

RULE III - PERMITS AND INSPECTION

SECTION 301. Building Permits

1. No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish and add **any building**/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefor from the **Building Official** assigned in the place where the subject building/structure is located or to be done. The prescribed application for building permit form (**NBC Form B-01**) shall be used by all applicants.
2. Permits supplementary to a **Building Permit** shall be applied for and issued by the **Building Official**. These include **Ancillary and the Accessory Permits**.

a. **Ancillary Permits**

The **Ancillary Permits** duly signed and sealed by the corresponding professionals and the plans and specifications shall be submitted together with the duly notarized application for **Building Permit**. The **Building Permit** is null and void if not accompanied by the **Ancillary Permits**. The prescribed **Ancillary and other Accessory Permits/forms** shall likewise be used whenever applicable. The **Ancillary Permits** are the following:

- i. **Architectural Permit**
- ii. Civil/Structural Permit
- iii. Electrical Permit
- iv. Mechanical Permit
- v. Sanitary Permit
- vi. Plumbing Permit
- vii. Electronics Permit

b. **Accessory Permits**

- i. **Accessory Permits** are issued by the **Building Official** for accessory parts of the project with very special functions or use which are indicated in the plans and specifications that accompany the building permit application. These may include, among others: bank and records vaults; swimming pools; firewalls separate from the building/structure; towers; silos; smokestacks; chimneys; commercial/industrial fixed ovens; industrial kilns/furnaces; water/waste treatment tanks, septic vaults; concrete and steel tanks; booths, kiosks and stages; and tombs, mausoleums and niches.
- ii. **Accessory Permits** are issued by the **Building Official** for activities being undertaken prior to or during the processing of the building permit. The coverage is spelled out in the accessory permit form including the expiry period. These shall be signed by the concerned owner/applicant and by the concerned professionals. These permits include, among others, ground preparation and excavation, encroachment of foundation to public area, fencing, for fence not exceeding 1.80 meters high, sidewalk construction, temporary sidewalk enclosure and occupancy, erection of scaffolding, erecting, repair, removal of sign; and demolition.

3. **Exemption From Building Permits**

A building permit shall **not** be required for the following **minor** constructions and repairs, provided these shall not violate any provision of the **Code and this IRR**.

a. **Minor Constructions**

- i. Sheds, outhouses, greenhouses, children's playhouses, aviaries, poultry houses and the like, not exceeding 6.00 sq. meters in total area, provided they are completely detached from any other building and are intended only for the private use of the owner.
- ii. Addition of open terraces or patios resting directly on the ground, not exceeding 20.00 sq. meters in total floor area, exclusively for the private use of the owner.
- iii. Installation of window grilles.
- iv. Garden pools for the habitation of water plants and/or aquarium fish not exceeding 500 millimeters in depth and exclusively for private use.
- v. Garden masonry walls other than party walls not exceeding 1.20 meters in height, footpaths, residential garden walks and/or driveways.

b. **Repair Works**

- i. Repair works not affecting or involving any structural member, such as replacement of deteriorated roofing sheets or tiles, gutters, downspouts, fascias, ceilings and/or sidings.
- ii. Repair and/or replacement of non load-bearing partition walls.
- iii. Repair and/or replacement of any interior portion of a house not involving addition or alteration.
- iv. Repair and/or replacement work of doors and windows.
- v. Repair and/or replacement work of flooring.
- vi. Repair of perimeter fence and walls.
- vii. Repair and/or replacement of plumbing fixtures, fittings or pipings, such as toilet bowls, sinks, lavatories, urinals, bidets, pipes, faucets, valves for single detached dwellings and duplexes.

SECTION 302. Application for Permits

1. **Any** person desiring to obtain a **building permit** and any ancillary/accessory permit/s together with a **Building Permit** shall file application/s therefor on the prescribed application forms.
2. Together with the accomplished prescribed application form/s, the following shall be submitted to the **OBO**:
 - a. In case the applicant is the registered owner of the lot:
 - i. Certified true copy of **OCT/TCT**, on file with the Registry of Deeds,
 - ii. Tax Declaration, and

- iii. Current 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, or Deed of Absolute Sale**.
3. **Five (5) sets** of survey plans, design plans, specifications and other documents prepared, signed and sealed over the printed names of the duly licensed and registered *professionals* (**Figs. III.1. and III.2.**):
- 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 designer may sign;

*Anotation: The preparation, signing and dry-sealing of **ALL architectural documents (plans, designs, drawings, specifications, estimates and the like) and of architectural interiors** form part of the **exclusive** scope of work of **registered and licensed architects (RLAs)** as defined under **R.A. No. 9266**, The Architecture Act of 2004 and its 2004 **IRR**. Interior design is the work of registered and licensed interior designers (**RLIDs**) under R.A. No. 8534, The Interior Design Act of 1987. Strictly speaking, the respective practices of RLAs and RLIDs should **not** overlap.*

- c. Civil Engineer, in case of civil/structural documents;

*Anotation: Before the approval of R.A. No. 9266, the **limited** preparation of civil/structural documents formed part of the scope of work of **registered and licensed architects (RLAs)** as defined under **R.A. No. 1581**, which amended **R.A. No. 545**, The Organic Architecture Act of 1950 and its 1979 **IRR**. Interior design is the work of registered and licensed interior designers (**RLIDs**) under R.A. No. 8534, The Interior Design Act of 1987. With the approval of R.A. No. 9266 that limited **RLAs** only to structural **conceptualization**, there is now **no** overlap between the respective practices of RLAs and civil engineers (**CEs**).*

