

OFFICE OF THE CITY BUILDING OFFICIAL

VISION

To establish a standard norm of efficiency in the implementation of P. D. 1096 and related laws towards a higher level of awareness.

MISSION

Implement the rules of law in compliance with the “Tao ang Una” principle and make our commitment to develop a strong organization through cooperation and innovation to support the continuity of implementation and enforcement of P. D. 1096 and other related laws.

FRONTLINE SERVICE	ISSUANCE DEMOLITION PERMIT	
STEP 1A	Client submit all requirements.	
STEP 1B	Receive all prescribed requirements.	
SERVICE PROVIDER/S	- MELVIN BARBA (South)	- SENEN E. CANLAS (North)
TIME FRAME	10 minutes	
STEP 2	Conduct site inspection and accomplish time schedule	
SERVICE PROVIDER/S	<u>Building Inspectors South</u> - Engr. PETE RIVERA - Engr. JHERAMIE GARBOSA - Engr. JOY JASMIN ESPINA - Engr. PAOLO ANGELO SIOSON - DANILO PILI - SIXTO TAGUINOD	<u>Building Inspectors North</u> - Engr. FREDDIE A. GARINGAN - Engr. BERNARDO V. RECTO - Engr. LUCITO CELESTINO - RAUL MAGADIA - VICENTE G. SERRANO
TIME FRAME	4 hours	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO	- Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct final evaluation	
SERVICE PROVIDER/S	<u>South</u> - Engr. MARIO A. LASALA - Engr. JERICK O. LEGASPI - Engr. JHANITA G. MACALINGA	<u>North</u> - Engr. RONILO F. OÑA - Atty. ROSELLE LOUIE BRILLANTES
TIME FRAME	20 minutes	
STEP 5	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC)	- RACHEL MAY FLORES
DURATION	10 minutes	
REQUIRED DOCUMENT/S	1. Application form accomplished and signed by the owners, sealed and signed by an architect/ engineer in charge of the construction 2. TCT Certified from the Registry of Deeds/ Deed of Absolute Sale 3. Tax Declaration (photocopy) 4. Tax Receipt (photocopy) 5. Barangay Clearance for Demolition/ Fence Permit 6. Methodology	

	7. Picture of Building/ Structure
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF BUILDING/ SANITARY PERMIT	
STEP 1A	Client secure the following documents: 1. Locational/ Zoning Clearance - Office of the Land Use and Zoning Administrator 2. Fire Safety and Evaluation Clearance - Bureau of Fire Protection 3. DOLE Clearance - Dept. of Labor and Employment	
STEP 1B	Receive Application Form with complete requirements.	
SERVICE PROVIDER/S	MELVIN BARBA (South)	SENEN E. CANLAS (North)
TIME FRAME	15 minutes	
STEP 2	Conduct site inspection, accomplish time schedule and provide site condition report	
SERVICE PROVIDER/S	<u>Building Inspectors South</u> - Engr. PETE RIVERA - Engr. JHERAMIE GARBOSA - Engr. JOY JASMIN ESPINA - Engr. PAOLO ANGELO SIOSON - DANILO PILI - SIXTO TAGUINOD	<u>Building Inspectors North</u> - Engr. FREDDIE A. GARINGAN - Engr. BERNARDO V. RECTO - Engr. LUCITO CELESTINO - RAUL MAGADIA - VICENTE G. SERRANO
TIME FRAME	4 hours	
STEP 3	Review and process plans and application documents	
SERVICE PROVIDER/S	- Engr. AURORA RECTO - Engr. ERNIE SAN MIGUEL - Engr. ARMANDO MIRANDA - ROLANDO PILAR	Line and Grade Architectural Structural Sanitary/ Plumbing
TIME FRAME	4 hours	
STEP 4A	Assess and issue Order of Payment	
SERVICE PROVIDER/S	- VICTORIA PERIDO	- Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes	
STEP 4B	Payment of fees	
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE	
TIME FRAME	Dependent on the queuing	
STEP 5	Conduct final evaluation	
SERVICE PROVIDER/S	<u>South</u> - Engr. MARIO A. LASALA - Engr. JERICK O. LEGASPI - Engr. JHANITA G. MACALINGA	<u>North</u> - Engr. RONILO F. OÑA - Atty. ROSELLE LOUIE BRILLANTES
TIME FRAME	30 minutes	
STEP 6	Approve and release permit	
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC)	- RACHEL MAY FLORES (South) - EMMA BREZ (North)
DURATION	15 minutes	
REQUIRED DOCUMENT/S	1. Accomplished Application Form signed by the owner, sealed and signed by an architect/ civil engineer/ sanitary engineer in charge of the construction 2. Lot Plan 3. Homeowner's Association Clearance, if necessary	

