



City Government of Imus
CITY BUILDING OFFICIAL OFFICE

CITIZEN'S CHARTER

OFFICE OF THE BUILDING OFFICIAL



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www.imus.gov.ph

CITIZEN'S CHARTER

OFFICE OF THE BUILDING OFFICIAL

The office is responsible for carrying out the provisions of the National Building Code (P.D. 1096) and its Implementing Rules and Regulations (IRR) in the field as well as the enforcement of orders and decisions made pursuant to the code.

FUNCTIONAL STATEMENT

The **Office of the Building Official** shall:

1. Implement regulations and requirements for the construction, alteration, renovation, conversion, use, occupancy and demolition of the buildings pursuant to the provisions of the National Building Code (P.D. 1096) as well as enforcements of related orders;
2. Issue the corresponding Building Permits upon evaluation for the new construction, extension, alteration or renovation, fencing, demolition, signage and excavation and ground preparation of buildings owned by government and private entities;
3. Inspect new building or structure before it is used and issue a Certificate of Occupancy to declare that the building is safe for occupancy;
4. Inspect new and additional, relocation or reconnection and alteration of electrical installations as conformed to the Philippine Electrical Code and issue a Certificate of Final Electrical Inspection (CFEI) as a requirement of Meralco for the installation of electrical meter connection;
5. Undertake annual inspections of the buildings or structures, commercial and industrial establishments to ensure the safety and stability of the said buildings and issue a Certificate of Annual Inspection for the operation of their business and keep an up-to-date record of their status;



6. Ensure that all changes, modification, and alterations in the design plans during the construction phase must be evaluated and the necessary mandatory permit must be issued.
7. Issue notice of violation and work stoppage order to all the buildings and establishments that are against the provisions of the National Building Code and its implementing rules and regulations and other mandated related codes for building construction and imposes appropriate penalties or surcharges for the said violation;



FRONTLINE SERVICES OFFERED

- Issuance of Building Permit for New Buildings – Residential and Commercial/Industrial
- Issuance of Building Permit for the Extension/Addition, Renovation, Fence and Alteration of Plans
- Issuance of other Building Permits for Renewal, Demolition, Signage and Excavation/Ground Preparation Permit
- Issuance of Certificate of Occupancy
- Issuance of Electrical/Wiring Permit
- Issuance of Certificate of Final Electrical Inspection (CFEI)
- Issuance of Clearance for New and Renewal of Business Permit Application

FRONTLINE SERVICES PROCEDURE

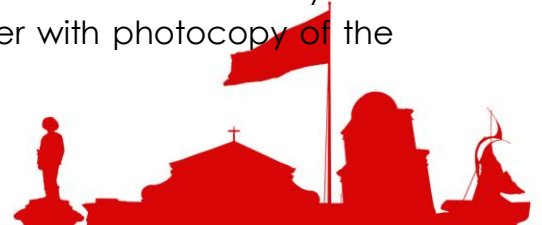
ISSUANCE OF BUILDING PERMIT FOR NEW BUILDINGS – RESIDENTIAL AND COMMERCIAL OR INDUSTRIAL

WHO MAY AVAIL THE SERVICE:

- Any person or company who intends to construct a new building in the City of Imus

REQUIREMENT(S):

- Application forms (Building, Sanitary/Plumbing, Electrical, Mechanical) signed by the owner and must be properly filled-up
- Five (5) copies of Lot Plan with Certificate from a Geodetic Engineer (GE) that the proposed building will not encroach on any adjoining properties
- Five (5) copies of Site Development Plan indicating the setback/yard distances at the front, sides and back with Perspective
- 5 sets of Building Plans (Architectural, Structural, Sanitary/Plumbing, Electrical, Mechanical) signed by the owner
- Five (5) copies of Bill of Materials and Cost Estimates
- Five (5) copies of Project Specifications
- Two (2) copies of Structural Design Computations with seismic analysis which conform to the latest NSCP for two (2) storeys and above or one (1) storey with attic/mezzanine/roof deck/penthouse
 - **NOTE:** Documents stated must be signed and sealed by the respective licensed engineer or designer with photocopy of the PRC ID and PTR of the professionals



- Two (2) copies of Soil Boring Test Result for new buildings three (3) storey and above
- Two (2) copies of Certification regarding structural stability of existing foundation in case of addition
- One (1) Construction Logbook
- Five (5) copies of Transfer Certificate of Title (TCT) of the property lot, provide Deed of Sale, Contract to Sell, Contract of Lease or Authorization if the TCT is not in the name of the Applicant
- Five (5) copies of latest Tax Declaration
- Five (5) copies of Certificate of latest Real Property Tax Payment
- Two (2) copies of Clearance from other government agencies exercising regulatory functions such as:
 - City Planning and Development Office - for zoning and land use of all types of building/structure
 - Bureau of Fire Protection – for all types of building/structure
 - Department of Labor and Employment – for industrial buildings
 - Department of Health – for health hazard related building/structure
 - Air Transportation Office – for building/structure exceeding 45.0 meters in height
 - Philippine Tourism Authority – for tourist oriented project
 - Department of Education Culture and Sports – for educational buildings
- Barangay Endorsement or Resolution where the building is to be constructed.
- Compliance with BP 344 (for disabled person) should be indicated on detail of plans for commercial, institutional and public building.

