

CITIZEN'S CHARTER

OFFICE OF THE BUILDING OFFICIAL

The office is responsible for carrying out the provisions of the National Building Code (P.D. 1096) and its Implementing Rules and Regulations (IRR) in the field as well as the enforcement of orders and decisions made pursuant to the code.

FUNCTIONAL STATEMENT

The **Office of the Building Official** shall:

1. Implement regulations and requirements for the construction, addition, alteration, renovation, conversion, use, occupancy and demolition of the buildings pursuant to the provisions of the National Building Code (P.D. 1096) as well as enforcements of related orders;
2. Issue the corresponding Building Permits upon evaluation for the new construction, extension, alteration or renovation, fencing, demolition, signage and excavation and ground preparation of buildings owned by government and private entities;
3. Inspect new building or structure before it is used and issue a Certificate of Occupancy to declare that the building is safe for occupancy;
4. Inspect new and additional, relocation or reconnection and alteration of electrical installations as conformed to the Philippine Electrical Code and issue a Certificate of Final Electrical Inspection (CFEI) as a requirement of Meralco for the installation of electrical meter connection;
5. Undertake annual inspections of the buildings or structures, commercial and industrial establishments to ensure the safety and stability of the said buildings and issue a Certificate of Annual Inspection for the operation of their business and keep an up-to-date record of their status;
6. Ensure that all changes, modification, and alterations in the design plans during the construction phase must be evaluated and the necessary mandatory permit must be issued.
7. Issue notice of violation and work stoppage order to all the buildings and establishments that are against the provisions of the National Building Code and its implementing rules and regulations and other mandated related codes for building construction and imposes appropriate penalties or surcharges for the said violation;



FRONTLINE SERVICES OFFERED

- Issuance of Building Permit for Construction of New Buildings and/or Structures.
- Issuance of Building Permit for the Extension/Addition, Renovation, Fence and Alteration/Amendatory of Plans
- Issuance of other Building Permits for Renewal, Demolition, Signage and Excavation/Ground Preparation Permit
- Issuance of Certificate of Occupancy/Use/Operation
- Issuance of Annual Inspection Certificate
- Issuance of Electrical/Wiring Permit
- Issuance of Certificate of Final Electrical Inspection (CFEI)
- Issuance of Clearance for New and Renewal of Business Permit Application



ISSUANCE OF BUILDING PERMIT FOR CONSTRUCTION OF NEW BUILDINGS AND/OR STRUCTURES

TYPE OF SERVICE:

- Complex

WHO MAY AVAIL THE SERVICE:

- Any person or company who intends to construct a new building/structures in Imus

REQUIREMENT(S):

- Four (4) copies of filled up Unified Application Form for Building Permit and FSEC
- Filled-up Application Form for Locational Clearance
- Original Certificate of Title (OCT) (Certified True Copy) / Transfer Certificate of Title (TCT) (Certified True Copy), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)
- Four (4) sets of Survey Plans, design plans and other documents as follows:
 - Architectural Documents
 - Civil / Structural Documents
 - Electrical Documents
 - Mechanical Documents
 - Sanitary Documents
 - Plumbing Documents
 - Electronics Documents
 - Geodetic Documents



- Fire Protection Plan (If applicable)
 - Automatic Fire Suppression System
 - Wet Stand Pipe
 - Dry Stand Pipe
 - Kitchen Hood Suppression
 - Fire Detection & Alarm System
- Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals
- Notarized estimated value of the building / structure to be erected as declared by the owner
- Construction Safety and Health Program
- Affidavit of Undertaking
- Soil Test (If applicable)

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submission of Application Forms and Documentary Requirements	Receive and assess the completeness and correctness of the documents	Window 1&2 at CPDO	30 minutes
		Processing of application in the Back Room and Inspection	OSCP – Backroom	3.5 days
2	Receipt of Order of Payment or Notice of Disapproval	Release Oder of Payment or Notice of Disapproval	Window 7, 8 &9 at OBO	30 minutes
3	Receipt of Order of Payment or Notice of Disapproval	Receive the payment and issue the O.R.	Treasurer’s Office	5 minutes
4	Receipt of Order of Payment or Notice of Disapproval	Preparation and release of Building Permit	Window 7, 8 &9 at OBO	25 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				5 days
END OF TRANSACTION				

NOTE: This is in line with the JMC 2018 – 001 and to be processed in the One Stop Shop for Construction Permits For construction with area of 1500 sq.m. and above, the processing time is 15 days.



