



# **Office of the City Engineer**

## **External**



As a prevention and safety measure against the spread of the coronavirus, the office adopts a strict implementation of the No-Mask-No-Entry policy for clients and employees of the office. Body temperature is checked and hands are sanitized with alcohol before entering the building.

## I. Building Permit

The Building Permit is a requirement under the provisions of the National Building Code of the Philippines before any construction, repair, renovation, demolition, restoration, addition, removal or similar activities can commence.

<b>Office or Division</b>	<b>Office of the Building Official</b>		
<b>Classification:</b>	<b>Highly Technical</b>		
<b>Type of Transaction:</b>	<b>G2C</b>		
<b>Who may avail:</b>	<b>All residents of Silay City</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Building Permit form(notarized)	5sets	Forms are issued by the Office of the Building Official free of charge and may also be downloaded online	
2. Electrical Permit form	5sets		
3. Plumbing Permit form	5 sets		
4. Mechanical Permit form	5 sets		
5. Electronics Permit form	5 sets		
6. Fencing Permit form(notarized)	5 sets		
7. Demolition Permit form(notarized)	5 sets		
8. Sign Permit form	5 sets		
9. Pre-construction Temporary Electrical Permit form	3 sets		
10.Signed and Sealed Construction Specifications	5 sets		
11.Signed and Sealed Bill of Materials	5 sets		
12. Construction, Safety and Health Program	2 sets		Department of Labor and Employment (external services)
13. Signed and Sealed Structural Analysis	2 Sets		<i>Design Professional</i>
14. Current Tax Declaration (Original)	2 Sets	Receipts are issued by City Assessor's Office	
15. Current Tax Clearance (Original)	2 Sets	Land Tax Division	
16. Certified True Copy of Original Title or Transfer Certificate of Title	2 Sets	Register of Deeds	
17. Sign and Sealed Lot Plan with Vicinity Map	2 Sets	<i>Geodetic Engineer</i>	
18. Notarized Contract of Lease	2 Sets	<i>Owner</i>	
19. Other Clearances as Requested, Air Traffic Organization, Department of Environment			



and Natural Resources, Sangguniang Panlungsod, Etc.)	2 Sets	Issued by their respective offices
20. Photocopy of Community Tax Certificate(Cedula)	1 Set	City Treasurer's Office
21. Photocopy of Professional Regulation Commission Identification Card, Professional Tax Receipt with Specimen Signatures (once a year)	1 Set	<i>Design Professionals</i>
22. Electrical Design Analysis	1 Set	Issued by <i>Professional Electrical Engineer Contractor/owner</i>
23. Building Permit Signboard	1 Unit	
24. All documents must be fastened in a long size folder with other requirements as needed		
24.1 Contract to sell	2 sets	Issued by Subdivision <i>Owner</i> to the Buyer
24.2 Notarized Authority to Sign etc.	2 sets	Issued by the <i>Owner</i>
24.3 Philippine Contractors Accreditation Board license	2 sets	Issued by the <i>Design Professional</i>
24.4 Special Power of Attorney/Secretary's Certificate (for corporation)	2 sets	Issued by the <i>Owner</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents signed by City Planning and Development Office and Special Power of Attorney from authorized representative	A. Receive and arrange/check documents	Refer to latest Implementing Rules and Regulation of Presidential Decree 1096 and latest Revenue code and City Ordinances	15 Minutes	Office of the building official – <i>administrative personnel</i>
2. Receive complete documents for payment to Bureau of Fire Protection and City Treasurer's office	B. Technical assessment/ order of payment by the Following:  Line and grade Architectural Structural Plumbing and sanitary Mechanical		2 Hours	Office of the Building Official <i>Team Inspectors</i>
			20 Minutes	Office of the Building Official Chief, Enforcement Division



3. Return all documents & receipts to office of the building official	Electrical Others			
	C. Final evaluation/summation of fees(order of payment) and Endorsement to Bureau of Fire Protection and City Treasurer's Office		10 Minutes	Bureau of Fire Protection and City Treasurers Office (External Service)
	D. Final signatures, issuance of permit/recording and release		10 Minutes	Building Official and Office of the Building Official Personnel
	TOTAL	Refer to PD 1096 and City Revenue Code	2 hours and 55 m inutes	

## II. Occupancy Permit

The Occupancy Permit is an integral requirement under the provisions of the National Building Code of the Philippines to ensure that the use or occupancy of the structure conforms to the purpose of its application.

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<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1. Approved Building Permit/ Plans	1 Set		Forms are issued by the Office of the Building Official free of charge and may also be downloaded online		
2. Logbook	1 Set				
3. Certificate of Completion	5 Sets				
4. Application for Certificate Occupancy	3 Sets				
<b>CLIENT STEPS</b>	<b>AGENCY</b>	<b>ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCES-SING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit complete application documents for occupancy and Certificate of Completion duly signed and notarized	A. Receive and check documents	Refer to latest Implementing Rules and Regulation of Presidential Decree 1096 and latest Revenue code and City Ordinances	10 Minutes	Office of the Building Official Personnel
	B. Site Inspection (scheduled)		1 Hour	Office of the Building Official Team Inspectors
	C. Signatures of technical inspectors/order of payment/ endorse to Bureau of Fire Protection		3 Hours	Office of the Building Official Team Inspectors/ Office of the Building Official Personnel
2. Payment to Bureau of Fire Protection and City Treasurers Office			10 Minutes	Bureau of Fire Protection and City Treasurers Office
3. Return all documents/receipts to office of the building official	D. Final signatures, recording and release of certificate		10 Minutes	Building Official and Office of the Building Official Personnel
	TOTAL	Refer to PD 1096 and City Revenue Code	4 hours and 30 minutes	