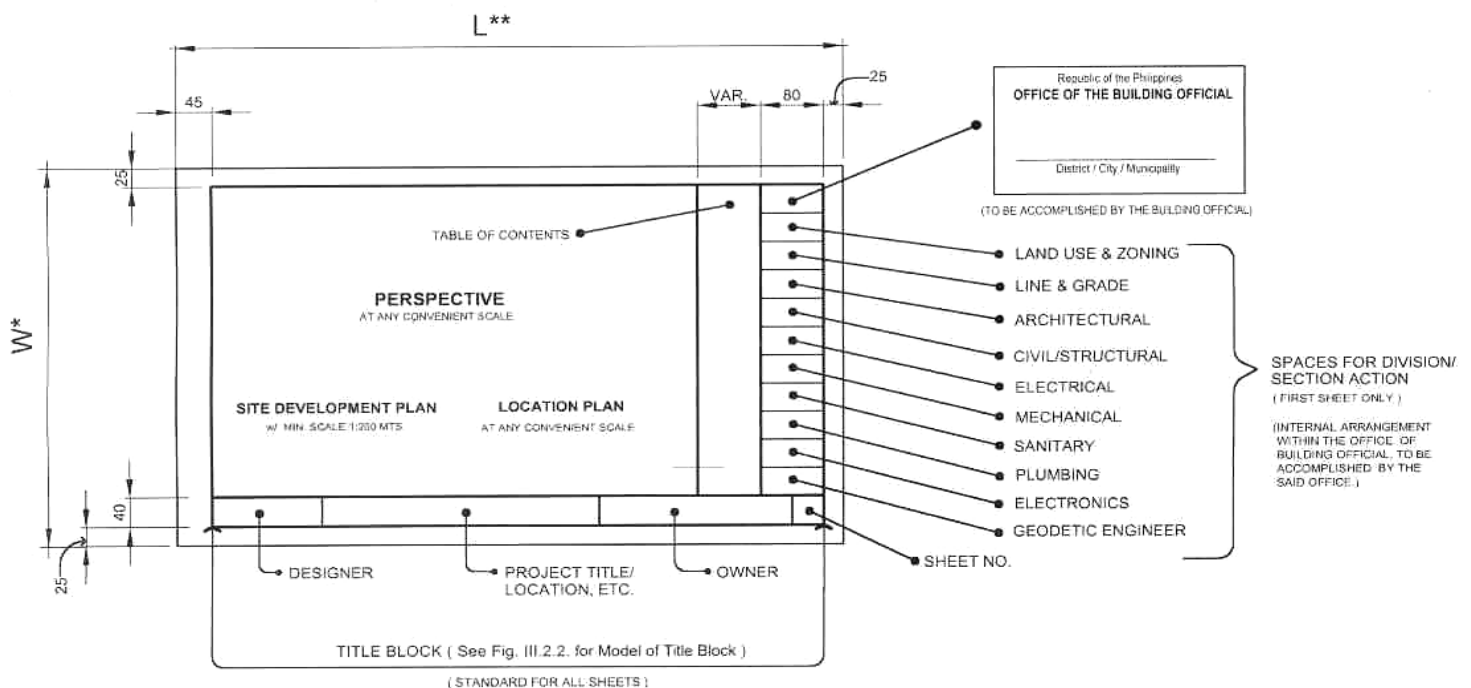
- d. Professional Electrical Engineer, in case of electrical documents;
- e. Professional Mechanical Engineer, in case of mechanical documents;
- f. Sanitary Engineer, in case of sanitary documents;
- g. Master Plumber, in case of plumbing documents;
- h. Electronics Engineer, in case of electronics documents.

4. **Architectural Documents**

a. **Architectural Plans/Drawings**

- i. **Vicinity Map/Location Plan** within a 2.00 kilometer radius for commercial, industrial, and institutional complex and within a half-kilometer radius for residential buildings, at any convenient scale showing prominent landmarks or major thoroughfares for easy reference.
- ii. **Site Development Plan** showing technical description, boundaries, orientation and position of proposed building/structure in relation to the lot, existing or proposed access road and driveways and existing public utilities/services. Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.

- iii. **Perspective** drawn at a convenient scale and taken from a vantage point (bird's eye view or eye level).
- iv. **Floor Plans** drawn to scale of **not** less than 1:100 showing: gridlines, **complete identification of rooms or functional spaces**.
- v. **Elevations**, at least four (4), same scale as floor plans showing: gridlines; natural ground to finish grade elevations; floor to floor heights; door and window marks, type of material and exterior finishes; adjoining existing structure/s, if any, shown in single hatched lines.
- vi. **Sections**, at least two (2), showing: gridlines; natural ground and finish levels; outline of cut and visible structural parts; doors and windows properly labeled reflecting the direction of opening; partitions; built-in cabinets, etc.; identification of rooms and functional spaces cut by section lines.
- vii. **Reflected ceiling plan** showing: design, location, finishes and specifications of materials, lighting fixtures, diffusers, decorations, air conditioning exhaust and return grills, sprinkler nozzles, if any, at scale of at least 1:100.



SIZES OF DRAWING SHEETS		
TYPE	W* (mm)	L** (mm)
A0	841	1189
A1	594	841
A2	420	594
A3	297	420

NOTE:
FOR EXTRAORDINARY CASES SUCH AS PROJECTS OF LARGE MAGNITUDE, EXEMPTION IN THE USE OF STANDARD SHEET MAY BE GRANTED BY THE BUILDING OFFICIAL ON CASE TO CASE BASIS.

**STANDARD FORM (Type A0, A1, A2 and A3)
FOR BUILDING PLANS / CONSTRUCTION DRAWINGS**

Figure III.1.

Anotation: The box for the architectural section should be accomplished only by a duly registered and licensed architect (RLA) who is the only entity authorized by law (R.A. No. 9266 and its IRR) to review architectural plans, designs, drawings, specifications, estimates and the like.