ISSUANCE OF BUILDING PERMIT FOR THE EXTENSION, ADDITION, RENOVATION, FENCE AND ALTERATION/AMENDATORY OF PLANS

TYPE OF SERVICE:

Complex

WHO MAY AVAIL THE SERVICE:

- All residents, non-residents and companies in Imus who already applied for a Building Permit

REQUIREMENT(S):

- Four (4) copies of filled up Unified Application Form for Building Permit and FSEC
- Filled-up Application Form for Locational Clearance
- Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)
- Four (4) sets of Survey Plans, design plans and other documents as follows:
 - Architectural Documents
 - Civil / Structural Documents
 - Electrical Documents
 - Mechanical Documents
 - Sanitary Documents
 - Plumbing Documents
 - Electronics Documents
 - Geodetic Documents



- Fire Protection Plan (If applicable)
 - Automatic Fire Suppression System
 - Wet Stand Pipe
 - Dry Stand Pipe
 - Kitchen Hood Suppression
 - Fire Detection & Alarm System
- Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals
- Notarized estimated value of the building / structure to be erected as declared by the owner
- Construction Safety and Health Program
- Affidavit of Undertaking
- Soil Test (If applicable)

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submission of Application Forms and Documentary Requirements	Receive and assess the completeness and correctness of the documents	Window 1 & 2 at CPDO	30 minutes
		Processing of application in the Back Room and Inspection	OSCP – Backroom	3.5 days
2	Receipt of Order of Payment or Notice of Disapproval	Release Oder of Payment or Notice of Disapproval	Window 7,8 &9 at OBO	30 minutes
3	Payment of Fees and Charges	Receive the payment and issue the O.R.	Treasurer's Office	5 minutes
4	Claiming of Building Permit	Preparation and release of Building Permit	Window 7,8 &9 at OBO	25 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				5 days
END OF TRANSACTION				

NOTE: This is in line with the JMC 2018 – 001 and to be processed in the One Stop Shop for Construction Permits For construction with area of 1500 sq.m. and above, the processing time is 15 days.



ISSUANCE OF OTHER BUILDING PERMITS FOR RENEWAL, DEMOLITION, SIGNAGE AND EXCAVATION OR GROUND PREPARATION PERMIT

TYPE OF SERVICE:

- Simple

WHO MAY AVAIL THE SERVICE:

- Any person or company who intends to demolish a structure, excavate, install signage and renew the Building Permit in Imus

REQUIREMENT(S):

Renewal Permit:

- Application form signed by the applicant, signed and sealed by professional and properly filled-out
- Approved Building Permit and Building Plans

Demolition Permit:

- Demolition permit form
- Sketch plan of area to be demolished or picture of building to be demolished
- Transfer Certificate of Title (TCT) of the property
- Barangay Endorsement



Sign Permit:

- Sign Permit Form
- Electrical Permit Form whenever there is an electrical connection
- Three (3) sets of plans and design of signage duly signed by a licensed professional
- Location or vicinity plan
- Lot documents

Excavation or Ground Preparation Permit:

- Accomplished Excavation Permit form signed and sealed by a licensed professional
- One (1) set – Architectural and Structural Plan
- Transfer Certificate of Title (TCT) of lot

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Verify the requirements	Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
		Approval of Permit	Engr. Guiana Monzon; Engr. Josephine Hernandez	10 minutes
		Assess the fees and issue the order of payment	Juanito Bautista Engr. Daniel Pangilinan Engr. Curt O'neal Hermosilla	10 minutes
2	Pay the required fees at the City Treasurer's Office	Receive payment and release the official Receipt(OR)	CTO Staff	2 minutes
3	Present the original and photocopy of the Official Receipt	Prepare the required Permit	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	15 minutes
4	Receive the Permit	Release the Permit	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				50 minutes
END OF TRANSACTION				



ISSUANCE OF CERTIFICATE OF OCCUPANCY

TYPE OF SERVICE

- Simple

WHO MAY AVAIL THE SERVICE:

- Any person or company who was issued a Building permit may apply upon completion of the building and ready for occupancy.

REQUIREMENT(S):

- Filled-up Unified Application Form for Certificate of Occupancy and FSIC
- Three (3) copies of duly notarized Certificate of Completion using the form in Annex H, signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction, and one copy of the construction logbook. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer
- One (1) photocopy of the Valid Licenses of all involved Professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card)
- Photograph of the completed structure showing front, sides, and rear areas
- Yellow Card issued by Electrical Service Provider

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submission of Application Forms and Documentary Requirements	Receive and assess the completeness and correctness of the documents	Window 1 & 2 at OBO	30 minutes
		Processing of application in the Back Room and Inspection	OSCP – Backroom	3.5 days
2	Receipt of Order of Payment or Notice of Disapproval	Release Oder of Payment or Notice of Disapproval	Window 7,8 &9 at OBO	30 minutes
3	Payment of Fees and Charges	Receive the payment and issue the O.R.	Treasurer's Office	5 minutes
4	Claiming of Certificate of Occupancy	Preparation and release Certificate of Occupancy, FSIC, Notice of Assessment, Tax Declaration, CFEI and other submitted documents.	Window 7,8 &9 at OBO	25 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				5 days
END OF TRANSACTION				

NOTE: This is in line with the JMC 2018 – 001 and to be processed in the One Stop Shop for Construction Permits

Note: If the inspector's report stated that there are violations, deviations, addition in the approved Building plans ; the application shall be withheld pending compliance of the needed requirements for completion before moving to the next step.