	4. Transfer Certificate of Title (TCT) - Certified by the Registry of Deeds/ Deed of Absolute Sale
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FRONTLINE SERVICE	ISSUANCE OF BUILDING/ SANITARY PERMIT (cont.)
	5. Tax Declaration (photocopy) 6. Tax Receipt (photocopy) 7. Contract of Lease, if the property is not owned by applicant (photocopy) 8. Barangay Clearance for Building Permit 9. Building Plans signed and sealed by architect/ civil engineer/ sanitary engineer (five sets) 10. Photocopy of Philippine Regulatory Commission (PRC) I.D. and Philippine Tax Registration (PTR) receipts of signing architects/ engineers in charge, with three specimen signatures 11. Bill of Materials (two sets) 12. Specification (two sets) 13. Scope of Work (two sets) 14. Structural Computations – two-storey and above (two sets) 15. Soil Boring Test , three-storey and above (two sets) 16. Logbook 17. Locational Clearance 18. Fire Safety Evaluation Clearance 19. DOLE Clearance Site Picture
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF SIGNANGE/ BILLBOARD PERMIT
STEP 1A	Client submit required documents
STEP 1B	Receive documents as prescribed in the list of requirements
SERVICE PROVIDER/S	MELVIN BARBA
TIME FRAME	10 minutes
STEP 2	Conduct site inspection, review and evaluation
SERVICE PROVIDER/S	<u>South</u> - Engr. JERICK O. LEGASPI - GLORIA GABISAN
TIME FRAME	4 hours
STEP 4A	Assess and issue Order of Payment
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes
STEP 4B	Payment of fees
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE
TIME FRAME	Dependent on the queuing
STEP 5	Conduct evaluation, review and recommendation
SERVICE PROVIDER/S	- Engr. JERICK O. LEGASPI - Engr. JHANITA G. MACALINGA
TIME FRAME	5 minutes
STEP 6	Approve and release permit
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES
DURATION	15 minutes
	1. Application Form accomplished and signed by the owners, signed and sealed by an Architect/ Engineer.

REQUIRED DOCUMENT/S	2. Signage plan signed and sealed by Architect or Engineer (3 sets) 3. Mayor's Permit														
REQUIRED FEES	Based on the National Building Code and City Ordinances														
FRONTLINE SERVICE	ISSUANCE OF REPAIR PERMIT														
STEP 1A	Client submit all requirements.														
STEP 1B	Receive Application Form with complete requirements.														
SERVICE PROVIDER/S	- MELVIN BARBA (South) - SENEN E. CANLAS (North)														
TIME FRAME	10 minutes														
STEP 2	Conduct site inspection, accomplish time schedule and provide site condition report														
SERVICE PROVIDER/S	<table border="0"> <tr> <td><u>Building Inspectors South</u></td> <td><u>Building Inspectors North</u></td> </tr> <tr> <td>- Engr. PETE RIVERA</td> <td>- Engr. FREDDIE A. GARINGAN</td> </tr> <tr> <td>- Engr. JHERAMIE GARBOSA</td> <td>- Engr. BERNARDO V. RECTO</td> </tr> <tr> <td>- Engr. JOY JASMIN ESPINA</td> <td>- Engr. LUCITO CELESTINO</td> </tr> <tr> <td>- Engr. PAOLO ANGELO SIOSON</td> <td>- RAUL MAGADIA</td> </tr> <tr> <td>- DANILO PILI</td> <td>- VICENTE G. SERRANO</td> </tr> <tr> <td>- SIXTO TAGUINOD</td> <td></td> </tr> </table>	<u>Building Inspectors South</u>	<u>Building Inspectors North</u>	- Engr. PETE RIVERA	- Engr. FREDDIE A. GARINGAN	- Engr. JHERAMIE GARBOSA	- Engr. BERNARDO V. RECTO	- Engr. JOY JASMIN ESPINA	- Engr. LUCITO CELESTINO	- Engr. PAOLO ANGELO SIOSON	- RAUL MAGADIA	- DANILO PILI	- VICENTE G. SERRANO	- SIXTO TAGUINOD	
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TIME FRAME	4 hours														
STEP 3	Review and process plans and application documents														
SERVICE PROVIDER/S	<table border="0"> <tr> <td>- Engr. AURORA RECTO</td> <td>Line and Grade</td> </tr> <tr> <td>- Engr. ERNIE SAN MIGUEL</td> <td>Architectural</td> </tr> <tr> <td>- Engr. ARMANDO MIRANDA</td> <td>Structural</td> </tr> <tr> <td>- ROLANDO PILAR</td> <td>Sanitary/ Plumbing</td> </tr> </table>	- Engr. AURORA RECTO	Line and Grade	- Engr. ERNIE SAN MIGUEL	Architectural	- Engr. ARMANDO MIRANDA	Structural	- ROLANDO PILAR	Sanitary/ Plumbing						
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- Engr. ARMANDO MIRANDA	Structural														
- ROLANDO PILAR	Sanitary/ Plumbing														
TIME FRAME	4 hours														
STEP 4A	Assess and issue Order of Payment														
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)														
TIME FRAME	15 minutes														
STEP 4B	Payment of fees														
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE														
TIME FRAME	Dependent on the queuing														
STEP 5	Conduct final evaluation														
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<u>North</u>	- Engr. RONILO F. ONA	- Atty. ROSELLE LOUIE BRILLANTES													
TIME FRAME	30 minutes														
STEP 6	Approve and release permit														
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES														
DURATION	15 minutes														
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Application form accomplished and signed by the owners, sealed and signed by an architect/ engineer in charge of the construction 2. TCT Certified from the Registry of Deeds/ Deed of Absolute Sale 3. Tax Declaration (photocopy) 4. Tax Receipt (photocopy) 5. Contract of Lease, if the property is not owned (photocopy) 6. Barangay Clearance for Repair Permit 7. Photocopy of PRC I.D. and PTR receipts of signing architect/ engineer in charge 														

