



Office of the Building Official

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.

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.

Office or Division	Office of the Building Official	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	All real property owners of Silay City	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	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 3sets	
	3. Plumbing Permit form 3 sets	
	4. Mechanical Permit form 3 sets	
	5. Electronics Permit form 3 sets	
	6. Fencing Permit form(notarized) 3 sets	
	7. Demolition Permit form(notarized) 5 sets	
	8. Sign Permit form 3 sets	
	9. Pre-construction Temporary	
		Department of Labor and Employment (external services)



Electrical Permit form sets	3	<i>Design Professional</i>
10. Signed and Sealed Construction Specifications sets	5	Receipts are issued by City Assessor's Office Land Tax Division
11. Signed and Sealed Bill of Materials sets	5	
12. Construction, Safety and Health Program sets	2	Register of Deeds <i>Geodetic Engineer</i>
13. Signed and Sealed Structural Analysis Sets	2	<i>Owner</i>
14. Current Tax Declaration (Original) Sets	2	
15. Current Tax Clearance (Original) Sets	2	Issued by their respective offices City Treasurer's Office
16. Certified True Copy of Original Title or Transfer Certificate of Title Sets	2	
17. Sign and Sealed Lot Plan with Vicinity Map Sets	2	<i>Design Professionals</i>
18. Notarized Contract of Lease Sets	2	Issued by <i>Professional Electrical Engineer Contractor/owner</i>
19. Other Clearances as Requested, Air Traffic Organization, Department of Environment and Natural Resources, Sangguniang Panglungsod, Etc.) Sets	2	Issued by Subdivision <i>Owner</i> to the Buyer Issued by the <i>Owner</i>
20. Photocopy of Community Tax Certificate(Cedula)	1 Set	Submitted by the <i>Design Professional</i>
21. Photocopy of Professional Regulation Commission Identification Card, Professional Tax Receipt with Specimen Signatures (once in a year) Set	1	Issued by the <i>Owner</i>



<p>22. Electrical Design Analysis 1 Set</p> <p>23. Building Permit Signboard 1 Unit</p> <p>24. All documents must be fastened in a long size folder with other requirements as needed</p> <p>24.1 Contract to sell sets 2</p> <p>24.2 Notarized Authority to Sign etc. sets 2</p> <p>24.3 Philippine Contractors Accreditation Board license sets 2</p> <p>24.4 Special Power of Attorney/Secretary's Certificate (for corporation) sets 2</p> <p>25. Complete building plans (Cover Sheet signed by the Zoning Administrator, Architectural, Structural, Plumbing, Electrical, Mechanical, Electronics, etc) signed & sealed by respective design professionals. 5 sets</p>	Submitted 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 B. Technical assessment/ order of	Refer to latest Implementing Rules and Regulation of Presidential Decree 1096 and	15 Minutes 2 Hours	Office of the building official – <i>administrative personnel</i> Office of the Building Official <i>Team</i>



<p>2. Receive complete documents for payment to Bureau of Fire Protection and City Treasurer's office</p>	<p>payment by the Following:</p> <p>Line and grade Architectural Structural Plumbing and sanitary Mechanical Electrical Others</p> <p>C. Final evaluation/summation of fees(order of payment) and Endorsement to Bureau of Fire Protection and City Treasurer's Office</p> <p>D. Final signatures, issuance of permit/recording and release</p>	<p>latest Revenue code and City Ordinances</p>	<p>20 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p>	<p><i>Inspectors</i></p> <p>Office of the Building Official Chief, Enforcement Division</p> <p>Bureau of Fire Protection and City Treasurers Office (External Service)</p> <p>Building Official and Office of the Building Official Personnel</p>
<p>3. Return all documents & receipts to office of the building official</p>	<p>TOTAL</p>	<p>Refer to PD 1096 and City Revenue Code</p>	<p>2 hours and 55 minutes</p>	



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.

Office or Division		Office of the Building Official			
Classification:		Highly Technical			
Type of Transaction:		G2C			
Who may avail:		All residents of Silay City who completed Bldg Permit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Approved Building Permit/ Plans		1 Set	Application & Cert. of Completion 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			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
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	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		3 Hours	Office of the Building Official Team	



<p>2. Payment to Bureau of Fire Protection and City Treasurers Office</p> <p>3. Return all documents/receipts to office of the building official</p>	<p>inspectors/order of payment/ endorse to Bureau of Fire Protection</p> <p>D. Final signatures, recording and release of certificate</p> <p>TOTAL</p>	<p>Ordinances</p> <p>Refer to PD 1096 and City Revenue Code</p>	<p>10 Minutes</p> <p>10 Minutes</p> <p>4 hours and 30 minutes</p>	<p>Inspectors/ Office of the Building Official Personnel</p> <p>Bureau of Fire Protection and City Treasurers Office</p> <p>Building Official and Office of the Building Official Personnel</p>
--	--	---	---	---