustin <i>OIC, Building Official</i>
5.0	Claim permit and sign on logbook	Release the bldg. permit ancillary permit approved plan and owners copy of documents.		10 minutes	Engr. Aubrey Matienzo/Engr. Kamille Faye Sy <i>Releasing Officer</i>

2. APPLICATION FOR CERTIFICATE OF OCCUPANCY

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 2 Duly accomplished application forms	6th Floor Pasig City Hall Building, Office of the Building Official or download at pasigcity.gov.ph (Downloadable Forms)
2. 1 set Duly accomplished Certificate of Completion	6th Floor Pasig City Hall Building, Office of the Building Official or download at pasigcity.gov.ph (Downloadable Forms)
3. 3 sets As-Built Plan (Signed by the owner/applicant; signed and sealed by the Architect/Engineer in-charge of construction.	To be submitted by the owner/applicant.
4. 1 Daily Construction Logbook - duly accomplished and signed and sealed by the supervising Engineer/Architect on every page.	To be submitted by the owner/applicant.
5. 2 copies of Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection, Pasig City Central Fire Station
6. 1 set copy of Building Permit and Ancillary Permit	To be submitted by the owner/applicant.
7. 2 copies of Material Specification - signed and sealed by Engineer/Architect on every page)	To be submitted by the owner/applicant.
8. 1 set copy of approved plan	To be submitted by the owner/applicant.
9. Photos of Structure	To be submitted by the owner/applicant.
10. 1 Copy of PRC ID, PTR, and UAP-IAPOA (for Architect of Licensed Engineer/Architect.	To be submitted by the owner/applicant.

No.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt	Receive and check completeness of application documents Encode received application and documents		30 minutes 10 minutes	Engr. Cherry Demiao/Engr. Mark Jefferson Francisco <i>Receiving Officer</i> Clarisa Gabion/Michael Jim Martin <i>Encoder</i>

		<p>Undertake final inspection, verification and/or review of the building/structure</p> <p>based on the Certificate of Completion, As-built Plans, and other supporting documents.</p> <p>Prepare Inspection Report</p>		<p>3 days (Simple)</p> <p>5 days (Complex)</p> <p>14 Days (Highly Technical)</p>	<p>Engr. Samuel Fernandez</p> <p>Lauro Prudencio/Marell Agbalog</p> <p><i>Building Inspector</i></p> <p><i>Technical Evaluators</i></p> <p>Arch. Arvin Michael Mendoza</p> <p>Engr. Kristy Anne Austria</p> <p>Arch. Arvin Michael Mendoza</p> <p>Engr. Mark Jefferson Francisco</p> <p>Engr. Ferdinand Cata</p> <p>Engr. Vicente Villanueva Jr.</p> <p>Engr. Erliza Suela</p> <p>Engr. Janvic Barral</p>
		Prepare Order of Payment	<p>Refer to NBC(PD1096) prescribed Schedule of Fees and Section 12 of amended Pasig Revenue Code (Ord. No.43 Series of 2004 Schedule of Fees)</p>	<p>1 hr (Simple)</p> <p>4 hrs (Highly Technical)</p>	<p>Engr. Rommel Gonzal/Arch. Arvin Mendoza</p> <p><i>Assessment Officer</i></p>
		<p>Review Evaluated documents and Order of Payment</p>		<p>1 hr (Simple and Complex)</p> <p>2 hrs (Highly Technical)</p>	<p>Engr. Francis Jerome Ronquillo</p> <p><i>Chief, Evaluation and Processing</i></p>
		Approve Order of Payment		1 hr	<p>Engr. Noel Agustin</p> <p><i>OIC, Building Official</i></p>

2.	Claim Order of Payment	Issue Order of Payment		10 minutes	John John Prudencio <i>Releasing Officer</i>
3.	Pay Permit Fees	Receive payment and issue official receipt (O.R.)		15 minutes	Pasig City Treasurers Office (Cashier)
4.	Present O.R. to the OBO	Check and record O.R. No. Assign Certificate of Occupancy/Use Number Preparation of owners copy and file copy of plans and documents		30 minutes	Engr. Aubrey Matienzo/Engr. Kamille Faye Sy <i>Recording Officer</i>
		Sign Certificate of Occupancy/Use		1 hr	Engr. Samuel Fernandez <i>Chief, Inspection and Enforcement</i> Engr. Francis Jerome Ronquillo <i>Chief, Evaluation and Processing</i> Engr. Noel Agustin <i>OIC, Building Official</i>
5.	Claim Certificate of Occupancy/Use and sign on the logbook	Release the Certificate of Occupancy/Use		10 minutes	Engr. Aubrey Matienzo/Engr. Kamille Faye Sy <i>Releasing Officer</i>