	8. Bill of Materials (two sets) 9. Previously issued Building Permit and Certificate of Occupancy
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF OCCUPANCY PERMIT
STEP 1A	Client secure the following documents: 1. Required Documents 2. Fire Safety and Evaluation Clearance - Bureau of Fire Protection
STEP 1B	Receive Application Form and required documents
SERVICE PROVIDER/S	- MELVIN BARBA (South) - SENEN E. CANLAS (North)
TIME FRAME	10 minutes
STEP 2	Conduct site inspection, accomplish time schedule and provide site condition report
SERVICE PROVIDER/S	<u>South</u> - Engr. JHERAMIE GARBOSA - Engr. PAOLO ANGELO SIOSON - Engr. JOY JASMIN ESPINA <u>North</u> - Engr. LUCITO CELESTINO
TIME FRAME	4 hours
STEP 3	Process and evaluate application forms, plans and documents
SERVICE PROVIDER/S	<u>North and South</u> - Engr. AURORA RECTO - Engr. ARMANDO MIRANDA - Engr. ERNIE SAN MIGUEL - Engr. ROLANDO PILAR
TIME FRAME	50 minutes
STEP 4A	Assess and issue Order of Payment
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes
STEP 4B	Payment of fees
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE
TIME FRAME	Dependent on the queuing
STEP 5	Conduct evaluation, review and recommendation
SERVICE PROVIDER/S	<u>South</u> - Engr. MARIO A. LASALA - Engr. JHANITA G. MACALINGA - Engr. JERICK O. LEGASPI <u>North</u> - Engr. RONILO F. OÑA - Atty. ROSELLE LOUIE BRILLANTES
TIME FRAME	2 hours
STEP 6	Approve and release permit
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES (South) - EMMA BREZ (North)
DURATION	15 minutes
REQUIRED DOCUMENT/S	1. Certificate of Completion Form (signed and sealed by professionals) 2. Approved Building Permits and Plans with photocopy 3. 5R pictures (front and side) 4. Logbook 5. Fire Safety Inspection Certificate (FISC)
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF ELECTRICAL PERMIT/ CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)
STEP 1A	Client secure and accomplish application form

STEP 1B	Receive application form and required documents
SERVICE PROVIDER/S	- CRISelda CAMACHO (South) - GRACE DOROTEO (North)
TIME FRAME	5 minutes

FRONTLINE SERVICE	ISSUANCE OF ELECTRICAL PERMIT/ CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) (cont.)
STEP 4A	Assess and issue Order of Payment
SERVICE PROVIDER/S	- Engr. RENAN C. BAMBALAN (South) - Engr. RUBEL TABUAN (North)
TIME FRAME	10 minutes
STEP 4B	Payment of fees
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE
TIME FRAME	Dependent on the queuing
STEP 5	Approve and release permit
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES (South) - EMMA BREZ (North)
DURATION	15 minutes
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Application Form accomplished and signed by the owners, signed and sealed by the Electrical Engineer in charge of the construction 2. Barangay Clearance for Electrical Permit 3. Electrical Plan signed and sealed by the Electrical Engineer (3 sets) 4. Yellow card from Meralco 5. Building Permit 6. Certificate Of Occupancy
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE FENCING PERMIT		
STEP 1A	Client submit all requirements.		
STEP 1B	Receive all prescribed requirements.		
SERVICE PROVIDER/S	- MELVIN BARBA (South) - SENEN E. CANLAS (North)		
TIME FRAME	10 minutes		
STEP 2	Conduct site inspection and accomplish time schedule		
SERVICE PROVIDER/S	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Building Inspectors South</u> - Engr. PETE RIVERA - Engr. JHERAMIE GARBOSA - Engr. JOY JASMIN ESPINA - Engr. PAOLO ANGELO SIOSON - DANILO PILI - SIXTO TAGUINOD </td> <td style="width: 50%; vertical-align: top;"> <u>Building Inspectors North</u> - Engr. FREDDIE A. GARINGAN - Engr. BERNARDO V. RECTO - Engr. LUCITO CELESTINO - RAUL MAGADIA - VICENTE G. SERRANO </td> </tr> </table>	<u>Building Inspectors South</u> - Engr. PETE RIVERA - Engr. JHERAMIE GARBOSA - Engr. JOY JASMIN ESPINA - Engr. PAOLO ANGELO SIOSON - DANILO PILI - SIXTO TAGUINOD	<u>Building Inspectors North</u> - Engr. FREDDIE A. GARINGAN - Engr. BERNARDO V. RECTO - Engr. LUCITO CELESTINO - RAUL MAGADIA - VICENTE G. SERRANO
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TIME FRAME	4 hours		
STEP 3A	Assess and issue Order of Payment		
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)		
TIME FRAME	10 minutes		
STEP 3B	Payment of fees		
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE		
TIME FRAME	Dependent on the queuing		
STEP 4	Conduct review, evaluation and recommendation		

