



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097-13 - DPWH
8-21-02

AUG 20 2002

DEPARTMENT ORDER) SUBJECT: **Building Permits for Public Building Projects**
No. 222)
Series of 2002 44 8/21/02
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

Pursuant to Section 301 of the National Building Code (NBC) of the Philippines, all public buildings to be erected, constructed, altered, repaired, moved, converted or demolished must have the necessary Building Permits issued by the concerned Local Building Officials prior to project implementation.

The concerned DPWH implementing office (central/regional/district/project management office) - not the contractor - shall file the application for the Building Permit with the Office of the Local Building Official.

All heads of Regional/District/Project Management Offices of the DPWH are enjoined to review, and fully familiarize themselves with, the requirements of and procedures for application for Building Permits pursuant to Rules I and II of the Implementing Rules and Regulations of the NBC, such as conformity to local land use plan and zoning, ownership of the building site, etc.

Furthermore, to ensure smooth project implementation, as-staked survey plans indicating the actual location of the proposed building lines, property lines and affected existing structures shall be prepared and approved by the DPWH implementing office before the actual construction of the building and demolition of existing structures.

This Order shall amend other previous issuances inconsistent herewith and shall take effect immediately.


SIMEON A. DATUMANONG
Secretary

285-2281

CHAPTER 3

PERMITS AND INSPECTION

SECTION 301. Building Permits

No person, firm or corporation, including any agency or instrumentality of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure 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 is located or the building work is to be done.

SECTION 302. Application for permits

In order to obtain a building permit, the applicant shall file an application therefor in writing and on the prescribed form with the Office of the Building Official. Every application shall provide at least the following information:

- (1) A description of the work to be covered by the permit applied for;
- (2) Description and ownership of the lot on which the proposed work is to be done as evidenced by TCT and/or copy of the contract of lease over the lot if applicant is not the registered owner;
- (3) The use or occupancy for which the proposed work is intended;
- (4) Estimated cost of the proposed work.

To be submitted together with such application are at least five sets of corresponding plans and specifications prepared, signed and sealed by a duly licensed architect or civil engineer in case of architectural and structural plans, by a registered mechanical engineer in case of mechanical plans, by a registered electrical engineer in case of electrical plans and by a licensed sanitary engineer or master plumber in case of plumbing or sanitary installation plans except in those cases exempted or not required by the Building Official under this Code.

SECTION 303. Processing of Building Permits

The processing of building permits shall be under the overall administrative control and supervision of the Building Official and his technical staff of qualified professionals.

In processing an application for a building permit, the Building Official shall see to it that the applicant satisfies and conforms with approved standard requirements on zoning and land use, lines and grades, structural design, sanitary and sewerage, environmental health, electrical and mechanical safety as well as with other rules and regulations promulgated in accordance with the provisions of this Code.

SECTION 304. Issuance of Building Permits

When satisfied that the work described in an application for building permit and the plans and specifications submitted therewith, conform to the requirements of this Code and other pertinent rules and regulations, the Building Official shall, within fifteen days from payment of the required fees by the applicant, issue the building permit applied for.

The Building Official may issue a permit for the construction of only a part or portion of a building or structure whenever the plans and specifications submitted together with the application do not cover the entire building or structure.

Approved plans and specifications shall not be changed, modified or altered without the approval of the Building Official and the work shall be done strictly in accordance thereto.

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 this 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 this Code.

A building permit issued under the provisions of this Code shall expire and become null and void if the building or work authorized therein is not commenced within a period of one year from the date of such permit, or if the building or work so authorized is suspended or abandoned at any time after it has been commenced, for a period of 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:

- (a) Errors found in the plans and specifications;
- (b) Incorrect or inaccurate data or information supplied;
- (c) Non-compliance with the provisions of this Code or of any rule or regulation.

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

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

The owner of the Building who is issued or granted a building permit under this 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.

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.

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 as submitted.

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.

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 this Code as well as with the approved plans and specifications.

SECTION 309. Certificate of Occupancy

No building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor as provided in this Code.

A Certificate of Occupancy shall be issued by the Building Official within thirty (30) days if after final inspection and submittal of a Certificate of Completion referred to in the preceding section, it is found that the building or structure complies with the provisions of this Code.

The Certificate of Occupancy shall be posted or displayed in a conspicuous place on the premises and shall not be removed except upon order of the Building Official.

The non-issuance, suspension and revocation of Certificates of Occupancy and the procedure for appeal therefrom shall be governed in so far as applicable, by the provisions of Section 306 and 307 of this Code.

RULE I – BUILDING PERMIT APPLICATIONS

Definitions:

For purposes of this and other Rules the following definitions shall apply:

- 1.1 **BUILDING PERMIT** – A written authorization granted by the Building Official to an applicant allowing him to proceed with the construction of a specific project after plans, specifications and other pertinent documents have been found to be in conformity with the National Building Code (PD 1096) and its Implementing Rules and Regulations. It includes any or all of the Permits enumerated under Section 1 of Rule III.
- 1.2 **CONSTRUCTION** – All on-site work done from site preparation, excavation, foundation, assembly of all the components and installation of utilities and equipment of buildings/structures.
- 1.3 **ERECTION** – Installation in place of components of a building/structure.
- 1.4 **ADDITION** – Any new construction which increases the height or area of an existing building/structures.
- 1.5 **ALTERATION** – Construction in a building/structure involving changes in the materials used, partitioning, location/size of openings, structural parts, existing utilities and equipment but does not increase the overall area thereof.
- 1.6 **RENOVATION** – Any Physical change made on a building/structure to increase its value, utility and/or to improve its aesthetic quality.
- 1.7 **CONVERSION** – A change in the use or occupancy of a building/structure or any portion/s thereof which has different requirements.
- 1.8 **REPAIR** – Remedial work done on any damaged or deteriorated portion/s of a building/structure to restore its original condition.
- 1.9 **MOVING** – The transfer of any building/structure or portion/s thereof from its original location or position to another, either within the same lot or to a different one.
- 1.10 **DEMOLITION** – The systematic dismantling or destruction of a building/structure, in whole or in part.
- 1.11 **ANCILLARY BUILDING/STRUCTURE** – A secondary building/structure located within the same premises the use of which is incidental to that of the main building/structure.

Building Permits:

No person, firm or corporation, including any agency or instrumentality of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure 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 is located or the building work is to be done.

However, a building permit shall not be required for the following constructions and repairs; provided that said constructions or repairs shall not violate any provisions of the Code and its Implementing Rules and Regulations:

a) Minor Constructions:

1. Sheds, outhouses, greenhouses, children's playhouses, aviaries, poultry houses and the like, not exceeding 6 sq.m. in floor area, provided they are completely detached from any other building and are intended only for the private use of the owner.
2. Addition of open terraces or patios resting directly on the ground, not exceeding 20 sq.m. in floor area, exclusively for the private use of the owner.
3. Installation of window grilles.
4. Garden pools for the cultivation of water plants and/or aquarium fishes not exceeding 500 millimeters in depth.
5. Erection of garden walls other than party walls not exceeding 1.80 meters in height, cementing of footpaths, garden walks and/or driveways.

b) Repairs:

1. 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.

