

ADMINISTRATION AND ENFORCEMENT

Phases of Building Permit/Construction –

➡ Pre – Construction Phase/ Steps & Procedures in Processing application for Building Permit

➡ Step 1 – Receiving

- documents check for completeness including clearances,
- if found incomplete or deficient, advise applicant to complete/correct or rectify,
- requirements compliance, advise applicant to pay the non-refundable application fee.
- proceed/forward to Line & Grade Section.

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Phases of Building Permit/Construction –

➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ Line and Grade verification;

- established line and grade on all sides of the lot based on the technical description of TCT.
- Indicate physical & environmental constraints, Ex. Road & widening, River/creek, etc.
- access to the site or property.
- foundation encroaching public property.

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➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ Step 2 – Architectural Section

- compliance to type/s of occupancy/use
- Compliance to setback/easement, safety, parking and accessibility requirements
- if found deficient, return with statement of error/corrections for compliance,
- resubmitted corrected docs found complied substantially, proceed to other sections

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➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ Steps 3 to 6 – Sectional Evaluations

- Land Use & Zoning
- Civil/Structural
- Electrical
- Mechanical
- Sanitary
- Plumbing
- Electronics
- Geodetic
- Others

➡ Could be less processing for simple or more complicated for large structures.

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➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ Steps 7 to 10 – Consolidations of all evaluations

- Final Evaluation by the Chief Processing Unit
- Recommendations to the Building Official

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Phases of Building Permit/Construction –

➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ Steps 11 – The Building Official action;

- refer one set of plans/specs to the BFP c/o City/Mun. Fire Marshall, to act in 5 days.
- prepare Order of Payment, including Fire Service Fund based on Table II.G.1.
- All in Order, forward for payment to local treasurer's office of the assessed/corresponding fees.

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Phases of Building Permit/Construction –

➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ Steps 12 – The Building Official action;

- Signs/issues Building Permit and accompanying Ancillary/Accessory Permits upon presentation of Official Receipts and Fire Safety Check issued by the BFP
- Forward all processed/signed documents for Recording and Releasing Section.

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➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ Steps 13 – Recording and Releasing Section

- After recording, releases to the applicant,
- Terms and conditions appearing in the Building Permit issued shall be observed where applicable.

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Phases of Building Permit/Construction –

➡ Pre – Construction Phase/ Steps & Procedures in Processing application for BP (cont'd)

➡ The Building Official actions on BP application;

- can invite/summon , in writing, the applicant or his designer to amplify ambiguous items on plans/specifications/
- in the exercise of Sect. 306 of PD, Re: non-issuance, suspension or revocation of Building Permit, applicant can make an Appeal to the Secretary of DPWH within 15 days upon receipt of such action.