SERVICE PROVIDER/S	<u>South</u> - Engr. MARIO A. LASALA - Engr. JHANITA G. MACALINGA - Engr. JERICK O. LEGASPI
	<u>North</u> - Engr. RONILO F. ONA - Atty. ROSELLE LOUIE BRILLANTES
TIME FRAME	20 minutes

FRONTLINE SERVICE	ISSUANCE FENCING PERMIT (cont.)
STEP 5	Approve and release permit
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES
DURATION	10 minutes
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Application form accomplished and signed by the owners, sealed and signed by an architect/ engineer in charge of the construction 2. TCT Certified from the Registry of Deeds/ Deed of Absolute Sale 3. Tax Declaration (photocopy) 4. Tax Receipt (photocopy) 5. Barangay Clearance for Fencing Permit 6. 3 sets Plans for fencing signed and sealed by Architect or Civil Engineer 7. 3 sets Location Plan
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF ANNUAL BUILDING INSPECTION PERMIT
STEP 1A	Client submit prescribed documents
STEP 1B	Receive and review documents as prescribed in the checklist of requirements
SERVICE PROVIDER/S	DANILO H. PILI
TIME FRAME	15 minutes
STEP 2	Conduct site inspection and evaluation
SERVICE PROVIDER/S	<u>South</u> - Engr. RENAN BAMBALAN - DANILO PILI - VICENTE SERRANO <u>North</u> - Engr. LUCITO CELESTINO
TIME FRAME	8 hours
STEP 3	Receive requirements
SERVICE PROVIDER/S	Engr. RENAN BAMBALAN
TIME FRAME	15 minutes
STEP 4A	Assess and issue Order of Payment
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	10 minutes
STEP 4B	Payment of fees
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE
TIME FRAME	Dependent on the queuing
STEP 5	Conduct final evaluation and recommendation
SERVICE PROVIDER/S	Engr. JHANITA G. MACALINGA
TIME FRAME	5 minutes
STEP 6	Approve and release permit
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES (South) - EMMA BREZ (North)
DURATION	15 minutes
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Business Permit 2. Contract of Lease/ Lot Title/ Tax Declaration/ Tax Receipt

	<ul style="list-style-type: none"> 3. Fire Safety Inspection Certificate (FSIC) 4. Certificate of Occupancy 5. Building Permit/ Approved Plans 6. Certificate of Structure Stability 7. Business Permit
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FRONTLINE SERVICE	ISSUANCE OF ANNUAL BUILDING INSPECTION PERMIT (cont.)
REQUIRED DOCUMENT/S	<ul style="list-style-type: none"> 8. Contract of Lease/ Lot Title/ Tax Declaration/ Tax Receipt 9. Fire Safety Inspection Certificate (FSIC) 10. Certificate of Occupancy 11. Building Permit/ Approved Plans 12. Certificate of Structure Stability 13. Annual Inspection Certificate (for renewal) 14. Certificate of Electrical Inspection (CEI)/ Plan with Design Analysis, Short Circuit Computation and Voltage 15. Mechanical Permit/ Plans 16. Signboard Permit/ Approved Plan
REQUIRED FEES	Based on the National Building Code and City Ordinances