2. Repair of non load-bearing partition walls.
3. Repairs of any interior portion of a house not involving addition or alteration.
4. Repair and/or replacement of windows.
5. Repair and/or replacement of flooring.
6. Repair of perimeter fence and walls.
7. Repair and/or replacement of sanitary or plumbing fixtures, such as toilet bowls and cisterns, urinals and bidettes, pipes, faucets, valves, water pumps and/or tanks.
8. Repair or replacement of faulty or deteriorated wiring devices, fixtures and safety devices, provided that no alteration shall be made on the service entrance and the main switch or breaker and that no additional circuits shall be added.

3. Requirements:

Any person desiring to obtain a building permit shall file an application therefor in writing and on the prescribed form.

3.1 Together with the accomplished application form the following shall be submitted to the Office of the Building Official:

- a) In case the applicant is the registered owner of the lot:
 1. Certified true copy of TCT,
 2. Tax Declaration, and
 3. Current Real Property Tax Receipt.
- b) In case the applicant is not the registered owner of the lot:
 1. Duly notarized copy of the Contract of Lease, or
 2. Duly notarized copy of the Deed of Absolute Sale, or
 3. Duly notarized copy of the Contract of Sale.

3.2 Five (5) sets of plans and specifications prepared, signed and sealed

- a) by a duly licensed architect or civil engineer, in case of architectural and structural plans;
- b) by a duly licensed sanitary engineer or master plumber, in case of plumbing or sanitary installation plans;
- c) by a duly licensed professional electrical engineer, in case of electrical plans;
- d) by a duly licensed professional mechanical engineer, in case of mechanical plans.

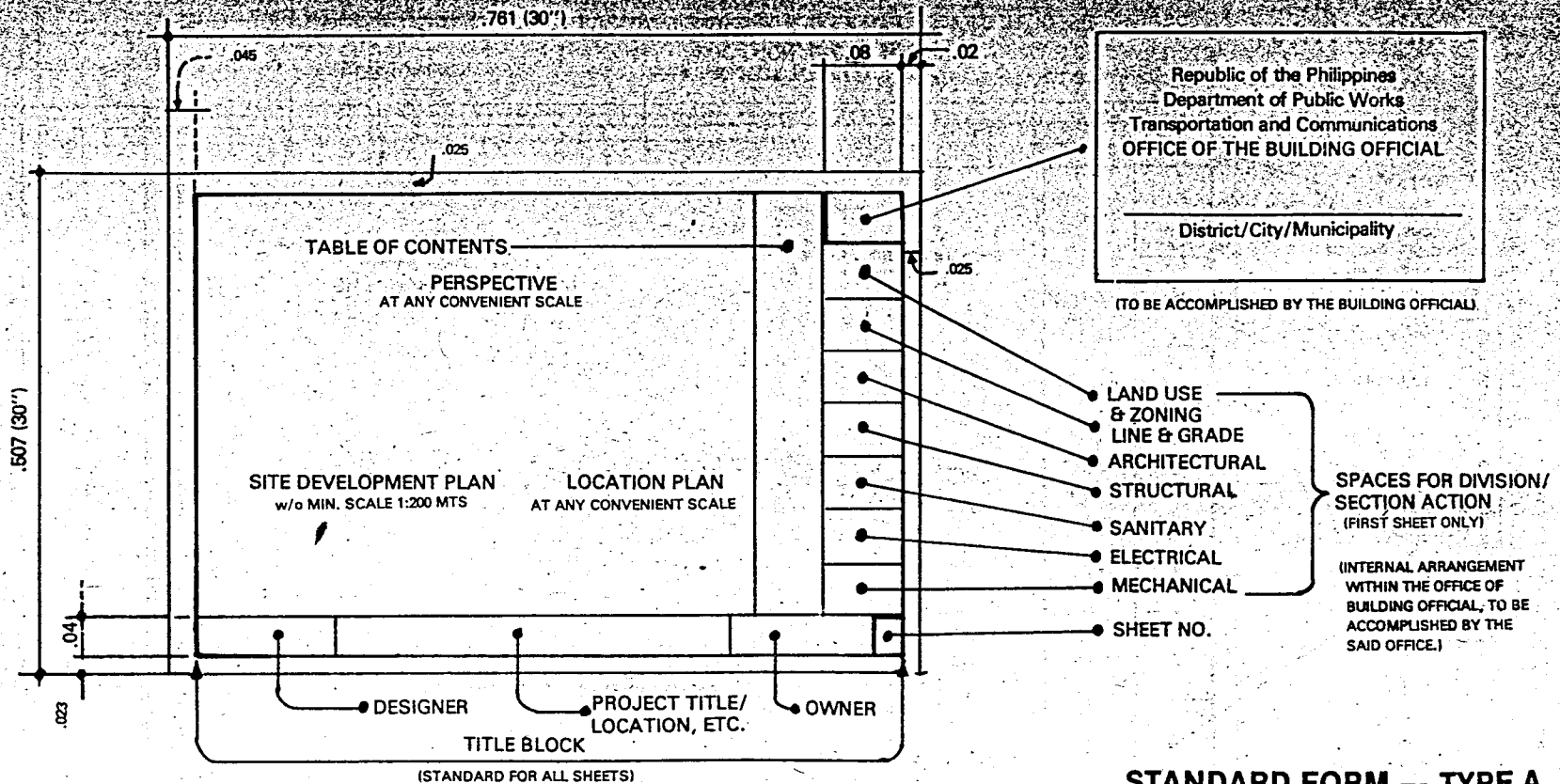
NOTE: Plans and specifications shall not be required for

- a) traditional indigenous family dwellings which are intended for the use and occupancy of the family of the owner only and constructed of native materials such as bamboo, nipa logs or lumber, the total cost of which does not exceed fifteen thousand pesos (P15,000)
- b) single detached dwellings up to 20 sq.m. in floor area.

For any of the above, a simple sketch with dimensions, accompanied by a site location and vicinity map, will suffice.

3.2.1 Architectural Documents:

- a) Location plan within a two-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.
- b) Site development and/or location plan at scale of 1:200 M standard or any convenient scale for large-scale development showing position of building in relation to lot. Existing buildings within and adjoining the lot shall be hatched, and distances between the proposed and existing buildings shall be indicated.
- c) Floor plans at scale of not less than 1:100 M.
- d) Elevation (at least four) at scale of not less than 1:100 M.
- e) Sections (at least two) at scale of 1:100 M.
- f) Foundation Plan at scale of not less than 1:100 M.
- g) Floor-framing plan at scale of not less than 1:100 M.