JOHN DE LA CRUZ ARCHITECT 123 Rizal St., Diliman Quezon City, Tel. 987654	(Signature & Seal) John De la Cruz, LAP	IMPORTANT: These drawings as prepared by the architect are the property of the architect and shall be returned to him/her without the written consent of the architect or author of said documents, in duplicate or only said instruments.	Space block on drawings prepared, signed and sealed by design professional/engineer for any corresponding branch of the work (Structural, Electrical, Mechanical, Sanitary, Plumbing, Electronics, Interior Design, etc. See samples below).	SPACE FOR PROJECT TITLE / LOCATION, ETC.	OWNER	SHEET NO.
PRC No. . IAPOA No. PTR No. Place	Validity O.R. No. Date Date TIN	(Signature & Seal) Jess Oba, CE Structural Engineer	(Signature & Seal) Jessy Azarcon - PEE Electrical Engineer	NOTE:		
		(Signature & Seal) Marilyn Oza Mechanical Engineer		1. The model title block shown shall be used for building plans / construction drawings. Space for the design architect / architect in charge may be omitted and in place the design professional / engineer for any branch of the work provided that the scope of the work does not involve the service of an architect.		
		(Signature & Seal) Joanna Florio Sanitary Engineer		2. Space for design professional / engineer, legally recognized and accredited by the Professional Regulation Commission (PRC), shall be provided for drawings of such branch of the work which a professional may be asked by the architect / architect in charge to actually perform, sign and seal.		
		(Signature & Seal) Mariano T. Luningan Master Plumber		3. The space for design professional / engineer shall be omitted in drawings for any branch of the work, provided that the architect in charge shall sign, seal and be fully responsible for plans and specifications of such branch of the work.		
		(Signature & Seal) Sean Iván Elizaga Electronics Engineer		4. Width of title block is 40 mm but the length is variable.		
		(Signature & Seal) Philip Cruz Geodetic Engineer				

**MODEL TITLE BLOCK
FOR BUILDING PLANS/CONSTRUCTION DRAWINGS**
Figure III.2.

*Anotation: The box for the signature and dry seal of an architect shall be filled only by a duly **registered and licensed architect (RLA)** who is the only entity authorized by law (**R.A. No. 9266** and its **IRR**) to prepare, sign and dry-seal architectural plans, designs, drawings, specifications, estimates and the like. The signature of the **RLA** as **Architect-of-record (Aor)** signifies the **RLA's** assumption of **professional responsibilities** under R.A. No. 9266 and R.A. No. 8981, The PRC Modernization Act of 2000 and of the mandated **civil liability** under Art. 1723 of the New Civil Code.*

- viii. Details, in the form of plans, elevations/sections:
- (a) Accessible ramps
 - (b) Accessible stairs
 - (c) Accessible lifts/elevators
 - (d) Accessible entrances, corridors and walkways
 - (e) Accessible functional areas/comfort rooms
 - (f) Accessible switches, controls
 - (g) Accessible drinking fountains
 - (h) Accessible public telephone booths
 - (i) Accessible audio visual and automatic alarm system
 - (j) Accessible access symbols and directional signs
 - (k) Reserved parking for disabled persons
 - (l) Typical wall/bay sections from ground to roof
 - (m) Stairs, interior and exterior
 - (n) Fire escapes/exits
 - (o) Built-in cabinets, counters and fixed furniture
 - (p) All types of partitions

- ix. **Schedule of Doors and Windows** showing their types, designations/marks, dimensions, materials, and number of sets.
 - x. **Schedule of Finishes**, showing in graphic form: surface finishes specified for floors, ceilings, walls and baseboard trims for all building spaces per floor level.
 - xi. **Details** of other major Architectural Elements.
- b. **Architectural Interiors/Interior Design**
- Anotation: The preparation, signing and dry-sealing of **ALL architectural interior plans, designs, drawings, specifications, estimates and the like** form part of the **exclusive** scope of work of **registered and licensed architects (RLAs)** as defined under **R.A. No. 9266, The Architecture Act of 2004 and its 2004 IRR**. Interior design is the work of registered and licensed interior designers (**RLIDs**) under R.A. No. 8534, The Interior Design Act of 1987. Strictly speaking, the respective practices of RLAs and RLIDs should **not** overlap.*
- i. **Space Plan/s or layout/s of architectural interior/s.**
 - ii. **Architectural interior perspective/s.**
 - iii. Furniture/furnishing/equipment/process **layout/s.**
 - iv. **Access plan/s, parking plan/s** and the like.
 - v. **Detail design** of major architectural interior elements.
 - vi. Plan and layout of interior, wall partitions, furnishing, furniture, equipment/appliances at a scale of at least 1:100.
 - vii. **Interior wall elevations** showing: finishes, switches, doors and convenience outlets, cross window sections with interior perspective as viewed from the main entrance at scale of at least 1:100.
 - viii. Floor/ceiling/wall **patterns and finishing details.**
 - ix. List of materials used.
 - x. Cost Estimates.
- c. Plans and specific locations of all accessibility facilities of scale of at least 1:100.
- d. **Detailed design** of all such accessibility facilities outside and around buildings/structures including parking areas, and their safety requirements all at scale of 1:50 or any convenient scale.
- e. **Fire Safety Documents**
- i. Layout plan of each floor indicating the fire evacuation route to safe dispersal areas, standpipes with fire hose, fire extinguishers, first aid kits/cabinets, fire alarm, fire operations room, emergency lights, signs, etc.
 - ii. Details of windows, fire exits with grilled windows and ladders.
 - iii. Details of fire-resistive construction of enclosures for vertical openings.