FRONTLINE SERVICE	ISSUANCE OF MECHANICAL PERMIT
STEP 1A	Client submit required documents
STEP 1B	Receive documents as prescribed in the list of requirements
SERVICE PROVIDER/S	MELVIN BARBA
TIME FRAME	5 minutes
STEP 2	Conduct site inspection, review and evaluation
SERVICE PROVIDER/S	- Engr. REYNALDO REYES - Engr. ROLANDO Q. PILAR
TIME FRAME	4 hours
STEP 4A	Assess and issue Order of Payment
SERVICE PROVIDER/S	- VICTORIA PERIDO - Engr. GREGONIA V. RAMOS (OIC)
TIME FRAME	15 minutes
STEP 4B	Payment of fees
SERVICE PROVIDER/S	CASHIER AT THE CITY TREASURER'S OFFICE
TIME FRAME	Dependent on the queuing
STEP 5	Conduct evaluation, review and recommendation
SERVICE PROVIDER/S	- Engr. REYNALDO REYES - Engr. ROLANDO Q. PILAR
TIME FRAME	15 minutes
STEP 6	Approve and release permit
SERVICE PROVIDER	- Engr. GREGONIA V. RAMOS (OIC) - RACHEL MAY FLORES
DURATION	15 minutes
REQUIRED DOCUMENT/S	<ul style="list-style-type: none"> 1. Application Form Accomplished And Signed By The Owners, Signed And Sealed By The PME In Charge of Design and Installation 2. 3 Sets Mechanical Plan (Signed And Sealed) 3. 3 Sets Bill Of Materials 4. Issued Building Permit
REQUIRED FEES	Based on the National Building Code and City Ordinances

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the designated

Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: *caloocancity.ocbo@gmail.com*

Telephone Numbers: (02) 310 – 4712
(02) 288 – 8811 loc. 2235, 2230

OFFICE OF THE LAND USE AND ZONING ADMINISTRATION

VISION

Lead and support the city’s vision thru an effective land use and zoning administration.

MISSION

To guide, control and regulate the utilization of land for future growth and development.

FRONTLINE SERVICE	ISSUANCE OF LAND USE CLEARANCES AND PERMITS – LOCATIONAL CLEARANCE – CERTIFICATE OF EXCEPTION – SPECIAL USE PERMITS – TEMPORARY USE PERMIT – CERTIFICATE OF CONFORMANCE – ZONING CERTIFICATION – CERTIFICATE OF NON-CONFORMANCE
STEP 1A	Provide clients with an Application Form and list of requirements.
STEP 1B	– Receive and review accomplished Application Form. – Evaluate attached supporting documents for the clearance/ permits/ certificates applied.
STEP 1C	Schedule inspection/ site verification.
SERVICE PROVIDER/S	South Caloocan: - LUIS A. BAGUS - VIRGILIO P. TOLENTINO - JUDEE ROSARIO B. TIANGCO - NELSON D. PABUSTAN - NENNETTE M. SOLIS - EMMANUEL A. TIANGCO North Caloocan: - DELIO A. NAPACIA
TIME FRAME	Ten to 15 minutes
REQUIRED DOCUMENT/S	1. Lot Plan with vicinity map certified by a Geodetic Engineer 2. Transfer Certificate of Title (TCT)/ Land Title 3. Lease Contract/ Consent from property owner 4. Declaration of Real Property (land area and existing building) 5. Real Property Tax (RPT) receipts for land and building (current) 6. Barangay Clearance/ Barangay Resolution (for critical activity) 7. Immediate Neighborhood Consent (for critical activity) 8. Production Flow and Waste Management System (medium/ high intensity manufacturing) – Business 9. Previous Business Permit and Locational Clearance/ Temporary Use Permit (TUP) 10. Authority to Sign (Corporate Secretary's Affidavit) 11. Architectural Plan/ Site Development Plan (one set) – Building 12. Certificate of Occupancy – Business 13. Security and Exchange Commission (SEC) Registration 14. Latest Geographic Information System (GIS) map of location
STEP 2A	Conduct site inspection.
STEP 2B	Verify the validity of the neighborhood consent (for special use of land and other activities that need approval of the residents).
SERVICE PROVIDER/S	South Caloocan: - VIRGILIO P. TOLENTINO - NELSON D. PABUSTAN North Caloocan: - DELIO A. NAPACIA
TIME FRAME	30 - 40 minutes
STEP 3	Evaluate the project activity as per conformity to the land use and zoning map and

	<p>veracity of information submitted.</p> <ul style="list-style-type: none"> – For conforming uses, assess fees and charges, prepare Order of Payment. – For non-conforming applications, forward to the Zoning Administrator for further evaluation.
SERVICE PROVIDER/S	<p>South Caloocan: - LUIS BAGUS - JUDEE BAUTISTA TIANGCO</p> <p>North Caloocan: - DELIO A. NAPACIA</p>
TIME FRAME	Five to ten minutes