STANDARD FORM — TYPE A (FOR BUILDING PLANS)

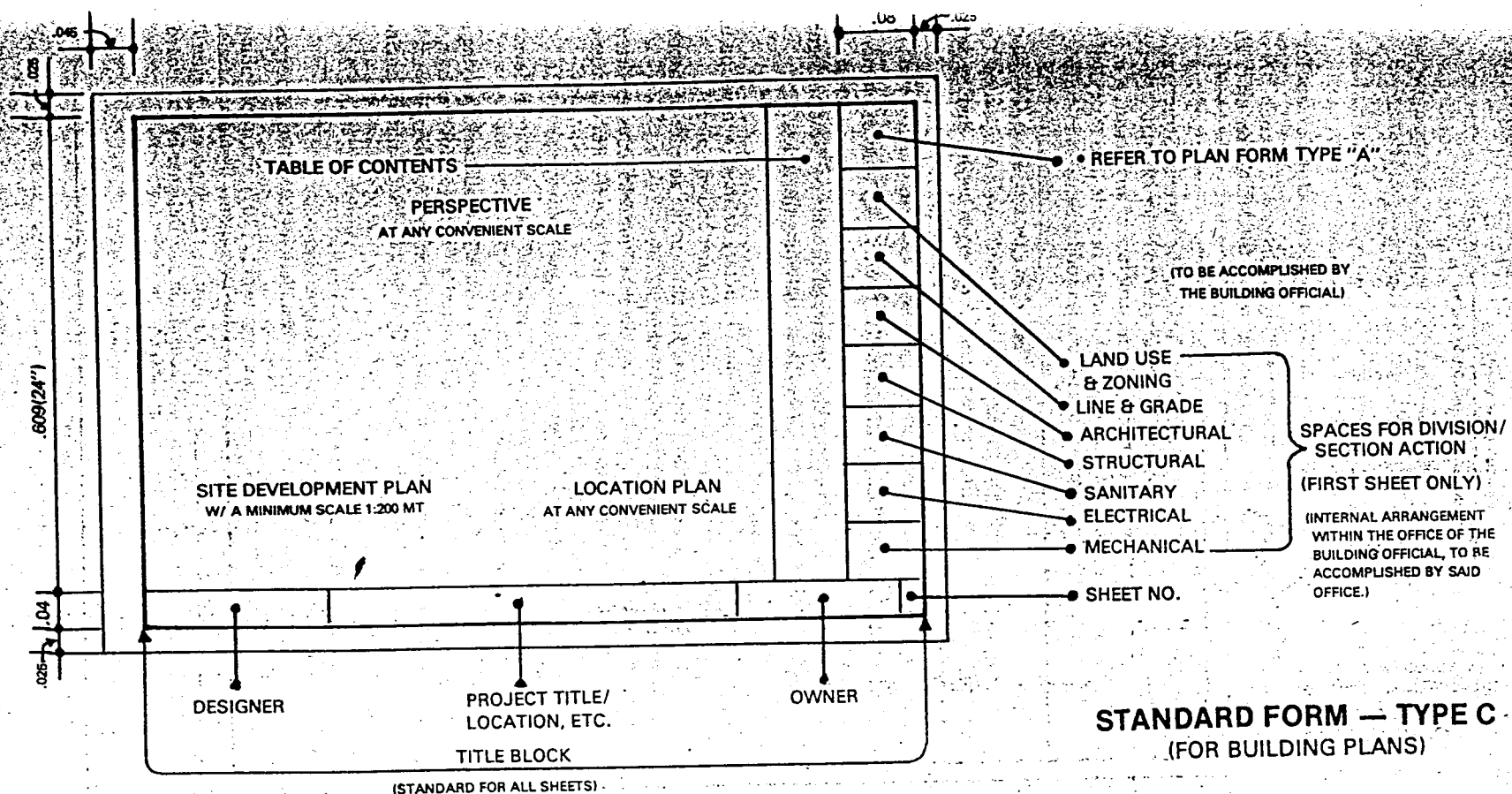
NOTE:

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

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 B
(FOR BUILDING PLANS)**

105



STANDARD FORM — TYPE C (FOR BUILDING PLANS)

NOTE
FOR EXTRAORDINARY CASES SUCH AS PROJECTS OF LARGE MAGNATUDE, EXEMPTION IN THE USE OF THIS STANDARD SHEET MAYBE GRANTED BY THE BUILDING OFFICIAL ON CASE TO CASE BASIS.

- h) Roof-framing plan at scale of not less than 1:100 M.
- i) Details of footing/column at any convenient scale.
- j) Details of structural members at any convenient scale.

3.2.2 Engineering Documents:

3.2.2.1 Structural

- a) Design analysis shall be required for all buildings or structures except for the following:
 1. Traditional indigenous family dwellings as defined in Section 209 of the NBC.
 2. Single detached residential buildings with a total floor area up to 20.00 sq.m.
- b) Boring and Plate Load Tests
Pursuant to Section 7.03 (Soil Classification) of the National Structural Code for Buildings, it is the responsibility of the designer to order adequate soil exploration (including test borings) for any building or structure of any height, if in his judgment such is necessary. However, as a rule, test borings or plate load tests shall be required for buildings or structures of four (4) stories and higher.
- c) Seismic Analysis
Pursuant to Section 2.01 (Earthquake Forces) of the National Structural Code for Buildings, every building or structure and every portion thereof, except Category I of Group A Occupancies which are less than 7.5 meters in height, shall be designed and constructed to resist stresses produced by lateral forces.

3.2.2.2 Sanitary/Plumbing:

- a) For new sanitary installation with more than twenty (20) units of plumbing installations, water supply, storm drainage, water purification and sewage treatment plant, applications shall be accompanied by sanitary plans and specifications signed and sealed by a duly licensed Sanitary Engineer containing the following:
 1. Sanitary plan, lay-outs and details.
 2. Isometric drawings of roughing-ins of sanitary drainage, ventilation lines, hot and/or cold distribution/supplies to plumbing fixtures and equipment.
 3. Detail drawings of Imhoff tanks/septic tanks in the absence of disposal to the street sanitary sewer, sewage treatment plant.
 4. Riser diagram of drainage including details of miscellaneous appurtenances such as manholes, junction boxes, catch basins, water/sewer/storm drainage connections.
 5. Design analysis, technical specifications.
 6. Estimate of cost (for statistical purposes only).
 7. Detail drawings of deep well water source and water treatment device in the absence of municipal water system.
- b) For additional and/or alteration of existing sanitary installation involving more than twenty (20) units of plumbing installations, water supply, storm drainage, water purification and sewage treatment plant, application shall be accompanied by sanitary plans and specifications signed and sealed by a duly licensed Sanitary Engineer, containing the following:
 1. Design analysis and plans of the original installation.
 2. Plans and detail drawings of additional installation.
 3. Estimated cost of additional/alterer installation (for statistical purposes only).
- c) For new sanitary installation with more than twenty (20) units of plumbing installations and water supply, the Engineering Documents signed and sealed by a duly licensed Master Plumber who is also a registered Engineer or a Master Plumber who has been issued a Certificate of Recognition as a Designer by the Board of Master Plumbers shall include the following:

1. Sanitary plan, layouts and details.
 2. Isometric drawings of roughing-ins of ventilation lines, hot and/or cold distribution/supplies to plumbing fixtures and equipment.
 3. Design analysis, technical specifications.
 4. Estimate of cost (for statistical purposes only).
- d) For additional and/or alteration of existing sanitary installation involving more than twenty (20) units of plumbing installations and water supply, the Engineering Documents signed and sealed by a duly licensed Master Plumber, who has been issued a Certificate of Recognition as a Designer by the Board of Master Plumbers, shall include the following:
1. Design analysis and plans of the original installation.
 2. Plans and detail drawings of additional installation.
 3. Estimated cost of additional/altered installation (for statistical purposes only).
- e) For new, additional or altered plumbing installation not exceeding twenty (20) units, the Engineering Documents signed and sealed by a duly licensed Master Plumber shall include the following:
1. Plumbing Plan and Layout.
 2. Isometric drawing.
 3. Guide specifications and Bill of Materials.
 4. Estimate of Cost (for statistical purposes only).

2.2.3 Mechanical:

- a) The corresponding plans and specifications for 50HP or more, signed and sealed by a duly licensed Professional Mechanical Engineer shall contain the following:
1. General layout plan for each floor, to a scale of not less than 1:100 M; indicating the equipment in heavier lines than the building outline.
Names of machinery and corresponding brake horsepower shall be indicated.
 2. Longitudinal and transverse section drawn to scale of at least 1:100 M showing inter-floor relations and defining the manner of support of machinery (whether through building structure, by separate staging, or by foundations resting on the ground).
 3. Isometric drawing of piping system showing:
 - a. assembly of pipes on racks and supports.
 - b. complete individual piping system indicating terminal to terminal valves, fittings, sizes and color coding.
 4. Plan indicating location of store rooms, fuel tanks, fire extinguishing system, fire doors, fire escapes ladders and other similar fire protective facilities.
 5. Plans of all duct work installations, indicating dampers, controls, filters, fireproofing, acoustical and thermal insulation.
 6. Detailed plans of machinery foundations and supports drawn to scale of at least 1:50 M.
 7. Detailed plans of boilers and pressure vessels with a working pressure of above 10 psig regardless of HP rating drawn to scale of at least 1:50 M.
 8. Computation and detailed plans of elevators, escalators and the like, drawn to scale of at least 1:50 M.
 9. Complete machinery list, showing:
 - a. Name and type of machinery
 - b. Make and catalog number, size, model, serial number, capacity
 - c. Revolution per minute (RPM) and drive (direct, V-belt or flat-belt, gear reducer, hydraulic, magnetic, chain or line shafting)
 - d. Motor or Prime Mover, showing
 1. ICE (International Combustion Engine):
 - a. Horsepower (HP) rating
 - b. RPM (Revolution per minute)
 - c. Total Horsepower
 - d. Fuel
 - e. Use

2. Electric Motor:

- a. Horsepower (HP) rating
- b. RPM (Revolution per minute)
- c. Voltage
- d. Chase
- e. Cycle
- f. Current
- g. Kilowatt (KW)
- h. Use

10. Flow Sheets

For Processing Plant, Manufacturing Plant for Assembly Plant

- b) For all installations, additions or alterations involving machinery of at least 20 HP, the signature of the applicant shall be sufficient.
- c) Estimate of cost of installation and equipment shall be submitted.

3.2.2.4 Electrical:

- a) For new electrical installation with more than twenty (20) outlets or a capacity of more than 4 Kw, of any voltage, application shall be accompanied by electrical plans and specifications signed and sealed by a duly licensed Professional Electrical Engineer, containing the following:
 1. General electrical layout with legends
 2. Single line diagram
 3. Riser diagram
 4. Schedule of loads
 5. Design analysis
 6. Estimate of Cost (for statistical purposes only)
- b) For addition and/or alteration of existing electrical installation involving more than 20 outlets or more than 4 KW of any voltage applications shall be accompanied by electrical plans and specifications signed and sealed by a duly licensed Professional Electrical Engineer containing the following:
 1. Design analysis of original service entrance equipment, main feeder/ branch together with the additional installation.
 2. Riser diagram or original and additional installation.
 3. Schedule of load of new installation.
 4. General electrical layout with legends.
 5. Estimated cost of new installation and cost of modification (for statistical purposes only).
- c) For new, additional or altered electrical installation not exceeding twenty (20) outlets or a capacity of 4 KW up to 600 volts, application shall be accompanied by a bill of materials and a sketch signed by at least a duly licensed Master Electrician containing the following:
 1. Single line diagram of electrical installations
 2. General electrical layout, with legends
 3. Bill of materials
 4. Estimate of Cost (for statistical purposes only)

3.3 Logbook and standard drawing sheets.

3.4 Whenever necessary, written certifications/clearances shall be obtained from the various government authorities exercising regulatory functions affecting buildings and other related structures, such as the Human Settlements Regulatory Commission (HSRC), for zoning and land use; National Housing Authority (NHA), for subdivisions and residential condominiums; National Pollution Control Commission (NPCC), for pollution abatement and control measures.

Ministry of Tourism (MOT), for tourism oriented projects;

Civil Aeronautics Administration (CAA), for height clearance for constructions near airports;

Philippine Ports Authority (PPA), for constructions in port zones, etc.

RULE II – PROCESSING OF APPLICATIONS FOR BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

Pursuant to Sections 303 to 306, and 309 of the National Building Code (PD 1096) the following procedures shall be followed in the processing of applications for and issuance of Building Permits and Certificates of Occupancy.

Building Permits

1.1 Verification of Land Use and Zoning Compatibility:

The Building Official shall first verify conformity of the proposed building/s or structure/s with the land use plan and zoning regulations of the city/municipality. In the absence of an official Land Use Plan or Zoning Regulations the Interim Guidelines provided in Section _____ of this Rule shall be followed.

1.2 Filing of Application:

1.2.1 When satisfied that all documents, plans and specifications accompanying an application are in order, the Building Official gives due course to the application.

1.2.2 Upon receipt of application the Building Official refers one (1) set of plans and specifications to the Chief of the Local Fire Service (CLFS) for his evaluation, review and/or recommendation with respect to fire safety and control requirements. The CLFS is given five days to act and submit his report to the Building Official. (Memorandum of Agreement between the Ministry of National Defense (MOND) and the Ministry of Public Works, (MPW).

1.3 Line and Grade Verification

1.3.1 Building official establishes and/or verifies lot as reflected in the torrens title or TCT and its relation to the proposed building/s.

1.3.2 Building official establishes 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 and construction of various public utilities and other infrastructure projects.