- iv. Details of fire-resistive construction materials and interior decorative materials with fire-resistive/fire-retardant/fire-spread ratings
 - v. Other Related Documents
 - f. Other related documents
5. Civil/Structural Documents
- a. Site Development Plan

Site Development Plan showing technical description, boundaries, orientation and position of proposed non-architectural horizontal structure such as: sewerage treatment plan (STP), silos, elevated tanks, towers, fences, etc. building/structure in relation to the lot, existing or proposed access road and driveways and existing public utilities/services. Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.
 - b. Structural Plans
 - i. Foundation Plans and Details at scale of not less than 1:100.
 - ii. Floor/Roof Framing Plans and Details at scale of not less than 1:100.
 - iii. Details and Schedules of structural and civil works elements including those for deep wells, water reservoir, pipe lines and sewer system.
 - c. Structural Analysis and Design for all buildings/structures except for one storey and single detached building/structure with a total floor area of 20.00 sq. meters or less.
 - d. Boring and Load Tests

Buildings or structures of **three** (3) storeys and higher, boring tests and, if necessary, load tests shall be required in accordance with the applicable latest approved provisions of the National Structural Code of the Philippines (**NSCP**). However, adequate soil exploration (including boring and load tests) shall also be required for lower buildings/structures at areas with potential geological/geotechnical hazards. The written report of the civil/geotechnical engineer including but not limited to the design bearing capacity as well as the result of tests shall be submitted together with the other requirements in the application for a building permit. Boring test or load test shall also be done according to the applicable provisions of the **NSCP** which set forth requirements governing excavation, grading and earthwork construction, including fills and embankments for any building/structure and for foundation and retaining structures.
 - e. Seismic Analysis
 - f. Other related documents
6. Electrical Documents
- Electrical plans and technical specifications containing the following:
- a. Location and Site Plans

- b. Legend or Symbols
 - c. General Notes and/or Specifications
 - d. Electrical Layout
 - e. Schedule of Loads, Transformers, Generating/UPS Units (Total kVA for each of the preceding items shall be indicated in the schedule)
 - f. Design Analysis
 - g. One Line Diagram
7. Mechanical Documents
- a. Location Plan and Key Plan
 - b. General Layout Plan for each floor, drawn to a scale of not less than 1:100, indicating the equipment in heavier lines than the building outline with names of machinery and corresponding brake horsepower shall be indicated.
 - c. Longitudinal and Transverse Sections of building and equipment base on the section lines drawn to scale of at least 1:100 showing inter-floor relations and defining the manner of support of machines/equipment. Sections shall run longitudinally and transversely through the building length or width other than particularly detailed section for each machinery/equipment (fired and unfired pressure vessel, elevator, escalator, dumbwaiter, etc.).
 - d. Isometric drawing of gas, fuel, oil system showing: Assembly of pipes on racks and supports, Legend and General Notes, Capacity per outlet and Complete individual piping system.
 - e. Plans drawn to scale of 1:100 indicating location of store rooms, fuel tanks, fire extinguishing systems, fire doors, fire escape ladders and other protective facilities.
 - f. Detailed drawings of all duct work installations, indicating dampers, controls, filters, fireproofing, acoustical and thermal insulation.
 - g. Detailed Plans of machinery foundations and supports drawn to scale of at least 1:50.
 - h. Detailed Plans of boilers and pressure vessels with a working pressure of above 70 kPa regardless of kilowatt rating.
 - i. Design Computations and Detailed Plans of elevators, escalators, and the like drawn to scale of 1:50.
 - j. For all installations, additions or alterations involving machinery of at most 14.9 kW, the signature of a duly licensed Mechanical Engineer shall be sufficient except fired and unfired pressure vessels, elevators, escalators, dumbwaiters, central/split/packaged type air conditioners and piping systems of steam, gas or fuels.
 - k. Detailed plans of fire suppression systems, location of automatic and smoke detectors and alarm and initiating devices use to monitor the conditions that are essential for the proper operation including switches for the position of gate valves as well as alert and evacuation signals; the detailed layout of the entire safe area to be protected and the heat/smoke ventilation system.
8. Sanitary Documents

- a. For deepwell, water purification plants, water collection and distribution systems, reservoirs, drainage and sewer systems, sewage treatment plants, malaria control structures, and sewage disposal systems:
 - i. Location Plan and Site Plan
 - ii. Detailed Plan and layout drawings of minimum scale 1:100
 - iii. Design Analysis and Technical Specifications
 - iv. Cost Estimates
- b. For pest and vermin control, sanitation, and pollution control facilities:
 - i. Detailed plan, layout and drawing of abatement and control device of minimum scale 1:100
 - ii. Design analysis and technical specification
 - iii. Cost Estimates

9. Plumbing Documents

For all plumbing installations, additions and/or alterations involving hot and cold water supply, fixtures, sewage drainage and vent system, storm drainage and sewerage system within or adjacent to the building:

- a. Location Plan and Site Plan of minimum scale 1:2000
- b. Plumbing Plans, Layouts and Details, of minimum scale 1:50
- c. Legend and General Notes
- d. Isometric drawings of the systems
- e. Design analysis and technical specifications
- f. Cost Estimates

10. Electronics Documents

Electronic plans and technical specifications for wired or wireless telecommunications systems, broadcasting systems, including radio and TV broadcast equipment for commercial and training purposes, cable or wireless television systems, information technology (IT) systems, security and alarm systems, electronic fire alarm systems, sound-reinforcement systems, navigational aids and controls, indoor and outdoor signages, electronically-controlled conveyance systems, electronic/computerized process controls and automation systems, building automation, management and control systems, including, but not limited to the following:

- a. General layout plans with legends
- b. Single line diagram
- c. Riser diagram
- d. Isometry of the system
- e. Equipment specifications
- f. Design analysis, as applicable

- g. Cost estimates

11. Geodetic documents

Lot Survey Plans, including but not limited to:

- a. Vicinity Map/Location Plan
- b. Lot Plan
- c. Relocation Survey Plan and Report
- d. Line and Grade
- e. Detailed Topographic Plan of the site and immediate vicinity