FRONTLINE SERVICE	<p>ISSUANCE OF LAND USE CLEARANCES AND PERMITS (cont.)</p> <ul style="list-style-type: none"> – LOCATIONAL CLEARANCE – SPECIAL USE PERMITS – CERTIFICATE OF CONFORMANCE – CERTIFICATE OF NON-CONFORMANCE – CERTIFICATE OF EXCEPTION – TEMPORARY USE PERMIT – ZONING CERTIFICATION 																																				
STEP 4A	Issue Order of Payment.																																				
STEP 4B	Advice client to pay required amount of fees at the CASHIER, CITY TREASURER'S OFFICE.																																				
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STEP 5	Upon receipt of proof of payment (original and photocopy of Official Receipt), prepare Land Use/ Zoning Clearance for signatures of the Land Use and Zoning Administrator and City Mayor.																																				
SERVICE PROVIDER/S	<ul style="list-style-type: none"> – LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO – NENNETTE M. SOLIS – VIRGILIO P. TOLENTINO – NELSON D. PABUSTAN – EMMANUEL A. TIANGCO 																																				
TIME FRAME	Ten minutes																																				
STEP 6	Affix signatures of the Land Use and Zoning Administrator and the City Mayor on the																																				

	Clearance.
SERVICE PROVIDER/S	– Atty. FERNANDO R. AMOR – Hon. OSCAR G. MALAPITAN
TIME FRAME	Two to three days
STEP 7	Release clearance, permits, certificates applied.
SERVICE PROVIDER/S	– NENNETTE M. SOLIS
TIME FRAME	Five to ten minutes

FRONTLINE SERVICE	ISSUANCE OF DEVELOPMENT PERMIT (Secretariat - Caloocan City Committee on Subdivision, Housing and Memorial Park)
STEP 1	Receive and review accomplished Application Form with complete supporting documents from the Office of the City Administrator/ Committee on Subdivision, Housing and Memorial Park.
STEP 2A	Verify and evaluate application as per standards/ requirements indicated in the Presidential Decree (PD) No. 957/ Batas Pambansa (BP) 220 and Comprehensive Zoning Ordinance No. 0369 s. 2003 and other related laws.
STEP 2B	Schedule site inspection.
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO
TIME FRAME	Three to five days
REQUIRED DOCUMENT/S	<ol style="list-style-type: none"> 1. Lot Plan with vicinity map (existing land use of lots on the N, NE, E, SE, S, SW, W, NW, adjacent to the project site must be indicated) certified by a Geodetic Engineer 2. Site Development Plan (specify individual lot measurements signed by a Civil Engineer and an Environmental Planner (four sets) 3. List of Parcels of Lot (Lot Number/ Block Number/ Area) 4. Civil and Work Design (Block Number/ Area) 5. Topographic Plan 6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage 7. Certificate of Securities and Exchange Commission (SEC) Registration 8. Articles of Incorporation or Partnership 9. Application for Permit to Drill from the National Water Resources Board or Manila Water and Sewerage System (MWSS) 10. Traffic Impact Assessment for Subdivision with an area of 30 hectares and above 11. Authority to Sign (Corporate Secretary's Affidavit) 12. Corporate Tax Identification Number (TIN) card (photocopy) 13. Barangay Clearance/ Resolution 14. Transfer Certificate of Title (TCT) 15. Tax Declaration of Real Property Value 16. Real Property Tax Receipts (current) 17. Certificate of Housing and Land Use Regulatory Board (HLURB) Registration – Community Mortgage Program (CMP) Project 18. Letter of Intent to Sell, Contract to Sell, Deed of Absolute Sale, or Memorandum of Agreement (MOA) between the landowner and association – CMP Project 19. MOA between the association and mobilizer – CMP Project 20. Office for the Urban Poor Certification – CMP Project 21. List of Beneficiaries – CMP Project
STEP 3A	Conduct site inspection.
STEP 3B	Prepare and submit Evaluation and Inspection Report to the Committee on Subdivision, Housing and Memorial Park.
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO
TIME FRAME	Two days
STEP 4A	After further review, the COMMITTEE ON SUBDIVISION, HOUSING AND MEMORIAL PARK recommends to the Sangguniang Panlungsod the approval of the Subdivision Plan.
STEP 4B	The OFFICE OF THE VICE MAYOR and the SANGGUNIANG PANLUNGSOD -

	COMMITTEE ON REAL ESTATE, LANDED ESTATE SUBDIVISIONS conduct three sessions of Committee Hearing for the First, Second and Final Reading for the approval of the Subdivision Plan held every second day of the week.
STEP 4C	After 15 days, the SANGGUNIANG PANLUNGSOD – SECRETARIAT SERVICES endorses approved resolution to the following offices for the issuance of Development Permit: – Office of the City Mayor – Office of the Land Use and Zoning Administration