3. APPLICATION FOR DEMOLITION PERMIT

Office or Division:	Office of the Building Official (OBO)
Classification:	Simple Application
Type of Transaction:	G2C - Government to Citizens G2B - Government to Business

	G2G - Government to Government
Who may Avail:	Any person, firm, or corporation including government agency or instrumentality who planned to demolish any building or structure.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	1 set Duly Accomplished Application Forms	to be submitted by the owner/applicant Forms can be secured in Pasig City Office of the Building Official or downloadable at pasigcity.gov.ph
2.	3 sets old plan or simple sketch plans of the subject building/structure with dimensions, vicinity and location plan - signed and sealed by the supervising engineer/architect and signed by the owner.	to be submitted by the owner/applicant
3.	2 copies of Certified True Copy of TCT	Registry of Deeds, 3rd Floor, Pasig Cit Hall Building
4.	2 copies of Tax Declaration of lot and structure.	Pasig City Assessors Office
5.	1 copy of tax clearance or updated tax receipt	Pasig City Real Property Tax Division
6.	1 copy of barangay clearance	From the barangay where the building/structure to be demolished is located.
7.	1 copy of home owners clearance.	From the HOA where the building/structure to be demolished is located.
8.	1 copy of community tax certificate (CEDULA)	2nd Floor Pasig City Hall Building
9.	2 copies Demolition Methodology - signed and sealed by the supervising civil engineer/architect.	to be submitted by the owner/applicant
10.	1 copy of cost of demolition - signed and sealed by the supervising civil engineer/architect.	to be submitted by the owner/applicant
11.	1 copy of PRC ID and PTR Number of Licensed Civil Engineer or Architect who will supervise the demolition	to be submitted by the owner/applicant

No.	APPLICANT/CLIENT STEPS	OFFICE ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit duly accomplished application forms and supporting documents and claim acknowledgement receipt.	Receive and check completeness of application documents		30 minutes	Engr. Cherry Demiao/Engr. Mark Jefferson Francisco <i>Receiving Officer</i>
		Encode received applications and documents		10 minutes	Clarisa Gabion/Michael Jim Martin <i>Encoder</i>
		Inspect location of project site Prepare Inspection Report Acknowledge inspection report		1-2 days	Lauro Prudencio/Marell Agbalog Building Inspector Engr. Samuel Fernandez <i>Chief, Inspection and Enforcement</i>
		Prepare Order of Payment	P500 - Processing Fee (commercial) P500 - Inspection Fee (commercial) P200 - Processing Fee (residential) P200 - Inspection Fee (residential) Demolition Fee P4.00/sq.m	1 hr	Engr. Rommel Gonzal/Arch. Arvin Mendoza <i>Assessment Officer</i>
		Evaluate methodology for demolition, technical requirements, and review orde of payment		1 hr	Engr. Francis Jerome Ronquillo <i>Chief, Evaluation and Processing</i>
2.	Claim Order of Payment	Issue Order of Payment		5-10 minutes	John John Prudencio <i>Releasing Officer</i>

3.	Pay permit fees	Receive payment and issue Official Receipt.		15 minutes	Pasig City Treasurer's Office Cashier
4.	Present OR to the OBO	Check and record OR number and assign demolition permit number		30 minutes	Engr. Aubrey Matienzo/Engr. Kamille Faye Sy
		Recommending Approval		1 hr	Engr. Francis Jerome Ronquillo <i>Chief, Evaluation and Processing</i>
		Sign Demolition Permit		1 hr	Engr. Noel Agustin Building Official
5.	Claim permit and sign on the logbook	Release the demolition permit		5-10 minutes	Engr. Aubrey Matienzo/Engr. Kamille Faye Sy