

**OFFICE OF THE BUILDING  
OFFICIAL  
EXTERNAL SERVICES**

## 1. ISSUANCE OF BUILDING PERMIT FOR CONSTRUCTION OF NEW BUILDINGS AND/OR STRUCTURE

A document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR).

<b>OFFICE OR DIVISION</b>	Office of the Building Official
<b>CLASSIFICATION</b>	Complex
<b>TYPE OF TRANSACTION</b>	G2G - Government to Government, G2C - Government to Citizens, G2B - Government to Businesses
<b>WHO MAY AVAIL THE SERVICE</b>	Any person or company who intends to construct a new building/structures in Imus
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Four (4) copies of filled up Unified Application Form for Building Permit and FSEC	Window 1 and 2, One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall
Filled-up Application Form for Locational Clearance	City Planning and Development Office
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)	Office of the City Assessor
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	Client
Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals	Client, professionals involved in the construction of the building

Notarized estimated value of the building / structure to be erected as declared by the owner		Client		
Construction Safety and Health Program		Client		
Affidavit of Undertaking		Client		
Soil Test (If applicable)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Application Forms and Documentary Requirements	1.1 Receive and assess the completeness and correctness of the documents.	None	30 minutes	Window 1 and 2
	1.2 Processing of application in the Back Room and Inspection.	None	3.5 days	OSCP – Back Room
2. Receipt of Order of Payment or Notice of Disapproval	2. Release Oder of Payment or Notice of Disapproval	None	30 minutes (stop time)	Window 9, 10 and 11
3. Payment of Fees and Charges	3. Receive the payment and issue the O.R.	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	5 minutes	Window 4
4. Claiming of Building Permit	4. Preparation and release of Building Permit		25 minutes	Window 9, 10 and 11
<b>TOTAL</b>		<b>Based on assessment</b>	<b>5 days</b>	

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.

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

A document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR).

<b>OFFICE OR DIVISION</b>	Office of the Building Official	
<b>CLASSIFICATION</b>	Complex	
<b>TYPE OF TRANSACTION</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)	
<b>WHO MAY AVAIL THE SERVICE</b>	All residents, non-residents and companies in Imus who already applied for a Building Permit	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Four (4) copies of filled up Unified Application Form for Building Permit and FSEC		Window 1 and 2, One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall
Filled-up Application Form for Locational Clearance		City Planning and Development Office
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)		Office of the City Assessor
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		Client
Three (3) photocopies of Valid Licenses (PRC I.D.) of all involved professionals		Client, professionals involved in the construction of the building

Notarized estimated value of the building / structure to be erected as declared by the owner		Client		
Construction Safety and Health Program		Client		
Affidavit of Undertaking		Client		
Soil Test (If applicable)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Forms and Documentary Requirements	1.1 Receive and assess the completeness and correctness of the documents.	None	30 minutes	Window 1 and 2
	1.2 Processing of application in the Back Room and Inspection.	None	3.5 days	OSCP – Back Room
2. Receipt of Order of Payment or Notice of Disapproval	2. Release Oder of Payment or Notice of Disapproval	None	30 minutes (stop time)	Window 9, 10 and 11
3. Payment of Fees and Charges	3. Receive the payment and issue the O.R.	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	5 minutes	Window 4
4. Claiming of Building Permit	4. Preparation and release of Building Permit		25 minutes	Window 9, 10 and 11
<b>TOTAL</b>		<b>Based on assessment</b>	<b>5 days</b>	

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.

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

A document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR).