12. Clearances from Other Agencies

- a. A **locational clearance** shall be obtained by the owner/permittee from the City/Municipal Zoning Administration.
- b. Whenever necessary, written clearances shall be obtained from the various authorities exercising and enforcing regulatory functions affecting **buildings/structures**. Application for said clearances shall be requested by the owner/applicant and failure to receive reply within **seven (7)** days from receipt of the application for building permit shall be sufficient **not** to cause further delay in processing the **building permit** application by the Building Official. Such authorities who are expected to enforce their own regulations are:
 - i. Department of Public Works and Highways (**DPWH**)
 - ii. Air Transportation Office (**ATO**)
 - iii. Housing and Land Use Regulatory Board (**HLURB**)
 - iv. Local Government Unit (**LGU**)
 - v. Department of Tourism (DOT)
 - vi. Department of Environment and Natural Resources (**DENR**)
 - vii. Department of Transportation and Communication (DOTC)
 - viii. Department of Interior and Local Government (DILG)
 - ix. Philippine Ports Authority (PPA)
 - x. Department of Education (DepEd)
 - xi. Department of Health (DOH)
 - xii. Philippine Institute of Volcanology and Seismology (PHIVOLCS)
 - xiii. Laguna Lake Development Authority (LLDA)
 - xiv. Manila Waterworks and Sewerage System (MWSS)
 - xv. National Water Resources Board (NWRB)
 - xvi. Department of Agrarian Reform (DAR)
 - xvii. Department of Agriculture (DA)
 - xviii. Department of Labor and Employment (DOLE)
 - xix. National Housing Authority (NHA)
 - xx. National Council for the Welfare of Disabled Persons (NCWDP)

SECTION 303. Processing of Building Permits

The flow of processing of building permit shall follow the procedure shown in Figure III.3.

1. Building Permit Application

- a. When satisfied that **all** plans, specifications and other documents are in order, the **Building Official** gives due course to the application.

- b. The **OBO** verifies conformity of the **proposed buildings/structures** with the land use zoning ordinance of the city/municipality. If the project has been issued a development permit such as residential, commercial, industrial, institutional, memorial parks and other development by the **HLURB** or the **Sangguniang Bayan/Panglungsod**, an individual **locational clearance** shall not be required.
- c. The **Building Official** verifies whether applicants have secured the required section clearances from other agencies mentioned in the preceding section.
- d. The owner/permittee for **any existing building/structure** that shall undergo alterations, additions, conversions, renovations and/or repair not covered by **Section 301, Sub-Section 3 of this IRR** shall submit, in addition to other documents, the most recent Certificate of Occupancy when applying for a building permit. Under any of this case, the **Locational Clearance** shall **not** be required.

2. Line and Grade Verification

The Line and Grade Section/Unit of the **OBO**:

- a. Verifies the lot plan as reflected in the **Torrens Title, Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT)** and its relation to the proposed buildings/structures.
- b. Checks compliance to establish easements/setbacks and determines grades in relation to road lots, property lines, streets or highways, whether existing or proposed as reflected in the land use zoning or development plan of the city/municipality including road widening, construction of various public utilities/services and other infrastructure projects along creeks, *esteros*, waterways, subject to a written **clearance** from the **DPWH**.
- c. Verifies that at least one (1) side of the lot has **direct** access to a street/alley and that grades in relation to road lots and streets or highways, whether existing or proposed conform to the requirements.

3. Architectural

The **Architectural Section/Unit** evaluates **building/structure** documents as to compliance to technical requirements for:

- a. **Types of Construction**
- b. **Requirements of Fire Zones** and Fire Resistive Regulation
- c. **Building projections** over public streets
- d. **Access Streets/Roads** and Alleys
- e. **Architectural Interior/Interior Design**
- f. **Classification and General Requirements of all Buildings** by Use or Occupancy
- g. **Maximum Height of Buildings/Structures**
- h. **Parking** and Loading/Unloading Space Requirement