1.4 Processing of Applications:*

Corresponding technical staff evaluates building documents as to technical requirements for:

1.4.1 Architectural

1.4.1 Types of construction (Chapter 4 of the N.B.C.)

1.4.2 Requirements of Fire Zones (Chapter 5 of the NBC).

1.4.3 Light and ventilation (Chapter 8 of the N.B.C.; Rule XVI, NBC Memorandum Order 77.5).

1.4.4 Building projections over public streets (Chapter 10 of the N.B.C.)

1.4.5 General design and construction requirements (Chapter 12 of the N.B.C.)

1.4.6 Classification and general requirements by use or occupancy (Chapter 7 of the N.B.C.)

1.4.7 Signs (Chapter 20 of the N.B.C ; Rule V of the implementing Rules and Regulations)

1.4.2 Structural

1.4.2.1 Structural design requirements (National Structural Code for Buildings).

1.4.2.2 Fire resistive requirements in construction (Chapter 6 of the N.B.C.).

1.4.2.3 Excavations, foundations and retaining walls (Section 1202, Chapter 12 of the N.B.C.).

1.4.2.4 The use of computers (Chapter 19 of the N.B.C.).

1.4.2.5 Pre-fabricated construction (Chapter 15 of the N.B.C.).

1.4.3 Sanitary/Plumbing

1.4.3.1 Sanitation (Chapter 9 of the N.B.C.)

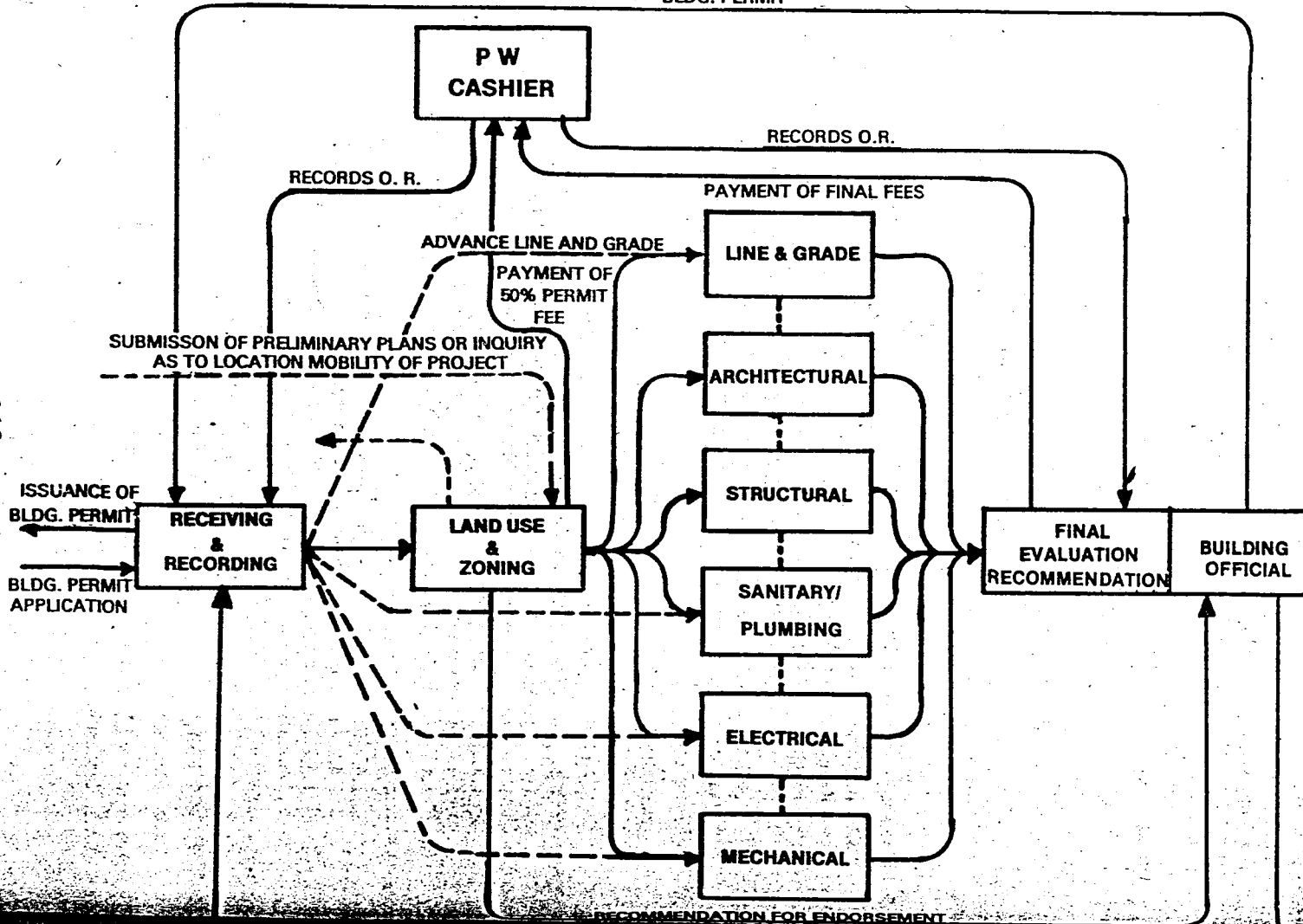
1.4.4 Electrical

1.4.4.1 Electrical regulations (Chapter 13 of the N.B.C.; Rule IX, NBC Memorandum Order 77-4)

1.4.5 Mechanical

PROCESSING OF BUILDING PERMIT APPLICATION FLOW CHART

BLDG. PERMIT



1.4.5.1 Mechanical regulations (Chapter 13 of the N.B.C.; Rule X, NBC Memorandum Order 77-4)
 1.4.6 Fire Safety and Control
 1.4.6.1 Fire extinguishing systems (Section 1212, Chapter 12 of the NBC.)
 *See How Charts

C .90 Mts.

Building Permit No. _____
Date Issued _____

Owned by _____
Use or Type of Occupancy _____

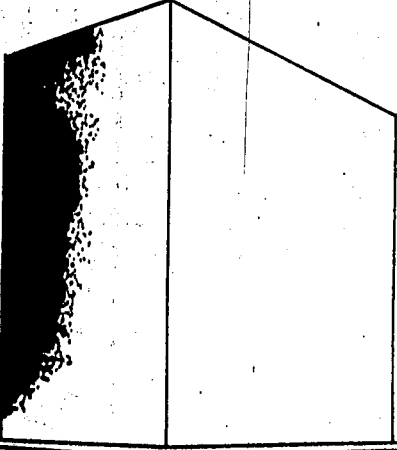
Designing Architect / Civil Engineer _____
Supervising Architect / Civil Engineer _____
Contractor _____
Structural Engineer _____
Sanitary Engineer _____
Prof. Electrical Engineer _____
Prof. Mechanical Engineer _____

Others _____

0.60 Mts.

INDEPENDENT REQUIRED STANDARD SIGN

VARIABLE




PERSPECTIVE
(when desired),

NAME OF PROJECT
(when desired)

OWNER
(when desired)

ARCHITECT/CIVIL ENGINEER
(with own logo when desired)