<b>OFFICE OR DIVISION</b>	Office of the Building Official
<b>CLASSIFICATION</b>	Simple
<b>TYPE OF TRANSACTION</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)
<b>WHO MAY AVAIL THE SERVICE</b>	Any person or company who intends to demolish a structure, excavate, install signage and renew the Building Permit in Imus
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>For Renewal Permit</b>	
Application form signed by the applicant, signed and sealed by professional and properly filled-out	Office of the Building Official, 2 <sup>nd</sup> Floor, Imus City Hall
Approved Building Permit and Building Plans	Office of the Building Official, 2 <sup>nd</sup> Floor, Imus City Hall
<b>For Demolition Permit</b>	
Demolition Permit Form	Office of the Building Official, 2 <sup>nd</sup> Floor, Imus City Hall
Sketch plan of area to be demolished or picture of building to be demolished	Client
Transfer Certificate of Title (TCT) of the property	Office of the City Assessor
Barangay Endorsement	Respective Barangay
<b>For Sign Permit</b>	
Sign Permit Form	Office of the Building Official, 2 <sup>nd</sup> Floor, Imus City Hall
Electrical Permit Form whenever there is an electrical connection	Office of the Building Official
Three (3) sets of plans and design of signage duly signed by a licensed professional	Client
Location or vicinity plan	Client
Lot documents	Client
<b>For Excavation or Ground Preparation Permit</b>	
Accomplished Excavation Permit form signed and sealed by a licensed professional	Office of the Building Official, 2 <sup>nd</sup> Floor, Imus City Hall
One (1) set – Architectural and Structural Plan	Client
Transfer Certificate of Title (TCT) of lot	Office of the City Assessor

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1.1 Verify the requirements.	None	15 minutes	Window 1 and 2
	1.2 Approval of Permit	None	10 minutes	Engr. Rodel Pelaez City Building Official Engr. Josephine Hernandez
	1.2 Assess the fees.	None	10 minutes	OSCP - Backroom
2. Receive Order of payment.	2. Issue the order of payment	None	5 minutes (stop time)	City Treasurer's Office
3. Pay the required fees at the City Treasurer's Office	3. Receive payment and release the official Receipt (OR)	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	2 minutes	Window 4 - OSCP
4. Present the original and photocopy of the Official Receipt and receive the permit.	4.1 Prepare the required Permit.	None	15 minutes	Window 9, 10 and 11
	4.2 Release the Permit.	None	3 minutes	
<b>TOTAL</b>		<b>Based on assessment</b>	<b>1 hour</b>	

#### 4. ISSUANCE OF CERTIFICATE OF OCCUPANCY/USE/OPERATION

A document issued by the Building Official to an owner/applicant certifying a building's compliance with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR) and indicating it to be in a condition suitable for occupancy. It is evidence that the building complies substantially with the plans and specifications that have been submitted to, and approved by, the Building Official.

<b>OFFICE OR DIVISION</b>	Office of the Building Official			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)			
<b>WHO MAY AVAIL THE SERVICE</b>	Any person or company who was issued a Building permit may apply upon completion of the building and ready for occupancy.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled-up Unified Application Form for Certificate of Occupancy and FSIC		Window 1 and 2, One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall		
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		Client		
One (1) photocopy of the Valid Licenses of all involved Professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card		Client, professionals involved in the construction of the building		
Photograph of the completed structure showing front, sides, and rear areas		Client		
Yellow Card issued by Electrical Service Provider		MERALCO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Submission of Application Forms and Documentary Requirements.  (Client should be present during the inspection)	1.1 Receive and assess the completeness and correctness of the documents and inform the inspection schedule.	None	30 minutes	Window 1 and 2
	1.2 Processing of application in the back room and inspection of buildings/structures/machineries.	None	3.5 days	OSCP - Backroom
2. Submit the requirements	2.1 Verify the requirements;	None	30 minutes	Window 9, 10 &11



	2.2 Assess the fees and issue the order of payment	None		
3. Receive Order of Payment.	3. Release Order of Payment or Notice of Disapproval	None	30 minutes (stop time)	Window 9, 10 &11
4. Payment of Fees and Charges.	4. Receive the payment and issue the O.R.	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	2 minutes	Window 4
5. Claim the Certificate of Occupancy	5. Preparation and release Certificate of Occupancy, FSIC, Notice of Assessment, Tax Declaration, CFEI and other submitted documents.	None	25 minutes	Window 9, 10 &11
<b>TOTAL</b>		<b>Based on assessment</b>	<b>5 days</b>	