PROCESSING OF APPLICATION OF BUILDING PERMIT FLOW CHART

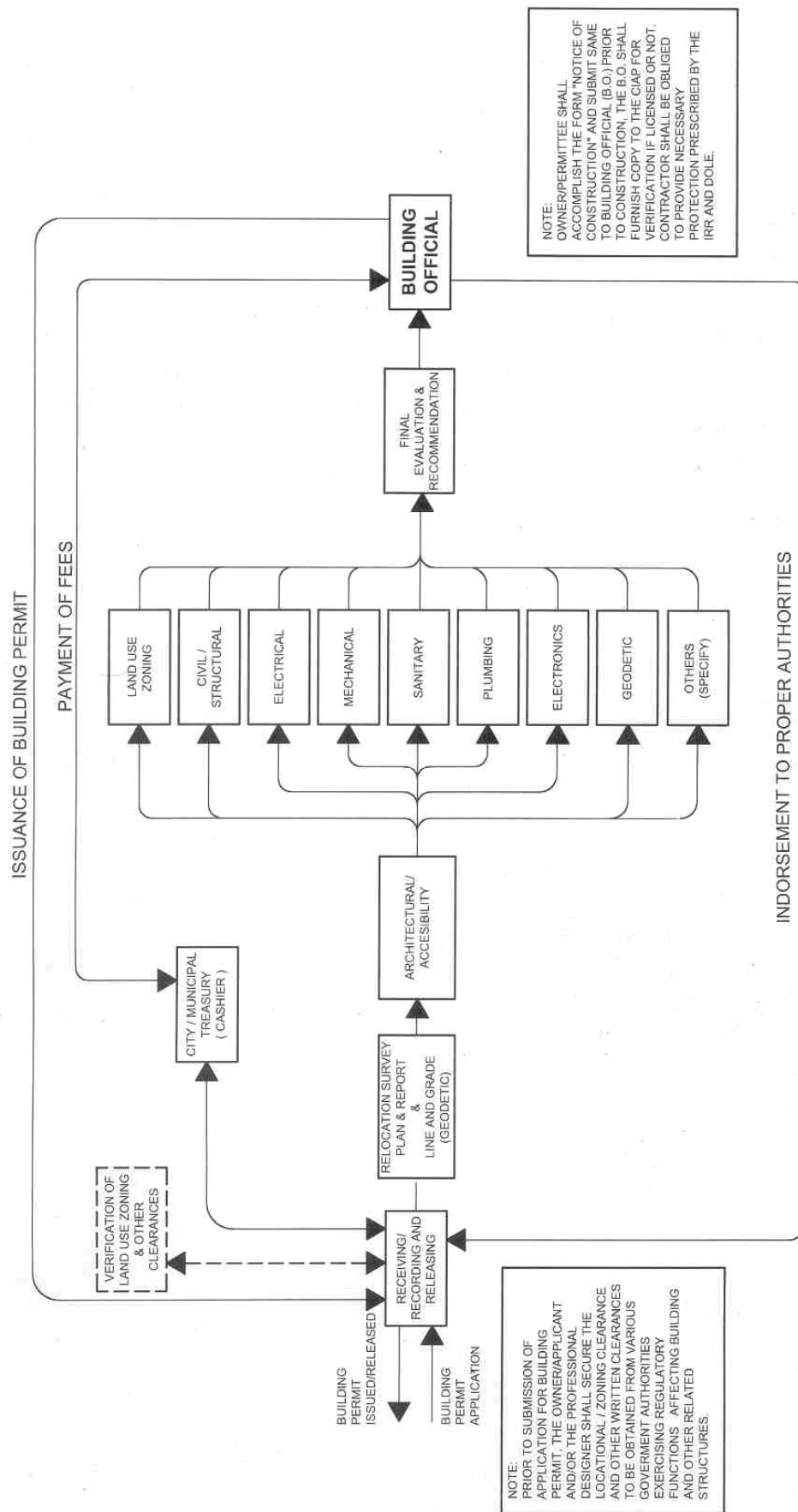


Figure III.3.1.

Anotation: With the exclusion of geodetic engineering plans and survey results, the preparation of **architectural** plans and designs precede all other engineering plans and designs i.e. which are **derivative** plans and designs. In practice, the **architectural** plans are prepared slightly ahead of the engineering plans since engineering inputs are actually required **before** the **architectural** plans and designs could be finalized. The ideal situation is for an **architectural** review process and **architectural** permit issuance to first occur. This would ensure that compliances with the Code, the Fire Code and

Accessibility laws are fully complied with and properly addressed by the subsequent engineering plan and design preparation.

- i. Corner Buildings with Chafans
- j. Occupant Load
- k. Glazing of Opening
- l. **Architectural Accessibility Features**
- m. **Light and Ventilation**
- n. Construction of Buildings/Structures within the obstacle limitation surfaces of Aerodromes
- o. Buildings and other Ancillary Structures within Cemeteries and Memorial Parks

4. Civil/Structural

The Civil/Structural Section/Unit evaluates building/structure documents as to compliance to technical requirements for:

- a. General Design and Construction Requirements
- b. Structural Design Requirements
- c. Excavations, Foundations and Retaining Walls
- d. Prefabricated Construction
- e. Protection and Safety Requirements for Construction, Demolition and Excavation
- f. Abatement/Demolition of Buildings
- g. Plastics
- h. Signs

5. Electrical

The Electrical Section/Unit evaluates building/structure documents as to compliance to technical requirements for Electrical Regulations.

6. Mechanical

The Mechanical Section/Unit evaluates building/structure documents as to compliance to technical requirements for Mechanical Regulations.

7. Sanitary

The Sanitary Section/Unit evaluates building/structure documents as to compliance to technical requirements under the Sanitary Engineering Law (RA 1364).

8. Plumbing

The Plumbing Section/Unit evaluates building/structure documents as to compliance to technical requirements under the Plumbing Law (RA 1378).

9. Electronics

The Electronics Section/Unit evaluates building/structure documents as to compliance to technical requirements.

10. Fire Safety Requirements

The Building Official shall refer one (1) set of plans and specifications to the City/Municipal Fire Marshall (**C/MFM**), Bureau of Fire Protection (**BFP**), for his review and recommendations with respect to fire safety and control requirements. The **C/MFM** shall submit his report and recommendations to the **Building Official** within **five (5)** working days from date of referral. Failure of the **C/MFM** to act within said period shall mean that the plans and specifications **conform** to all the requirements of the Fire Code of the Philippines (**FCP**). In case of non-issuance, suspension or revocation of the said requirements by the **C/MFM**, he shall so state in writing the reasons or grounds therefor.

SECTION 304. Issuance of Building Permit

1. When the application for building permit and the plans and specifications submitted herewith conforms to the requirements of the **Code and its IRR**, the **Building Official** shall within **fifteen (15)** days from payment of the required fees by the applicant, issue the building permit applied for.
2. The **Building Official** may issue a permit for the construction of only a **part or portion** of a **building/structure** whenever the plans and specifications submitted together with the application do not cover the entire **building/structure**.
3. The **Building Official** may issue a **Ground Preparation and Excavation Permit** even while the building permit application is still being processed subject to payment of the corresponding fees.
4. For excavations more than 50.00 cu. meters and more than 2.00 meters in depth, the owner/permittee shall post a **cash bond of fifty thousand pesos (P50,000.00)** for the first 50.00 cu. meters and three hundred pesos (P300.00) for every cu. meters in excess of 50 cu. meters until the building permit is issued, said excavations shall **not** exceed 100.00 cu. meters or 3.00 meters in depth and shall not be left open without any work being done in the site for more than **one hundred twenty (120)** days, otherwise the **cash bond shall be forfeited** in favor of the government to cover the expense for the backfilling of the excavation should the owner/permittee fail to restore the same. If the bond is insufficient to effect the necessary restoration, additional cost to be incurred to complete the restoration shall be charged to the account of the owner/permittee or to whoever shall assume ownership of the property. If the owner/permittee refuses backfilling of the excavation, the **Building Official** shall initiate legal proceedings.
5. Terms and Conditions of Permits