FRONTLINE SERVICE	ISSUANCE OF DEVELOPMENT PERMIT (cont.) (Secretariat - Caloocan City Committee on Subdivision, Housing and Memorial Park)	
STEP 4D	Receive approved Sangguniang Panlungsod resolution.	
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO	
TIME FRAME	Five minutes	
STEP 5A	Compute fees, encode and issue Order of Payment.	
STEP 5B	Advice client to: – Pay required amount of fees at the CASHIER, CITY TREASURER’S OFFICE. – Submit photocopy of proof of payment (Official Receipt) to the Committee on Subdivision, Housing and Memorial Park.	
SERVICE PROVIDER/S	– LUIS A. BAGUS – JUDEE ROSARIO B. TIANGCO	
TIME FRAME	Two hours	
REQUIRED FEES	APPROVAL OF SUBDIVISION PLANS:	
	1. Preliminary Processing Fee:	
	a. For first 5 hectares	PhP 20,000.00
	b. For every additional hectare or a fraction thereof	2,000.00
	2. Final Processing Fee:	
	a. Subdivisions having a density of 20 families and below per hectare, or a fraction thereof	PhP 1,500.00
	b. Subdivisions having a density of 21 to 65 families per hectare or a fraction thereof	3,000.00
	c. Subdivisions having 66 to 100 families per hectare or a fraction thereof	5,000.00
	d. Additional fee on floor area of buildings sold with the lot per square meter	100.00
	3. Alteration of plan fees	Same as Final Processing Fees
	4. Pavement fees for roadways, sidewalks, basketball courts, etc., per square meter	10.00
	5. Excavation fee for drainage and water supply per cubic meter	10.00
	6. Water tank:	
	a. For the first ten cubic meters	1,000.00
	b. For every additional cubic meter or a fraction thereof	50.00
	c. Fencing, per lineal meter	20.00
	APPROVAL OF CONDOMINIUM/ TOWNHOUSE PLAN:	
	1. Preliminary processing fee	PhP 450.00
	2. Per sq. m. of the total land area	50.00
	3. Per sq. m. of the floor area of building	20.00
4. Fee for alteration of plan	Same as Final Processing Fees	
ISSUANCE OF CERTIFICATION OF COMPLETION:		
1. Subdivisions:		
a. Subdivisions having a density of 20 family lots and below per hectare	PhP 1,500.00	

	b. Subdivisions having a density of 21 to 65 family lots per hectare	1,000.00
	c. Subdivisions having a density of 66 to 100 family lots per hectare	
	APPLICABLE EXTENSION OF TIME TO COMPLETE DEVELOPMENT	150.00
	APPLICATION FOR CHANGE OF NAME/OWNERSHIP	150.00

FRONTLINE SERVICE	ISSUANCE OF DEVELOPMENT PERMIT (cont.) (Secretariat - Caloocan City Committee on Subdivision, Housing and Memorial Park)	
REQUIRED FEES	FOR ECONOMIC AND SOCIALIZED HOUSING (with housing component)	
	1. Plans approval and development permit	
	a. Land, per hectare	250.00
	b. Building, per square meter	2.00
	2. Final inspection for certification of completion/ occupancy	
	a. Land, per hectare	10.00
	b. Building, per square meter	2.00
	3. Plan alteration on the area	50% of fees imposed
	INDUSTRIAL SUBDIVISION	
	1. Preliminary processing fee:	
	a. For the first five hectares	1,000.00
	b. For every additional hectare or a fraction thereof	100.00
	2. Final processing fee, per hectare or fraction thereof	
	3. Fee for alteration of plan	
	Same as Final Processing Fees	
	DEVELOPMENT OF MEMORIAL PARK/ CEMETERY	
	1. Preliminary processing fee for every additional hectare or a fraction thereof	
	250.00	
	2. Final processing fee for every additional hectare or a fraction thereof	
	50.00	
3. Alteration of plan, per sq. m. of the affected portions subject to alteration		
1.00		
4. Inspection fee per hectare		
100.00		
5. Other Certifications		
50.00		

FRONTLINE SERVICE	RECEIVING OF COMPLAINTS IN LINE WITH THE ISSUANCE OF LAND USE CLEARANCE	
STEP 1	Receive Complaint Letter.	
SERVICE PROVIDER/S	– NENNETTE M. SOLIS – EMMANUEL A. TIANGCO	
TIME FRAME	Two to three minutes	
REQUIRED DOCUMENT/S	Complaint Letter	
STEP 2	Inspect /verify site or activity.	
STEP 3	Prepare and submit inspection report to the Land Use and Zoning Administrator. – For conforming uses, provide application form and list of requirements. – For non-conforming uses, forward to the Land Use and Zoning Administrator for issuance of cease order.	
SERVICE PROVIDER/S	South Caloocan: - VIRGILIO P. TOLENTINO - NELSON D. PABUSTAN North Caloocan: - DELIO A. NAPACIA	
TIME FRAME	Two to three days	

FEEDBACK AND COMPLAINTS MECHANISM

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

Email Address: *oluza.caloocan@gmail.com*

Telephone Numbers: (02) 336 – 5563
(02) 288 – 8811 loc. 2243

PEOPLE’S LAW ENFORCEMENT BOARD

VISION

Peace, order and harmonious relationship between the people of Caloocan City and the Philippine National Police.