ISSUANCE OF ELECTRICAL OR WIRING PERMIT

TYPE OF SERVICE:

- Simple

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents who own a building in Imus and intend to apply for electrical and wiring permit

REQUIREMENT(S):

- Transfer Certificate of Title (TCT) of the lot where building is erected, if the applicant is not the lot owner, provide either of the following:
 - Deed of Sale or Contract to Sell
 - Authorization from lot owner
 - Proof of relationship to the lot owner
- Electrical/Wiring Permit form duly signed by an Electrical Engineer or Registered Electrician

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Verify the requirements	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	5 minutes
		Assess the fees and issue the order of payment	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	5 minutes
2	Pay the required fees at the City Treasurer's Office	Receive the payment and release the O.R.	CTO Staff	2 minutes
3	Present the original and photocopy of the O.R.	Receive the OR and prepare the Electrical or Wiring Permit	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	10 minutes
		Approval of Permit	Engr. Guiana Monzon; Engr. Josephine Hernandez	5 minutes
4	Receive the Permit	Release the Permit	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				30 minutes
END OF TRANSACTION				



ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

TYPE OF TYPE:

- Complex

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents with approved application for Electric Meter Connection from Meralco with building situated in Imus

REQUIREMENT(S):

- Yellow Card issued by MERALCO with a request to secure for CFEI
- Inspection report of the Electrical Inspector
- Transfer Certificate of Title of the lot where the building is erected
- Proof of ownership if the lot title is not in the name of the applicant , provide Contract to sell, Deed of Sale, Agreement and Authorization
- For new connection, provide Occupancy Permit
- For reconnection/relocation/separation of electric meter base with addition/extension/renovation of building, provide Building Permit

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the inspection request form and the yellow card issued by Meralco	Receive the yellow card and inspection request form and inform the inspection schedule (*schedule of inspection is listed herein)	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	10 minutes
2	Be present during the inspection	Inspect the installed Electric Meter Base and wiring connections	Engr. Leonardo Aliscad; Engr. Leah Gatpandan; Engr. Kieran Dela Cruz; Engr. Frank Machinal Engr. Kit Jasper Paredes; Engr. Reyjansen Sapinoso; Arch. Paul Michael S. Lara;	See Table B
3	Submit the requirements	Verify the requirements	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	5 minutes
		Assess the fees and issue the order of payment	Engr. Leonardo Aliscad; Engr. Kieran Dela Cruz; Engr. Kit Jasper Paredes	10 minutes
4	Pay the required fees at the City Treasurer's Office	Receive the payment and release the O.R.	CTO Staff	2 minutes
5	Present the original and photocopy of the O.R.	Receive the OR and prepare the document	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	10 minutes



		Approval of CFEI	Engr. Guiana Monzon; Engr. Josephine Hernandez; Engr. Leonardo Aliscad; Engr. Kit Jasper Paredes; Engr. Kieran Dela Cruz	5 minutes
6	Receive the document	Release the document	Judylyn Villanueva; Emerabel Pasao; John Michael Angelo Manolo; Monaliza Barcillia; Leslie Baculi	3 minutes
Fill-out the Client Satisfaction Rating Form				

LOCATION/BARANGAY	INSPECTORS
ANABU TANZANG LUMA ALAPAN BUCANDALA CARSADANG BAGO	ENGR. KIT JASPER PAREDES ENGR. REYJANSEN SAPINOSO ARCHT. PAUL MICHAEL S. LARA
POBLACION BAYAN LUMA PAG ASA TOCLONG MEDICION MALAGASANG	ENGR. FRANK MACHINAL ENGR. KIERAN DELA CRUZ ARCH. REYNAN HARLEA
PALICO PASONG BUAYA MARIANO ESPELETA PINAGBUKLOD MAGDALO MAHARLIKA BUHAY NA TUBIG BAGONG SILANG	ENGR. LEAH GATPANDAN ENGR. LEONARDO ALISCAD



Table B

*Schedule of Inspection for CFEI:

END OF TRANSACTION

Note: The inspectors will leave the Inspection report in the inspected building indicating the documents or requirements to be submitted for the issuance of CFEI. If the applicant can't comply with the requirements, the application for CFEI shall be withheld.



ISSUANCE OF CLEARANCE FOR NEW AND RENEWAL OF BUSINESS PERMIT APPLICATION

TYPE OF SERVICE:

- Simple

WHO MAY AVAIL THE SERVICE:

- All business taxpayers in Imus

REQUIREMENT(S):

- Building Permit
- Occupancy Permit
- Duly accomplished application form

FEE(S)/CHARGE(S):

- Refer to the Annual Inspection Fees at the 2005 Revised Edition of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the application form	Verify the application	Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala;	10 minutes
2	Receive the approved application with the assessed fees	Assess the fees	Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala;	5 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				15 minutes
END OF TRANSACTION				

Note: If the building for the Business Operation was verified to have no Building Permit and Occupancy Permit and have violations on the building construction, the application for Business Permit is withheld. If the building is in compliance, proceed to Step 2.

Location: The **Office of the Building Official** is located at the 2nd level of the New Imus City Hall Building

Engr. Guiana Monzon
Building Official – OIC

You can also contact us at:
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Or email us at:
imusbuildingoffice@gmail.com