The issued building permit shall be subject to the following terms and conditions:

- a. That under **Article 1723 of the Civil Code** of the Philippines, the engineer or **architect** who drew up the **plans and specifications for a building/structure** is liable for damages if within **fifteen (15)** years from the completion of the building/structure, the same should collapse due to defect in the plans or specifications or defects in the ground. The engineer or **architect** who supervises the construction shall be **solidarily** liable with the contractor should the edifice collapse due to defect in the construction or the use of **inferior** materials.
- b. This permit shall be accompanied by the various applicable ancillary and accessory permits, plans and specifications signed and sealed by the corresponding design professionals who shall be responsible for the comprehensiveness and correctness of the plans in compliance to the **Code and its IRR** and to all **applicable referral codes** and **professional regulatory laws**.

- c. That the proposed construction/erection/addition/alteration/renovation/conversion/repair/moving/demolition, etc. shall be in conformity with the provisions of the National Building Code, and its IRR.
- i. That prior to commencement of the proposed projects and construction an actual relocation survey shall be conducted by a duly licensed Geodetic Engineer.
 - ii. That before commencing the excavation the person making or causing the excavation to be made shall notify in writing the owner of adjoining property not less than ten (10) days before such excavation is to be made and show how the adjoining property should be protected.
 - iii. That the **supervising Architect/Civil Engineer** shall keep at the jobsite at all times a **logbook** of daily construction activities wherein the actual daily progress of construction including tests conducted, weather condition and other pertinent data are to be recorded, same shall be made available for scrutiny and comments by the **OBO** representative during the conduct of inspection his/her inspection pursuant to **Section 207 of the Code**.
 - iv. That upon completion of the construction, the Owner shall submit the logbook duly signed and sealed to the **Building Official** including as-built plans and other documents and shall also prepare and submit a **Certificate of Completion** of the project stating that the construction of the building/structure conform to the provision of the **Code, its IRR** as well as the plans and specifications.
 - v. All such changes, modifications and alterations shall likewise be submitted to the **Building Official** and the subsequent **amendatory permit** therefor issued **before** any work on said changes, modifications and alterations shall be started.
- d. That **no building/structure shall be used until the Building Official has issued a Certificate of Occupancy** therefor as provided in the **Code**. However, a **partial Certificate of Occupancy** may be issued for the Use/Occupancy of a portion or portions of a **building/structure** prior to the completion of the entire building/structure.
- e. That this permit shall not serve as an exemption from securing written clearances from various government authorities exercising regulatory function affecting **buildings/structures**.
- f. When the construction is undertaken by contract, the work shall be done by a **duly licensed and registered contractor** pursuant to the provisions of the Contractor's License Law (**RA 4566**).
- g. The Owner/Permittee shall submit a duly accomplished prescribed "**Notice of Construction**" to the **Office of the Building Official** prior to any construction activity.
- h. The Owner/Permittee shall put a **Building Permit sign** which complies with the prescribed dimensions and information, which shall remain posted on the construction site for the duration of the construction. (**Figs. III.4. and III.5**).

SECTION 305. Validity of Building Permits

The issuance of a building permit shall not be construed as an approval or authorization to the permittee to disregard or violate any of the provisions of the Code.

Whenever the issuance of a permit is based on approved plans and specifications which are subsequently found defective, the Building official is not precluded from requiring permittee to effect the

necessary corrections in said plans and specifications or from preventing or ordering the stoppage of any or all building operations being carried on thereunder which are in violation of the Code.

A building permit issued under the provisions of the **Code** shall **expire** and become null and void if the building or work authorized therein is not commenced within a period of **one (1) year** after the issuance of the building permit, or is suspended or abandoned at any time after it has been commenced for a period of **one hundred twenty (120) days**.

SECTION 306. Non-issuance, Suspension or Revocation of Building Permits

The **Building Official** may order or cause the non-issuance, suspension or revocation of building permits on any or all of the following reasons or grounds:

1. Errors found in the plans and specifications;
2. Incorrect or inaccurate data or information supplied;
3. Non-compliance with the provisions of the Code or any rules or regulations.

Notice of non- issuance, suspension or revocation of building permits shall always be made in writing, stating the reason or grounds thereof.

0.90 Mts.

Building Permit No. _____
Date Issued _____

Name of Project _____
Owner _____
Architect _____

DESIGN PROFESSIONALS : PRC No.

Architect: _____
Civil Engineer: _____
Professional Electrical Engineer: _____
Professional Mechanical Engineer: _____
Sanitary Engineer: _____
Master Plumber: _____
Electronics Engineer: _____

PROFESSIONALS INCHARGE OF FULL TIME INSPECTION AND SUPERVISION WORKS :

Architect / Engineer: _____

0.60 Mts.

STANDARD SIGNBOARD
(Residential Buildings for Exclusive use of Owners or Non-leasing Occupants)

Figure III.4.

