

GRANTING BUILDING PERMIT:

LIST OF REQUIREMENTS

1. Duly Accomplished Application Form

2. Lot Requirements:

a. In case the applicant is registered owner of the lot;

1. Certified true copy of OCT/TCT, on file with the Registry of Deeds,

2. Tax Declaration, and

3. Currents Real Property Tax Receipt.

b. In case the applicant is not the registered owner of the lot, in addition to the above; duly notarized copy of the Contract of Lease, Deed of Absolute Sale.

3. Five (5) sets of Survey Plans, Design Plans Specification and other documents prepared, signed and sealed over the printed by name of the duly licensed/registered professionals (*Refer to 2005 revised IRR of Building Code of the Philippines (PD1096)*)

a. Geodetic Engineer, in case of lot survey plans;

b. Architect, in case of architectural documents; In case of architectural interior/interior design documents, either an architect or interior or interior designer may sign.

c. Civil Engineer, In case of civil/structure documents;

d. Professional Electrical Engineer, in case of electrical documents;

e. Professional Mechanical Engineer, In case of Mechanical documents;

f. Sanitary Engineer, In case of plumbing documents;

g. Master Plumber, In case of plumbing documents;

h. Electronics Engineer, In case of electronic documents.

HOW TO AVAIL SERVICES:

CLIENTS STEPS/PROCEDUR	Agency Action	Fees To Be Paid	TOTAL PROCESSING TIME	PLEASE APPROACH
1. Inquire documentary requirements and secure form for orientation.	1. Orient and explain the required entries of the form to the client.	None	20 Minutes	Gemma L. Viejo Mercy Grace F. Tamolin
2. Submit the application form together with other requirements duly acknowledge by receiving officer.	2. Accept and review the submitted application form.	None	5 Minutes	Gemma L. Viejo Mercy Grace F. Tamolin
2.1. Evaluation of documents, design plans, specifications, and analysis in conformity with the code - for complex	2.1. Review/evaluate the submitted design plans, specifications and analysis in conformity with the code	None	One (1) day	Engr.Leto P. Escaro Mr. Rolando N. Cachombo
2.2. Evaluation of documents, design plans and specifications in conformity with the code - for simple	2.2. Review/evaluate the submitted design plans, and specifications in conformity with the code	None	One (1) hour	Engr.Leto P. Escaro Mr. Rolando N. Cachombo
3. Assessment of Fees	3. Computation of payment base on the plan submitted.	Based on NBCDO Memorandum Circular No. 1, s. of 2004	20 Minutes	Gemma L. Viejo Mercy Grace F. Tamolin Engr. Leto P. Escaro
4. Endorsement to Bureau of Fire Protection (BFP) for Fire Safety Clearance	4. Endorse to Bureau of Fire Protection for the issuance of <i>Fire Safety Clearance</i> .	None	Five (5) Minutes	Engr. Renato C. Caabay
5. Conduct inspection and evaluation	5. Conduct inspection and evaluation in conformity with the code.	None	Maximum of 3 days	Engr.Leto P. Escaro Mr. Rolando N. Cachombo
6. Issuance of permit	6. Issue <i>Building Permit</i> to the applicant/client.	None	10 Minutes	Engr. Renato C. Caabay

TAXES AND FEES:

To be paid at Municipal Treasurer's Office as prescribed order of payment

GRANTING OCCUPANCY PERMIT:

LIST OF REQUIREMENTS:

1. Duly accomplished application form
2. Duly accomplished Certificate of Completion signed and sealed
3. Copy of construction logbook
4. As Built Plan

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CLIENTS STEPS/PROCEDUR	Agency Action	Fees To Be Paid	TOTAL PROCESSING TIME	PLEASE APPROACH
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2.1. Evaluation of documents, design plans, specifications, and analysis in conformity with the code - for complex	2.1. Review/evaluate the submitted design plans, specifications and analysis in conformity with the code	None	One (1) day	Engr.Leto P. Escaro Mr. Rolando N. Cachombo
2.2. Evaluation of documents, design plans and specifications in conformity with the code - for simple	2.2. Review/evaluate the submitted design plans, and specifications in conformity with the code	None	One (1) hour	Engr.Leto P. Escaro Mr. Rolando N. Cachombo
3. Assessment of Fees	3. Assess building plan for the computation of payment	Based on NBCDO Memorandum Circular No. 1, s. of 2004	20 Minutes	Gemma L. Viejo Mercy Grace F. Tamolin Engr. Leto P. Escaro
4. Endorsement to Bureau of Fire Protection (BFP) for Fire Safety Inspection Certificate (FSIC)	4. Endorse to Bureau of Fire Protection for the issuance of Fire Safety Inspection Certificate (For Occupancy Permit).	None	Five (5) Minutes	Engr. Renato C. Caabay
5. Conduct inspection and evaluation	5. Conduct inspection and evaluation in conformity with the submitted plans.	None	Maximum of 3 days	Engr.Leto P. Escaro Mr. Rolando N. Cachombo
6. Issuance permit	6. Issue <i>Occupancy Permit</i> to the applicant/client.	None	10 Minutes	Engr. Renato C. Caabay

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Republic of the Philippines
Province of Palawan
Municipality of Aborlan
CITIZEN'S CHARTER

OFFICE OF THE BUILDING OFFICIAL

Municipal Audio Visual Hall, R. Magsaysay, Aborlan, Palawan

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 - d. Professional Electrical Engineer, in case of electrical documents;
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 - f. Sanitary Engineer, In case of plumbing documents;
 - g. Master Plumber, In case of plumbing documents;
 - h. Electronics Engineer, In case of electronic documents.

4. Estimates
5. Specifications
6. Design and Analysis (Except single detached dwelling with plan/structure with a total floor area up to twenty (20 sq.m.)
7. Zoning Certification

For more information, Please Contact:
Engr. Renato C. Caabay, Building Official
CP No. 09189475604

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5. Conduct inspection and evaluation	5. Conduct inspection and evaluation in conformity with the submitted plans.	None	Maximum of 3 days	Engr. Leto P. Escaro Mr. Rolando N. Cachombo
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