



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

297.13 DPWH
03-21-2011

MAR 21 2011

NBCDO MEMORANDUM)
CIRCULAR NO. 03)
Series of 2011 03-21-2011)
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SUBJECT: CONDUCT OF ANNUAL INSPECTION OF ALL INSTITUTIONAL, COMMERCIAL AND OTHER BUILDINGS AND STRUCTURES

TO: ALL ACTING BUILDING OFFICIALS
CITY/ MUNICIPAL ENGINEERS

In order to mitigate the loss of lives and damage to properties during catastrophes such as earthquakes, tsunamis, typhoons, fires, floods, and other calamities, you are hereby enjoined to conduct an **ANNUAL INSPECTION** of all types of buildings in your areas of jurisdiction to ensure structural stability and that all architectural, electrical, mechanical, plumbing/ sanitary and fire safety standards are complied with prior to the issuance or renewal of Certificates of Occupancy or Permits to Use.

Now, therefore, pursuant to the power and authority vested in the DPWH Secretary under Section 203 of Presidential Decree 1096, otherwise known as the National Building Code of the Philippines, the following policies and standard guidelines are hereby adopted for strict compliance:

1. Conduct an annual inspection and assessment of all institutional, commercial and other buildings and structures where the general public converge in coordination with the Bureau of Fire, United Architects of the Philippines (UAP), Philippine Institute of Civil Engineers (PICE), Institute of Integrated Electrical Engineers of the Philippines, Inc. (IEEPI), National Master Plumbers Association of the Philippines (NAMPA), Philippine Society of Sanitary Engineers (PSSE), Philippines Society of Mechanical Engineers (PSME), Department of Health (DOH), Department of Labor and Employment (DOLE) to ensure that they meet the minimum structural, architectural, electrical, mechanical, sanitary, and fire safety requirements with adequate setbacks, passageways and exits, and well-illuminated directional and emergency exit signs.
2. Priority in assessment and inspection shall be given to buildings or structures that have existed for 15 years or more, especially those that have been altered or converted to a different type of occupancy, and to residential houses of average and low-income earners covered by the Revised Implementing Rules and Regulations of Batas Pambansa 220 (BP220) for Economic and Socialized Housing Projects.
3. Floor plan diagrams of the building showing all ingress and egress shall be conspicuously provided at all main entrances for constant public awareness of where to go and exit especially during emergencies.

4. Emergency lighting systems, luminous directional signs, fire hose cabinets and extinguishers shall be adequately provided/ installed at strategic locations in all buildings.
5. All drainage and sewerage discharge shall be connected to a sewerage system or treatment plant, and not directly to the DPWH storm drainage system in accordance with the Philippine Clean Water Act of 2004 (Republic Act No. 9275).
6. Mandatory loading and unloading bays shall be provided within the property limits to ensure smooth flow of traffic.
7. The installation of seismograms in all high rise-buildings for data acquisition on ground movement due to earthquake and the building's response due to typhoons shall be enforced as provided in the National Structural Code of the Philippines (NSCP).
8. The result of the building assessment and compliance to the technical professional and government codes shall determine the issuance, renewal or revocation of permits for use, occupancy or operation.
9. Any building found to be defective and non-complying to the abovementioned requirements shall be subject to redesign, repair, retrofitting, rewiring, and /or replacement of electro-mechanical equipment, to comply with the latest provisions of the National Building Code and its Implementing Rules and Regulations, and the various applicable technical and government codes.
10. Should the building owner refuse to comply with the aforementioned requirements with a period of 30 calendar days from the date of receipt of the **Notice of Violation**, a **Closure Order** shall be immediately issued by the Office of the Building Official (OBO).
11. Certificates of Occupancy or Use may be issued or restored only upon the OBO's final inspection and acceptance of the building owner's completion of rectification works required to correct all deficiencies. **As-Built Plans** duly signed and sealed by an accredited structural engineer and other concerned design professionals, a **Certificate of Structural Soundness and Stability** and a **Fire Safety Certificate** shall also be submitted as documentary requirements.

A quarterly report on the results of the annual inspections/ evaluations conducted shall be submitted to the NBCDO.

These policies and standard guidelines shall take effect after its publication once a week for three consecutive weeks in a newspaper of general circulation.


ROGELIO L. SINGSON
Secretary



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