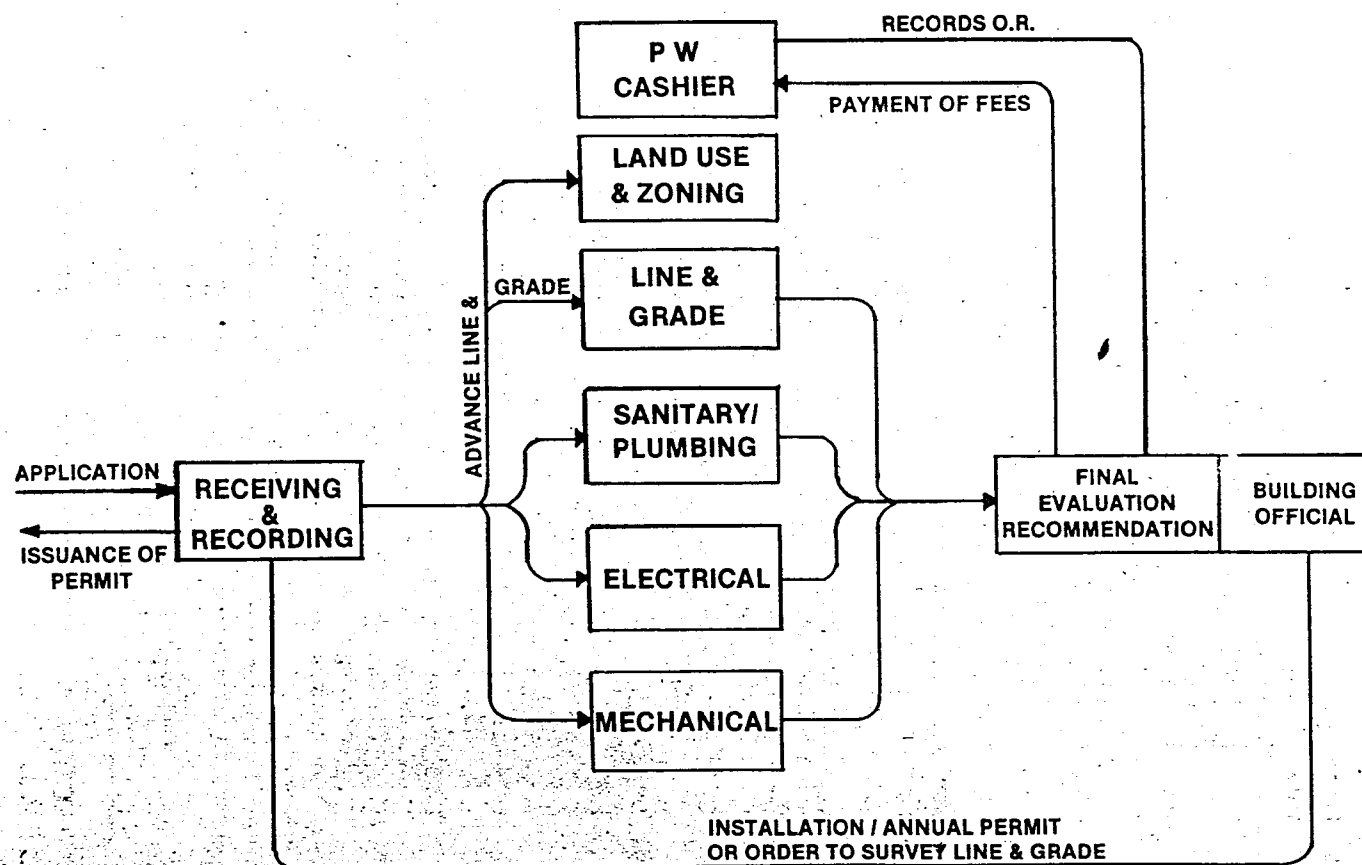
REQUIRED STANDARD SIGN

VARIABLE

**REQUIRED STANDARD SIGN AS PART OF A LARGER SIGNBOARD
(OPTIONAL)**

SECTIONAL PERMIT FLOW

(FOR SANITARY, ELECTRICAL & MECHANICAL INSTALLATIONS)



1.5 Final Evaluation:

1.5.1 Building Official's technical staff prepares assessment of corresponding fees, including the 0.1% Fire Fund Fee (in accordance with the Memorandum of Agreement between the MOND and the MPW, dated August 1, 1978.)

1.5.2 Building Official reviews technical evaluation and assessment of fees, including the Fire Fund Fee.

1.6 Issuance of Building Permit:

1.6.1 When satisfied that the work described in an application for building permit and the plans and specifications submitted herewith, conform to the requirements of the Code as well as of these Rules, the Building Official shall, within fifteen days from payment of the required fees by the applicant, issue the building permit applied for.

1.6.2 The Building Official may issue a permit for the construction of only a part or portion of a building or structure whenever the plans and specifications submitted together with the application do not cover the entire building or structure.

1.6.3 The Building Official may issue a permit to excavate for foundation and basement even while the application is still being processed, and shall charge corresponding fees therefor in accordance with pertinent provisions of Rule III. The fee so collected shall be deducted from the total building permit fees.

1.7 Non-Issuance, Suspension or Revocation of Building Permits:

1.7.1 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:

- a. Errors found in the plans and specifications;
- b. Incorrect or inaccurate data or information supplied;
- c. Non-compliance with the pertinent provisions of the Code or of any rule or regulation issued thereunder.

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

1.8 Terms and Conditions of Permits:

1.8.1 Approved plans and specifications upon which the issuance of the permit has been based shall not be changed, modified or altered without the approval of the Building Official and the work shall be done strictly in accordance thereto.

1.8.2 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.

1.8.3 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 the said plans and specifications or from preventing or ordering the stoppage of any or all building operations being carried on thereunder which are not in accordance with the Code and/or this Rule.

1.8.4 In the actual execution of the project, the architect or civil engineer in charge of the construction work may hire the services of one or more project inspector/s to assist in the full time inspection and supervision of all aspects of the construction. Said project inspector/s must be professional/s who is/are duly registered architect/s, engineer/s, master electrician/s, master plumber/s, etc., qualified in their respective disciplines.

1.8.5 The owner shall put up a sign complying with the prescribed dimensions and required information as shown on the illustration on the following page. Such sign shall remain posted on the construction site for the duration of the construction.

1.9 Validity of a Building Permit:

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 year from the date of such permit, or if the building or work so authorized is suspended or abandoned at any time after it has been commenced for a period of 120 days.

2. **CERTIFICATE OF OCCUPANCY FOR BUILDINGS/STRUCTURES CONSTRUCTED AFTER THE PROMULGATION OF THE NATIONAL BUILDING CODE (PD 1096)**

Pursuant to Section 309 of the National Building Code (PD 1096), no building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor.

