



## Securing Building Inspection Clearance for Business Permit

### ABOUT THE SERVICE

A Building Permit is required prior to construction, erection, alteration, major repair, or renovation or conversion of any building / structure owned by government or private entities.

The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

<b>Department / Office:</b>	<b>CITY ENGINEER'S OFFICE</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government
<b>Who may avail</b>	Any Resident
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>4 copies Lot Plan with Certification of a Geodetic Engineer (GE) that the proposed building will not encroach on adjoining properties</li> </ul>	
<ul style="list-style-type: none"> <li>4 copies Site Development Plan indicating the setback/yard distances at the front, sides and back with Perspective</li> </ul>	
<ul style="list-style-type: none"> <li>4 sets Building Plans (Architectural, Structural, Sanitary / Plumbing, Electrical, Mechanical, Electronic)</li> </ul>	
<ul style="list-style-type: none"> <li>3 copies Bill of Materials and Cost Estimates</li> </ul>	
<ul style="list-style-type: none"> <li>3 copies Specifications</li> </ul>	
<ul style="list-style-type: none"> <li>3 copies Title of Property (Transfer Certificate of Title)</li> </ul>	
<ul style="list-style-type: none"> <li>3 copies Deed of Sale/Lease Contract/Contract to Sell, if the TCT is not in the name of the owner/applicant</li> </ul>	
<ul style="list-style-type: none"> <li>4 copies Latest Tax Declaration and Certificate of Real Property Tax Payment</li> </ul>	<ul style="list-style-type: none"> <li>City Assessors Office</li> </ul>
<ul style="list-style-type: none"> <li>1 piece Construction Logbook</li> </ul>	
<ul style="list-style-type: none"> <li>Application forms (building, Sanitary/plumbing, electrical, mechanical)</li> </ul>	
<ul style="list-style-type: none"> <li>2 copies Structural Design Computations with seismic analysis which conform to the latest NSCP – for 2 storeys and above or 1 storey with attic/ mezzanine/roof deck/penthouse</li> </ul>	
<ul style="list-style-type: none"> <li>2 copies previous approved plan or permit in case of addition, alteration and renovation</li> </ul>	
<ul style="list-style-type: none"> <li>2 copies certification regarding structural stability of existing foundation in case of addition</li> </ul>	
<ul style="list-style-type: none"> <li>2 copies Plate Load Test Analysis – for 2 storeys or 1 storey with attic/mezzanine/roof deck/penthouse</li> </ul>	
<ul style="list-style-type: none"> <li>2 copies Soil Boring Test Result – for 3 storeys and above or 2 storeys and above</li> </ul>	



with attic/mezzanine/roof deck/penthouse				
<ul style="list-style-type: none"> <li>• 2 copies Clearances from other government agencies exercising regulatory functions such as:             <ul style="list-style-type: none"> <li>○ Housing and Land Use Regulatory Board – for zoning and land use of all types of building / structure</li> <li>○ Bureau of Fire Protection – for all types of building / structure</li> <li>○ Environment and Natural Resources Office/Department of Environment and Natural Resources – for all commercial and industrial buildings</li> <li>○ Department of Labor and Employment – for industrial buildings</li> <li>○ Department of Health – for health hazard related building/structure</li> <li>○ Air Transportation Office – for building/structure exceeding 45.0 meters in height</li> <li>○ Philippine Tourism Authority – for tourist oriented project</li> <li>○ Department of Education Culture and Sports – for educational buildings</li> <li>○ Energy Regulatory Board – for gas stations</li> </ul> </li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Secure Building Permit Application Forms.</p> <p>Ask for building permit application forms with the list of requirements.</p>			2 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE)  SOCORRO B. FRUEL Administrative Aide I
<p>2. Secure 1st Endorsement to Other Offices/ Agencies.</p> <ul style="list-style-type: none"> <li>➤ Present the plans and the required supporting documents to any member of the Building Staff for initial verification of the requirements.</li> <li>➤ Then, an endorsement to other offices / agency (Fire Department, ENRO, DOLE,</li> </ul>			5 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE)  SOCORRO B. FRUEL Administrative Aide I  ARCH. JOHN DARYL M. MARTINEZ Architect I