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)



HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Secure the endorsement to other offices/agencies	Assess the requirements and endorse to the Zoning Department, Bureau of Fire Protection and other concerned agencies	Engr. Rodel Pelaez; Engr. Josephine Hernandez; Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	15 minutes
2	Submit the requirements and required clearances and get the claim sub	Assess the requirements and issue the claim stub	Judylyn Villanueva; Emerabel Pasao Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
3	Follow-up the application after 5-7 working days	Process the request	Engr. Francisco Machinal ; Arch. Reynan Harlea; Engr. Leah Gatpandan; Engr. Reyjansen Sapinoso; Engr. Kit Jasper Paredes; Engr. Josephine Hernandez; Engr. Leonardo Aliscad	*14 days



		Approve the application	Engr. Rodel Pelaez; Engr. Josephine Hernandez	1 day
		Assess the fees and issue the order of payment	Juanito Bautista; Engr. Kit Jasper Paredes	
4	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
5	Present the original and photocopy of the O.R.	Prepare the Building Permit	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
6	Receive the document	Release the document	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				15 days and 25 minutes
END OF TRANSACTION				



Note: Applicants will be notified within 5-10 working days if the plans did not conform to the National Building Code of the Philippines (NBCP) and there are lacking requirements as per evaluation of the engineers. Upon compliance with all the requirements, processing of the building permit shall proceed.

*As per Section 304.1 for Issuance of Building Permit of the National Building Code of the Philippines:

“When the application for Building Permit and the plans and specification submitted herewith conforms to the requirements of the Codes and its Implementing Rules and Regulation (IRR), the Building Official shall within fifteen (15) days from payment of the required fees by the applicant, issue the Building Permit applied for.”

ISSUANCE OF BUILDING PERMIT FOR THE EXTENSION, ADDITION, RENOVATION, FENCE AND ALTERATION OF PLANS

WHO MAY AVAIL THE SERVICE:

- All residents, non-residents and companies in the City of Imus who already applied for a Building Permit

REQUIREMENT(S):

- Accomplished forms, signed and sealed by designers or engineers and signed by the owner or applicant
- Three (3) sets of Building Plans (Architectural, Structural, Sanitary or Plumbing, Electrical), existing plan must be reflected on the submitted plans signed and sealed by engineers and signed by the owner
- Three (3) sets of Bill of Materials and Specifications (signed and sealed)
- Three (3) sets of Lot Plan
- Three (3) sets of Transfer Certificate of Title (TCT), if TCT is not in the name of the applicant, provide Contract to Sell or Deed of Sale or Contract of Lease or Authorization
- Three (3) sets – Barangay Endorsement or Resolution
- Photocopy of valid PRC ID and PTR of engineer



FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements and get the claim stub	Assess the requirements and issue the claim stub	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
		Process the request	Engr. Francisco Machinal ; Arch. Reynan Harlea; Engr. Leah Gatpandan; Engr. Reyjansen Sapinoso; Engr. Kit Jasper Paredes; Engr. Josephine Hernandez;	5 days
		Approve the application	Engr. Rodel Pelaez; Engr. Josephine Hernandez	
		Assess the Fees and issue the order of payment	Juanito Bautista; Engr. Kit Jasper Paredes	
2	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2minutes



3	Present the original and photocopy of the O.R.	Prepare the Building Permit	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
4	Receive the document	Release the document	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				5 days and 25 minutes
END OF TRANSACTION				

Note: Applicants will be notified within 3-4 days if the plans did not conform to the NBCP. Upon compliance of the requirements, processing of the Building permit shall proceed.

ISSUANCE OF OTHER BUILDING PERMITS FOR RENEWAL, DEMOLITION, SIGNAGE AND EXCAVATION OR GROUND PREPARATION PERMIT

WHO MAY AVAIL THE SERVICE:

- Any person or company who intends to demolish a structure, excavate, install signage and renew the Building Permit in the City of Imus

REQUIREMENT(S):

Renewal Permit:

- Application form signed by the applicant, signed and sealed by professional and properly filled-out
- Approved Building Permit and Building Plans



Demolition Permit:

- Demolition permit form
- Sketch plan of area to be demolished or picture of building to be demolished
- Transfer Certificate of Title (TCT) of the property
- Barangay Endorsement

Sign Permit:

- Sign Permit Form
- Electrical Permit Form whenever there is an electrical connection
- Three (3) sets of plans and design of signage duly signed by a licensed professional
- Location or vicinity plan
- Lot documents

Excavation or Ground Preparation Permit:

- Accomplished Excavation Permit form signed and sealed by a licensed professional
- One (1) set – Architectural and Structural Plan
- Transfer Certificate of Title (TCT) of lot

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Assess the requirements	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
		Approve of the Permit	Engr. Rodel Pelaez; Engr. Josephine Hernandez	10 minutes



		Assess the fees and issue the order of payment	Juanito Bautista; Engr. Kit Jasper Paredes	10 minutes
2	Pay the required fees at the City Treasurer's Office	Receive payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Present the original and photocopy of the O.R.	Prepare the Permit	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	15 minutes
4	Receive the Permit	Release the Permit	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				50 minutes
END OF TRANSACTION				

ISSUANCE OF CERTIFICATE OF OCCUPANCY

WHO MAY AVAIL THE SERVICE:

- Any person or company who was issued a Building permit in the City of Imus may apply upon completion of the building and ready for occupancy.

REQUIREMENT(S):

- Fully accomplished completion form, signed and sealed by the respective licensed professionals
- Pictures of the building (4 sides)
- Three (3) sets of as-built plan if there is a deviation in the approved plan
- Inspection Report of the Office of the Building Official's Inspectors
- Construction logbook



- Clearances from:
 - Bureau of fire protection for the Certificate of Fire Safety
 - Treasurer's office for the Contractor's Tax

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Secure the list of requirements and request the schedule of inspection of the building	Provide the list of requirements and schedule the inspection (See Appendix 1 for the schedule of inspection)	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
2	Undergo the inspection of the building	Inspect the Building Structure	Engr. Rodel Pelaez; Engr. Josephine Hernandez; Engr. Leonardo Aliscad; Engr. Leah Gatpandan; Arch. Reynan Harlea; Engr. Francisco Machinal; Connel Orque; Engr. Kit Jasper Paredes; Engr. Reyjansen Sapinoso	30 minutes to 2 hours depending on the scope of the project



3	Submit the requirements	Assess the requirements	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
4	Receive the order of payment	Assess the fees and issue the order of payment	Engr. Josephine Hernandez; Engr. Leonardo Aliscad; Engr. Leah Gatpandan; Arch. Reynan Harlea; Engr. Francisco Machinal; Engr. Reyjansen Sapinoso	20 minutes
5	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
6	Present the original and photocopy of the O.R.	Receive the O.R. and prepare the Certificate of Occupancy	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	15 minutes
		Approve the Certificate of Occupancy	Engr. Rodel Pelaez; Engr. Josephine Hernandez; Engr. Leonardo Aliscad; Engr. Leah Gatpandan; Arch. Reynan Harlea; Engr.	1 hour



			Francisco Machinal; Engr. Kit Jasper Paredes; Engr. Reyjansen Sapinosa	
7	Receive the Certificate	Release the Certificate	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	3minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				4 hours
END OF TRANSACTION				

Note: If the inspector's report stated that there are violations, deviations, addition in the approved Building plans ; the application shall be withheld pending compliance of the needed requirements for completion before moving to the next step.

ISSUANCE OF ELECTRICAL OR WIRING PERMIT

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents who own a building in the City of Imus and intend to apply for electrical and wiring permit

REQUIREMENT(S):

- Transfer Certificate of Title (TCT) of the lot where building is erected, if the applicant is not the lot owner, provide either of the following:
 - Deed of Sale or Contract to Sell
 - Authorization from lot owner
 - Proof of relationship to the lot owner
- Electrical/Wiring Permit form duly signed by an Electrical Engineer or Registered Electrician

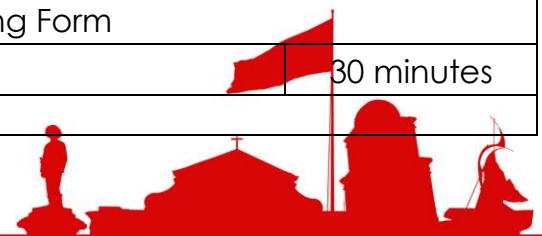


FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Assess the requirements	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	5 minutes
		Assess the fees and issue the order of payment	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	5 minutes
2	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Present the original and photocopy of the O.R.	Receive the OR and prepare the Electrical or Wiring Permit	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
		Approve the Permit	Engr. Rodel Pelaez; Engr. Josephine Hernandez	5 minutes
4	Receive the Permit	Release the Permit	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				30 minutes
END OF TRANSACTION				



ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

WHO MAY AVAIL THE SERVICE:

- All residents and non-residents with approved application for Electric Meter Connection from Meralco with building situated in the City of Imus

REQUIREMENT(S):