2.1 To secure a certificate of occupancy, the following procedure shall be followed:

2.1.1. The owner/applicant shall submit to the Building Official the following documents:

- a. Certificate of Completion together with the logbook and the Building Inspection Sheet duly accomplished by the contractor (if the construction is undertaken by contract) and signed and sealed by the architect or civil engineer in-charge of the construction work. Said architect or civil engineer may hire the services of one or more project inspector/s to assist in the full time inspection and supervision of all aspects by the construction. Said project inspector/s must be qualified professional/s, who is/are duly registered architect/s, master electrician/s, master plumber/s, etc.
- b. As-built plans and specifications jointly signed and sealed by the designing architect or civil engineer and the architect or civil engineer in-charge of the construction and signed by the contractor (if the construction is undertaken by contract) and confirmed by the owner. Said plans and specifications shall reflect faithfully all changes, modifications and alterations made on the originally approved plans and specifications which are the basis of the issuance of the original building permit.

NOTE:

Pursuant to Section 304 of the National Building Code, all such changes, modifications and alterations shall likewise be approved by the Building Official and the subsequent amandatory permit therefor issued before any work on said changes, modifications and alterations shall be started. The as-built plans and specifications may be just an orderly and comprehensive compilation of all the documents which include the originally approved plans and specification 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 as actually built.

2.1.2. The Office of the Building Official shall undertake the final inspection, verification and/or review of the building based on the Certificate of Completion, logbook, plans, as built-plans as the case may be, and specifications on the prescribed standard form (see MPW Form No. 77-004-B), according to the following:

2.1.2.1. Land Use

- a. Conformity with approved Land Use Plan and Zoning Ordinance.

2.1.2.2. Architectural

- a. Types of Construction (Chapter 4 of the N.B.C.)
- b. Requirements of fire zones (Chapter 5 of the N.B.C.)
- c. Light and ventilation (Chapter 8 of the N.B.C.; Rule XVI, NBC Memorandum Order 77.5)
- d. Building projection over public streets (Chapter 10 of the N.B.C.)
- e. General design and construction requirements (Chapter 12 of the N.B.C.)
- f. Classification and general requirements by use of occupancy (Chapter 7 of the N.B.C.)
- g. Signs (Chapter 20 of the N.B.C., Rule V of the Implementing Rules and Regulations)

2.1.2.3. Geodetic Engineering

- a. Compliance with established line and grade.

2.1.2.4. Structural and Civil Engineering

- a. Structural design (National Structural Code for Buildings).
- b. Fire-resistive requirements in construction (Chapter 6 of the N.B.C.)
- c. Excavation, foundation and retaining walls (Section 1202 of the N.B.C.)
- d. Pre-fabricated construction (Chapter 15 of the N.B.C.)

2.1.2.5. Sanitary Engineering and Plumbing

- a. Sanitation (Chapter 9 of the N.B.C.)

2.1.2.6. Electrical Engineering

- a. Electrical regulations (Chapter 13 of the N.B.C.; Rule IX; NBC Memorandum Order 77-4)

2.1.2.7. Mechanical Engineering

- a. Fire-Extinguishing system (Section 1212, Chapter 12 of the N.B.C.)

2.1.3. Pursuant to the Memorandum of Agreement signed on August 1, 1978 between the MOND and the MPW, the Building Official shall notify the Chief of the Local Fire Service to conduct his final inspection and require him to submit his Fire Safety Inspection Certificate within five (5) working days from receipt of notification. In case of non-issuance, suspension or revocation of said Certificate by the CLFS, he shall so state in writing the reasons or grounds therefor.

NOTE:

- a. Said certificate shall be issued by the Chief of the Local Fire Service (CLFS) not later than five (5) working days from referral. If, after the prescribed period, no action is taken by the CLFS, the Building Official may issue the Certificate of Occupancy with the condition that the fire safety requirements shall be complied with the prescribed period set forth in the Fire Code of the Philippines.
- b. In case of Industrial building/s structures a certificate from the National Pollution Control (NPCC) shall also be required.

2.1.4 Building Official's technical staff prepares assessment of fees.

2.1.5 Building Official reviews technical evaluation and assessment of fees and orders payment for the full amount of fees.

2.1.6. Building Official issues the Certificate of Occupancy in the form prescribed therefor (MPW Form 77-006-B)

2.1.6.1. A partial Certificate of Occupancy may be issued for the use or occupancy of a portion or portions of a building or structures prior to the completion of the entire building or structures.

2.1.6.2. Pursuant to Section 702 and 703 of the National Building Code, 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 type/s of occupancy is/are less hazardous based on life and fire risk than the original use or type of occupancy.

CERTIFICATES OF OCCUPANCY FOR BUILDINGS/STRUCTURES COMPLETED PRIOR TO THE EFFECTIVITY OF THE NATIONAL BUILDING CODE (P.D. 1096)

For statistical, structural and fire safety and zoning purposes, all buildings or structures constructed and occupied prior to PD 1096, without Certificate of Occupancy shall be required to secure said Certificate.

3.1. In order to obtain a Certificate of Occupancy for a building/structure constructed and occupied prior to the promulgation of PD 1096, the following procedure shall be followed:

3.1.1 The owner/applicant shall submit to the Building Official MPW Form No. 77-005-B, duly accomplished under oath together with the following attachments;

- 3.1.1.1. TCT, tax declaration with current tax receipt, deed of sale, lease contract to purchase, as the case may be, of the lot and/or house.
- 3.1.1.2. In the case of indigenous family dwellings and houses of mixed materials having an area not exceeding forty (40) square meters:
 - a. A simple sketch, signed by the owner or his authorized representative, showing the floor plans and elevations of the house, indicating thereon the dimensions in meters and materials used. For elevations photographs may suffice in place of a sketch.
 - b. Site plan showing the building in relations to the lot indicating thereon the location and dimensions of courts and yards as well as the firewalls, if any.
 - c. Vicinity map showing the street, street intersection and/or easily recognizable landmarks.
 - d. A sketch of the plumbing and electrical systems indicating the number and location of outlets, switches and main circuit breaker.
- 3.1.1.3. In the case of single-detached or duplex family dwellings/living units for the exclusive use of owner/applicant and his family, above forty (40) square meters in area:
 - a. As-built plans (Location and Site Plan, Architectural, Electrical, and Sanitary/Plumbing Plans) signed by a duly licensed Architect or Civil Engineer in case of architectural and structural plans, by a duly licensed Professional Electrical Engineer in case of electrical plans, by a duly licensed Sanitary Engineer in case of sanitary or plumbing installations of more than 20 units or Master Plumber in case of sanitary or plumbing installation not exceeding 20 units, by a Sanitary Engineer for sanitary installation of more than 20 units or Master Plumber for Sanitary installation not exceeding 20 units that the sanitary facilities are in order and by a Professional Electrical Engineer that the electrical installation are safe and in accordance with the basic requirements of the NBC.
 - b. A Certificate from a duly licensed Civil Engineer or Architect that the structure is safe, and the fire safety provisions are in order.
- 3.1.1.4. In the case of Category II and III Buildings/ Structures (commercial, industrial and institutional buildings including multi-family living units such as accessories, apartments, dormitories, hotels and the like):
 - a. TCT, tax declaration with current tax receipts, deed of sale, lease contract or contract to purchase as the case may be, of the lot and/or building/structure.
 - b. As-built plans (Location and Site Plan, Architectural, Structural, Electrical Mechanical and Sanitary/Plumbing Plans), signed and sealed by a duly licensed Architect or Civil Engineer in case of architectural and structural plans, by a duly licensed Professional Electrical Engineer in case of electrical plans, by a duly licensed Professional Mechanical Engineer in case of mechanical plans, by a duly licensed Sanitary Engineer in case of sanitary or plumbing installation of more than 20 units of Master Plumber in case of sanitary or plumbing installations, not exceeding 20 units.
 - c. Certifications from a duly licensed architect and/or civil engineer, electrical engineer, mechanical engineer and sanitary engineer or master plumber that the building/structure is architecturally and structurally sound, and that the electrical, mechanical (if any) and Sanitary/plumbing installations are in order (Refer to prescribed-forms therefor).
 - d. Fire Safety Inspection Certificate issued by the CLFS.