<p>etc.) will be given to the applicant to secure the required clearances.</p>				
<p>3. Submit Requirements</p> <ul style="list-style-type: none"> <li>➤ Submit the plans and the required supporting documents and clearances to the receiving section.</li> <li>➤ In his/her absence, the other members of the Building staff will take charge.</li> </ul>			<p>15 minutes</p>	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p> <p>SOCORRO B. FRUEL Administrative Aide I</p>
	<p>Evaluation and Assessment</p> <p>4. Line and Grade Verification</p> <p>Technical staff in-charge will conduct site inspection to establish and determine setbacks and grades in relation to road lots, property lines, street or highways whether existing or proposed, including road widening and construction of various public utilities and other infrastructure project.</p> <ul style="list-style-type: none"> <li>➤ Civil engineer evaluates and assesses Line and Grade, Structural Plans and related documents.</li> <li>➤ Architects evaluates architectural plans and related documents.</li> <li>➤ The</li> </ul>		<p>60 minutes</p>	<p>ENGR. ELMER T. ALBO Engineer III (CE)</p> <p>ARCH. JOHN DARYL M. MARTINEZ Architect I</p> <p>ENGR. NELSON B. PRILLES Engineer III (ME)</p> <p>ENGR. GREGORY D. MORENO Engineer III (EE)</p>



	<p>sanitary/master plumber evaluates and assesses the plumbing/sanitary plans and related documents.</p> <p>➤ Mechanical engineer evaluates and assesses the mechanical plans and related documents.</p> <p>➤ Electrical engineer evaluates and assesses the electrical plans, electronic plans and related documents</p>			
<p>5. Inquiry of the Status of Application</p> <p>Inquire about the result of evaluation and assessment of his application.</p>			10 minutes	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p>
	<p>6. Returned Plans and Documents</p> <p>(OPTIONAL, if there are no deficiencies, proceed to Step #9) Receive the plans and documents for correction, if there are deficiencies found in the plans and pertinent documents.</p>		10 minutes	<p>SOCORRO B. FRUEL Administrative Aide I</p>
<p>7. Submit Lacking Documents / Corrected Plans</p> <p>Submit the lacking documents / corrected plans to any member of the Building Staff for review.</p>			10 minutes	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p> <p>SOCORRO B. FRUEL Administrative Aide I</p>
	<p>8. Review of Plans / Documents</p> <p>The technical staff reviews the submitted corrected</p>		15 minutes	<p>ENGR. ELMER T. ALBO Engineer III (CE)</p> <p>ARCH. JOHN DARYL M.</p>



	plans and completeness of documents for processing.			MARTINEZ Architect I  ENGR. GREGORY D. MORENO Engineer III (EE)  ENGR. NELSON B. PRILLES Engineer III (ME)
	9. Issuance of Order of Payment  Receive the Order of Payment if the application is found to be complete and in order.		5 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE)  SOCORRO B. FRUEL Administrative Aide I
10. Submit Official Receipt  Go back to the building office and submits the official receipt.			2 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE)  SOCORRO B. FRUEL Administrative Aide I
	11. Processing of Permits  Building Staff processes the plans and pertinent documents for final approval of the building official.		50 minutes	ENGR. ELMER T. ALBO Engineer III (CE)  ARCH. JOHN DARYL M. MARTINEZ Architect I  ENGR. GREGORY D. MORENO Engineer III (EE)  ENGR. NELSON B. PRILLES Engineer III (ME)
	12. Approval of Permit  Building Official approves the building permit.		10 minutes	ENGR. ALEXANDER N. CANING CGDH I / Acting Building Official
	13. Release of Permit  Receive the approved permit		5 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE)



	after one 1 day from submission of the official receipt.			SOCORRO B. FRUEL Administrative Aide I
<b>TOTAL</b>		P	3 hours and 10 minutes	

**CITY ENGINEER'S OFFICE**

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For more information, please contact:

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