MISSION

Genuine public service through quality, effective, fair, impartial and speedy adjudication of justice.

FRONTLINE SERVICE	CITIZEN’S COMPLAINT
STEP 1	Clients accomplish complaint sheet.
STEP 2	Receive accomplished complaint sheet.
SERVICE PROVIDER/S	- NORMAN S. IBASCO - JAIME D. G. DELA CRUZ
TIME FRAME	5 minutes
REQUIRED DOCUMENT/S	1. Accomplished Complaint Sheet 2. Certification
STEP 3	Attach complaint affidavit.
SERVICE PROVIDER/S	- ROGELIO A. CRUZ - NORMAN S. IBASCO
TIME FRAME	1 minute
REQUIRED DOCUMENT/S	1. Accomplished Complaint Affidavit 2. Supporting documents
STEP 4	Docket, file, and record complaint.
SERVICE PROVIDER/S	NORMAN S. IBASCO
TIME FRAME	2 minutes
REQUIRED DOCUMENT/S	1. Accomplished Complaint Sheet 3. Complaint Affidavit 2. Certification 4. Supporting documents
STEP 5	Conduct initial evaluation by the Chief of Office.
SERVICE PROVIDER/S	- NORMAN S. IBASCO - LUIS S. ABEL
TIME FRAME	1 day
REQUIRED DOCUMENT/S	1. Accomplished Complaint Sheet 3. Complaint Affidavit 2. Certification 4. Supporting documents
STEP 6	Serve subpoenas and summons.
SERVICE PROVIDER/S	- NORMAN S. IBASCO - NESTOR R. GUILAS - JOSEPH Q. SAMANIEGO
TIME FRAME	2 days
REQUIRED DOCUMENT/S	Notice of Hearing and Summon
STEP 7	Undergo adjudication process (hearing and investigation).
SERVICE PROVIDER/S	MEMBERS OF THE BOARD (DISTRICTS I AND II)
TIME FRAME	40 days
REQUIRED DOCUMENT/S	1. Case Folder 2. Reply of Respondents 3. Supporting documents

STEP 8	Prepare decisions/ resolutions by the Chief of Office and Members of the Board.		
SERVICE PROVIDER/S	- LUIS S. ABEL - MEMBERS OF THE BOARD (DISTRICTS I AND II)		
TIME FRAME	15 days		
REQUIRED DOCUMENT/S	Case Folder		
STEP 9	Release, serve decisions/ resolutions.		
SERVICE PROVIDER	PLEB PROCESS SERVERS		
DURATION	60 days		
REQUIRED DOCUMENT/S	1. PNP ID 2. 1x1 ID picture	3. Community Tax Certificate 4. Official Receipt	5. Documentary Stamp
REQUIRED FEES	Per clearance - PhP 20.00		
FRONTLINE SERVICE	ISSUANCE OF PLEB CLEARANCE/ CERTIFICATION		
STEP 1	Client secure Application Form and Order of Payment.		
STEP 2	- Receive Application Form - Issue Order of Payment.		
SERVICE PROVIDER/S	- ROGELIO A. CRUZ - JOSEPH Q. SAMANIEGO		
TIME FRAME	1 minute		
REQUIRED DOCUMENT/S	Philippine National Police Identification Card		
STEP 3	Pay and get Official Receipt.		
SERVICE PROVIDER/S	CITY TREASURER'S OFFICE		
TIME FRAME	Dependent on the queuing		
REQUIRED DOCUMENT/S	Order of Payment		
STEP 4	Prepare clearance/ certification.		
SERVICE PROVIDER/S	- JOSIE D. TAYAO - JOSEPH Q. SAMANIEGO		
TIME FRAME	2 minutes		
REQUIRED DOCUMENT/S	1. Accomplished Application Form 2. Official Receipt 3. Community Tax Certificate	4. Documentary Stamps 5. 1x1 ID picture	
STEP 5	Verify records		
SERVICE PROVIDER/S	- NORMAN S. IBASCO - NESTOR R. GUILAS		
TIME FRAME	2 minutes		
REQUIRED DOCUMENT/S	1. Clearance/ Certification 2. Application Form		
STEP 6	Approve and sign clearance/ certification by the Chief of Office.		
SERVICE PROVIDER/S	LUIS S. ABEL		
TIME FRAME	1 minute		
REQUIRED DOCUMENT/S	Verified Clearance/ Certification		
STEP 7	Release clearance/ certification.		
SERVICE PROVIDER/S	- ROGELIO A. CRUZ - JANET S. TUBOS - JAIME D. G. DELA CRUZ		
DURATION	10 minutes		
REQUIRED DOCUMENT/S	1. PNP ID 2. 1x1 ID picture	3. Community Tax Certificate 4. Official Receipt	5. Documentary Stamp
REQUIRED FEES	Per clearance - PhP 20.00		

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