*Anotation: The space for Architect should only be filled by the name of a duly **registered and licensed architect (RLA)** who shall act as the **architect-of-record (Aor)**, in full accordance with **R.A. No. 9266, The Architecture Act of 2004**. Otherwise, there may be a willful (and culpable) violation of the pertinent provisions of **R.A. No. 9266** by the concerned party/ parties.*

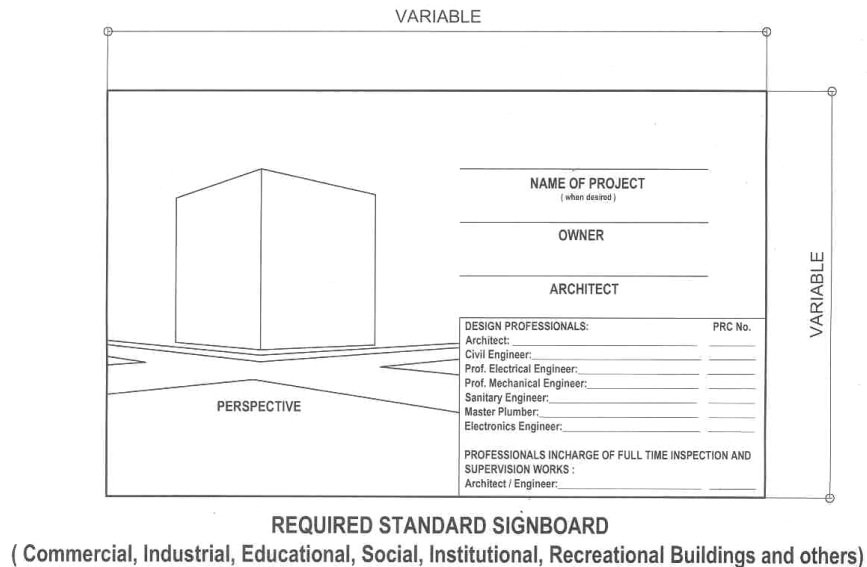


Figure III.5.

*Anotation: The space for Architect should only be filled by the name of a duly **registered and licensed architect (RLA)** who shall act as the **architect-of-record (Aor)**, in full accordance with **R.A. No. 9266**, The Architecture Act of 2004. Otherwise, there may be a willful (and culpable) violation of the pertinent provisions of **R.A. No. 9266** by the concerned party/ parties.*

SECTION 307. Appeal

Within **fifteen** (15) days from the date of receipt of advice of the non- issuance, suspension or revocation of permits, the applicant/permittee may file an appeal with the Secretary who shall render his decision within **fifteen** days from date of receipt of notice of appeal. The decision of the Secretary shall be final subject only to review by the Office of the President.

SECTION 308. Inspection and Supervision of Work

1. The owner of the Building who is issued or granted a building permit under the **Code** shall engage the services of a **duly licensed architect** or civil engineer to undertake the **full time inspection and supervision of the construction work**.
2. Such **architect** or civil engineer may or **may not** be the same **architect** or civil engineer who is responsible for the design of the building.
3. It is understood however that in either case, the **designing architect** or civil engineer is not precluded from conducting inspection of the construction work to check and determine compliance with the plans and specifications of the building submitted.
4. There shall be kept at the jobsite at all times a logbook wherein the actual progress of construction including tests conducted, weather conditions and other pertinent data are to be recorded.
5. Upon completion of the construction, the said **licensed architect** or civil engineer shall submit the logbook, duly signed and sealed, to the Building Official. He shall also prepare and submit a Certificate of Completion of the project stating that the construction of building conforms to the provisions of the **Code** as well as with the approved plans and specifications.

SECTION 309. Certificate of Occupancy

1. The owner/permittee shall submit to the **OBO** an application of **Certificate of Occupancy** together with a duly notarized **Certificate of Completion** together with the construction logbook, **as-built plans** and specifications and the **Building Inspection Sheet** all signed by whoever is the contractor (if the construction is undertaken by contract) and signed and sealed by the Owner's **duly licensed Architect** or Civil Engineer who undertook the **full time inspection and supervision of the construction works**. Said Plans and Specifications shall reflect faithfully **all** changes, modifications and alterations made on the originally submitted Plans and Specifications on file with the **OBO** which are the basis of the issuance of the **original** building permit. The **as-built Plans** and Specifications may be just an orderly and comprehensive compilation of all the documents, which include the originally submitted plans and specifications and all amendments thereto as actually built or they may be an entirely new set of plans and specifications accurately describing and/or reflecting therein the building/structure as actually built.
2. A notification to conduct final inspection shall be endorsed by the **OBO** to the **C/MFM, BFP**, who shall issue a **Fire Safety Inspection Certificate** within **five (5)** workings days if the Fire Safety requirement shall have been complied. If, after the prescribed period no action is taken by the **C/MFM**, the **Building Official** may issue the **Certificate of Occupancy** with the condition that the Fire Safety requirements shall be complied with, within the prescribed period set forth in the Fire Code of the Philippines (**PD 1185**).
3. The **OBO** undertakes the final inspection, verification and/or review of the building/structure based on the **Certificate of Completion**, construction logbook, building inspection sheets, original and as-built plans and specifications, as the case may be and specifications on the prescribed standard form according to the requirements set forth under **Section 303**.
4. Prior to the issuance of the **Certificate of Occupancy**, the **OBO** shall prepare the corresponding fees and order of payment. The **Building Official** then issues the **Certificate of Occupancy** in the form prescribed therefor after all fees are paid.
 - a. A **partial Certificate of Occupancy** may be issued for the use or occupancy of a portion or portions of a building or structure prior to the completion of the entire building or structure, through the proper phasing of its major independent portions without posing hazards to its occupants, the adjacent building residents and general public.
 - c. A building for which a **Certificate of Occupancy** has been issued may further be issued other Certificates of Occupancy due to changes in use, whether partly or wholly, provided, that the new use/s or character/s of occupancy conforms with the requirement of the **Code and its IRR**.

(emphases, underscoring and annotations supplied)

Rule IV follows