- 3.1.2. Buildings or houses belonging to Category I (single detached residential and duplex) for the exclusive use of that owner/applicant shall be exempted from payment of fees, provided that the application therefor is filed within two (2) years from the effectivity of this Rule. Failure of house owners to avail of the two (2) years grace period above set forth shall be a ground for the imposition of a fine of P1.00 per square meter of floor area. For buildings/structures belonging to Categories II and III, the fine shall be above. (This 2 years grace period expires on October 23, 1980).

**ANNEX "A-3" – PROCESSING OF APPLICATIONS FOR CERTIFICATE OF OCCUPANCY FOR
AS AMENDED BUILDING COMPLETED PRIOR TO THE EFFECTIVITY OF THE NATIONAL
BUILDING CODE (P.D. 1096).**

All buildings under Categories II and III in cities and municipalities with building ordinances prior to the promulgation of P.D. 1096, shall be required to secure certificates of occupancy if same are required under the said ordinances.

The following procedures shall be followed:

1. The owner/applicant shall submit to the Building Official MPW Form No. 77-005-B, duly accomplished under oath together with the following attachments:
 - 1.1 TCT or Real Property Tax Declaration or Deed of Absolute Sale and Tax Receipt for the current year if the lot is owned by the applicant/owner of the building.
 - 1.2 Contract of lease or written consent of the owner/administrator or contract to purchase or certificate of award (in case of government lots) if the applicant is not the owner of the lot.
 - 1.3 As-built plans (location and site plan, Architectural, Structural, Electrical, Mechanical and Sanitary/Plumbing Plans), signed and sealed by a duly licensed Architect or Civil Engineer in case of architectural and structural plans, by a duly licensed Professional Electrical Engineer in case of electrical plans, by a duly Professional Mechanical Engineer in case of mechanical plans, by a duly licensed Sanitary Engineer in case of sanitary or plumbing installation of more than 20 units or Master Plumber in case of sanitary or plumbing installations not exceeding 20 units.

NOTE: If the building/structure is found to be non-conforming with the approved zoning map, the pertinent provisions of the zoning ordinance of the locality shall be applied.

 - 1.4 Certifications from a duly licensed Civil Engineer, Electrical Engineer, Mechanical Engineer, Sanitary Engineer or Master Plumber, that the building/structure is structurally safe and the electrical-mechanical and sanitary installation are in order.
 - 1.5 Fire Safety Inspection Certificate issued by the Chief of Local Fire Service, INP.
 - 1.6 NPCC Certificate in the case of Industrial Buildings.
2. The Building Official may inspect the building to confirm the contents of the documents. If the Building Official is satisfied that all requirements have been complied with, he shall issue the Certificate of Occupancy.
3. At the instance of the owner or with his written consent or authorization in each case, buildings under Categories II and III constructed prior to the promulgation of P.D. 1096 in all other Cities and Municipalities without building ordinances or requirements for Certificates of Occupancy, may be issued a Certificate of Occupancy by the Building Official following the same procedures enumerated above and after payment of the corresponding fees therefor.
4. Building under Category I in all Cities and Municipalities whether or not with an existing building ordinances prior to P.D. 1096, may be issued Certificates of Occupancy by the Building Official at the instance of the owner or upon his written request or authorization provided that the same procedures (1 to 2) above are followed and after payment of the corresponding fees therefor.

FEES:

4.1 Category I (For Metro-Manila and 1st Class Cities)

a) Buildings with area not exceeding 100 sq. m.	P 50.00
b) Buildings with area above 100 sq. m. to 200 sq. m.	75.00
c) Buildings with area above 200 sq. m. to 300 sq. m.	100.00
d) Buildings with area above 300 sq. m. to 500 sq. m.	200.00
e) Buildings with area above 500 sq. m.	400.00

4.2 For all other Cities and Municipalities the fees shall be 50% of the above rates.

4.3 Category II (For Metro-Manila and 1st Class Cities)

a) Buildings with area up to 5,000 sq. m.	50.00
b) Buildings with area above 5,000 sq. m. up to	100.00
10,000 sq. m.	
c) Buildings with area above 10,000 sq. m. up to	200.00
20,000 sq. m.	
d) Buildings with area above 20,000 sq. m. up to	400.00
30,000 sq. m.	
e) Buildings with area above 30,000 sq. m.	800.00

4.4 For all other Cities and Municipalities the Fees shall be 50% of the above rates.

4.5 Category III (For Metro-Manila and 1st Class Cities)

a) Buildings with area up to 5,000 sq. m.	30.00
b) Buildings with area above 5,000 sq. m. up to	100.00
10,000 sq. m.	
c) Buildings with area above 10,000 sq. m. up to	200.00
20,000 sq. m.	
d) Buildings with area above 20,000 sq. m. up to	300.00
30,000 sq. m.	
e) Buildings with area above 30,000 sq. m.	600.00

4.6 For all other Cities and Municipalities the Fees shall be 50% of the above rates.

4. INTERIM GUIDELINES ON LAND DEVELOPMENT

In the absence of an official Land Use Plan, the following guidelines shall be observed:

- 4.1 The Building Official shall determine the major land use pattern in his respective area of jurisdiction in consultation with the Human Settlements Regulatory Commission (HSRC) or the local planning and/or development body. All new building constructions shall conform to this major use pattern.
- 4.2 Any form of land development such as site grading, construction of curbs and gutters, fencing, etc., shall not be allowed unless adequate provisions for environmental protection are made to safeguard the areas adjacent to the proposed development from flooding, pollution and other physical ill effects.
- 4.3 In cases of large-scale land development covering an area of 2,500 square meters or more, the consent of the homeowners and/or barangay association and adjacent property owners shall first be obtained before any permit is issued.
- 4.4 All land development projects covering housing subdivision and residential condominiums shall conform to the rules and regulations promulgated under PD 953 and 957 by the National Housing Authority (NHA). (NOTE: Under Executive Order No. 648 issued by President Marcos on Feb. 8, 1978, the NHA regulatory functions were transferred to the HSRC.)