



BUILDING PERMIT

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Receiving of application form (with all the requirements)	• Fanny Santiago	30 mins.	Malabon Constituents	<ol style="list-style-type: none"> 1. Locational Clearance 2. Fire Endorsement 3. Plan signed by the following (5 sets): <ul style="list-style-type: none"> • Geodetic Engineer of survey plans • Architect in case of Architectural plans and BP 344 • Civil/Structural Engineer in case of Structural plans • Master Plumber in case of Plumbing plans • Electronics Communications Engineer in case of Electronic plans • Professional Electrical Engineer in case of Electrical plans • Professional Mechanical Engineer in case of Mechanical plans • Sanitary Engineer in case of Sanitary plans 4. Certified true copy of Transfer Certificate of Title 5. Barangay Clearance 6. Photocopy of Tax Declaration/Tax Clearance 7. Specification of Materials 8. Bill of materials 9. Boring or load tests for building 3-storey or higher 10. Construction logbook 11. Photocopy of PRC and PTR of Design Professionals 12. Clearance from other agencies required: <ul style="list-style-type: none"> • DPWH 	Refer to PD 1096 "National Building Code of the Philippines"	
2. Designate respective evaluators / inspectors for initial evaluation / inspection (Evaluate application and conduct ocular inspection on the site/location)	NORTH BUILDING <ul style="list-style-type: none"> • Gerardo Pascual • Ardenio Domingo • Antonio Calleja • George So • Sonny Lopez SOUTH BUILDING <ul style="list-style-type: none"> • Valwin Caunar • Jephthe Manalo • Christopher Pascual • Lawrence Aquino • Ryan Aclera ELECTRICAL <ul style="list-style-type: none"> • Wilson Alvarado • Edgardo Cruz • Celso Abarro • Ronnie Empleo • Joey Tengson • Julio Lucas MECHANICAL <ul style="list-style-type: none"> • Engr. Rex Salceda 	6 days				
3. Prepare recommendation for approval of building permit and submit final evaluation on the project applied.	NORTH BUILDING <ul style="list-style-type: none"> • Arch. Richard Gamayao SOUTH BUILDING <ul style="list-style-type: none"> • Engr. Macalino Galvez ELECTRICAL <ul style="list-style-type: none"> • Engr. Reynaldo Ona MECHANICAL <ul style="list-style-type: none"> • Engr. Romeo Belina 	2 days				
4. Approval of Building Permit	• Engr. Edgardo Yanga	2 days				
5. Payment of necessary fees	CITY TREASURER'S OFFICE <ul style="list-style-type: none"> • Melissa Santos (Window 2) • Syra Matito (Window 3) 	3 mins.				
6. Releasing of Building Permit	• Fanny Santiago	30 mins.				

				<ul style="list-style-type: none">•ATO•Housing Use Regulatory Board•LGU•DOT•DENR•DOTC•DILG•PPA•Maynilad•NHA•National Council for the Welfare of Disabled Persons•Others <p>3. Official Receipt / Proof of payment (included in the business permit)</p>		
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