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

## 5. ISSUANCE OF ELECTRICAL OR WIRING PERMIT

<b>OFFICE OR DIVISION</b>	Office of the Building Official			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents and non-residents who own a building in Imus and intend to apply for electrical and wiring permit			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		Office of the City Assessor		
Electrical/Wiring Permit form duly signed by an Electrical Engineer or Registered Electrician		Office of the Building Official		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements	1.1 Verify the requirements.	None	5 minutes	Window 1 and 2 Engr. Rodel Pelaez City Building Official Engr. Josephine Hernandez OSCP - Backroom
	1.2 Approval of Permit.	None	10 minutes	
	1.3 Assess the fees.	None	5 minutes	
2. Receive Order of Payment	2. Issue Order of Payment	None	5 minutes (stop time)	OSCP
3. Pay the required fees at the City Treasurer's Office	3. Receive payment and release the official Receipt (OR)	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	2 minutes	Window 4 - OSCP
4. Present the original and photocopy of the Official Receipt and receive the permit.	4.1 Prepare the required Permit.	None	15 minutes	Window 9, 10 and 11
	4.2 Release the Permit.	None	3 minutes	
<b>TOTAL</b>		<b>Based on assessment</b>	<b>45 minutes</b>	

## 6. ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

A document issued by the Building Official to an owner/applicant after electrical safety inspection, testing, and verification of the electrical wirings of residential, institutional, commercial, and industrial building before the installation of electric meters by the electric power service provider to ensure their conformance to the provisions of the Philippine Electrical Code.

<b>OFFICE OR DIVISION</b>	Office of the Building Official			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)			
<b>WHO MAY AVAIL THE SERVICE</b>	All residents and non-residents who own a building in Imus and intend to apply for electrical and wiring permit			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Yellow Card issued by MERALCO with a request to secure for CFEI		MERALCO		
Inspection report of the Electrical Inspector		Office of the Building Official		
Transfer Certificate of Title of the lot where the building is erected		Office of the City Assessor		
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		Client		
For new connection, provide Occupancy Permit		One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall		
For reconnection/relocation/separation of electric meter base with addition/extension/renovation of building, provide Building Permit		One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the inspection request form and the yellow card issued by Meralco.	1.1 Receive the yellow card and inspection request form and inform the inspection schedule.		10 minutes	Window 9, 10 and 11
	1.2 Inspect the installed Electric Meter Base and wiring connections.		3 days	Engr. Leonardo Aliscad; Engr. Leah Gatpandan; Wilfredo Saria; Juanito B. Bautista
2. Submit the requirements	2.1 Verify the requirements		5 minutes	Window 9, 10 and 11

	2.2 Assess the fees.		10 minutes	
3. Receive Order of Payment	3. Issue the order of payment.		5 minutes	OSCP
4. Pay the required fees at the City Treasurer's Office	4. Receive payment and release the official Receipt (OR)	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	2 minutes	Window 4 - OSCP
5. Present the original and photocopy of the O.R. and receive the permit.	5.1 Receive the OR and prepare the document.  5.2 Approve the CFEI		15 minutes	Window 9, 10 and 11  Engr. Rodel Pelaez City Building Official Engr. Josephine Hernandez
	5.3 Release the permit.			Window 9, 10 and 11
<b>TOTAL</b>		<b>Based on assessment</b>	<b>4 days</b>	

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.

## 7. ISSUANCE OF CLEARANCE FOR NEW AND RENEWAL OF BUSINESS PERMIT APPLICATION

Clearance for business permit given to owner/applicant certifying the compliance of the structures/building to the National Building Code of the Philippines.

<b>OFFICE OR DIVISION</b>	Office of the Building Official			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)			
<b>WHO MAY AVAIL THE SERVICE</b>	All business taxpayers in Imus			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Duly accomplished application form			One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall	
Building Permit			One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall	
Occupancy Permit			One Stop Shop for Construction Permits, 2 <sup>nd</sup> Floor, Imus City Hall	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the application form.	1. Verify the application.	None	10 minutes	Razil Benitez; Cresencia Parnala;
2. Receive the approved application with the assessed fees	2. Assess the fees.	None	5 minutes	Razil Benitez; Cresencia Parnala;
<b>TOTAL</b>		<b>None</b>	<b>15 minutes</b>	

**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.