- Yellow Card issued by MERALCO with a request to secure for CFEI
- Inspection report of the Electrical Inspector
- Transfer Certificate of Title of the lot where the building is erected
- Proof of ownership if the lot title is not in the name of the applicant , provide Contract to sell, Deed of Sale, Agreement and Authorization
- For new connection, provide Occupancy Permit
- For reconnection/relocation/separation of electric meter base with addition/extension/renovation of building, provide Building Permit

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the inspection request form and the yellow card issued by Meralco	Receive the yellow card and inspection request form and inform the inspection schedule (See Annex 2 for the schedule of inspection)	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
2	Be present during the inspection	Inspect the installed Electric Meter Base and wiring connections	Engr. Leonardo Aliscad; Engr. Leah Gatpandan; Wilfredo Saria; Juanito B. Bautista	30 minutes



3	Submit the requirements	Assess the requirements	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	5 minutes
		Assess the fees and issue the order of payment	Engr. Leonardo Aliscad; Wilfredo Saria	10 minutes
4	Pay the required fees at the City Treasurer's Office	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
5	Present the original and photocopy of the O.R.	Receive the OR and prepare the document	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	10 minutes
		Approve the document	Engr. Rodel Pelaez; Engr. Josephine Hernandez; Engr. Leonardo Aliscad; Wilfredo Saria	5 minutes
6	Receive the document	Release the document	Judylyn Villanueva; Emerabel Pasao; Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				1 hour and 15 minutes
END OF TRANSACTION				



Note: The inspectors will leave the Inspection report in the inspected building indicating the documents or requirements to be submitted for the issuance of CFEI. If the applicant can't comply with the requirements, the application for CFEI shall be withheld.

ISSUANCE OF CLEARANCE FOR NEW AND RENEWAL OF BUSINESS PERMIT APPLICATION

WHO MAY AVAIL THE SERVICE:

- All business taxpayers in The City of Imus

REQUIREMENT(S):

- Building Permit
- Occupancy Permit
- Duly accomplished application form

FEE(S)/CHARGE(S):

- Refer to the Annual Inspection Fees at the 2005 Revised Edition of the National Building Code (P.D. 1096)

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the application form	Assess the application	Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala; Roel Pelaez	10 minutes
2	Receive the approved application with the assessed fees	Assess the fees	Kristine Marie Pakingan; Razil Benitez; Cresencia Parnala; Roel Pelaez	5 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				15 minutes
END OF TRANSACTION				



Note: If the building for the Business Operation was verified to have no Building Permit and Occupancy Permit and have violations on the building construction, the application for Business Permit is withheld. If the building is in compliance, proceed to Step 2.



ANNEX 1

SCHEDULE OF INSPECTION FOR OCCUPANCY PERMIT

DAY	LOCATION/BARANGAY	INSPECTORS
Tuesday & Thursday	Pasong Buaya 1 & 2; Buhay na Tubig; Palico 1 & 2; Bahayang Pag-asa Subdivisions	Engr. Leah Gatpandan; Engr. Leonardo Aliscad
Monday & Wednesday	Bucandala 1-5; Malagasang 1 & 2	
Tuesday & Thursday	Anabu 1 & 2; Tanzang Luma 1-4	Engr. Reyjansen Sapinoso; Engr. Kit Jasper Paredes;
Monday & Wednesday	Alapan 1 & 2; Carsadang Bago 1 & 2	
Tuesday & Thursday	Poblacion 1-4; Toclong 1 & 2;	Arch. Reynan Harlea
Monday & Wednesday	Bayan Luma 1-9; Medicion 1 & 2 Pag-asa 1 & 2	Engr. Frank Machinal



ANNEX 2

SCHEDULE OF INSPECTION FOR CFEI

DAY	LOCATION/BARANGAY	INSPECTORS
Monday & Wednesday	Poblacion 1-4; Toclong 1 & 2; Carsadang Bago 1 & 2; Medicion 1 & 2; Pag-asa 1 & 2; Alapan 1 & 2; & All subdivisions along Nia Road	Wilfredo Saria; Juanito Bautista
Tuesday and Thursday	Palico 1-4; Buhay na Tubig; Pasong Buaya 1 & 2; All subdivisions @ Bahayang Pag-asa	Engr. Lea Gatpandan; Engr. Leonardo Aliscad
	Tanzang Luma 1-6; Bayan Luma 1-9; Anabu 1 & 2; Bucandala 1-4; Malagasang 1 & 2	Wilfredo Saria; Juanito Bautista



Location: The **Office of the Building Official** is located at the 4th level of the New Imus City Hall Building

Engr. Rodel B. Pelaez
Building Official – OIC

You can also contact us at:

(046) 471-2852

(046) 471-1762

0943-551-3285

Or email us at:

imusbuildingoffice@gmail.com

