

CITIZEN'S CHARTER

Local Government Unit of Cabadbaran City

Department: Office of the City Building Official

Titles

- I. BUILDING PERMIT & ANCELLIARY PERMITS
- II. OCCUPANCY PERMIT
- III. FENCING PERMIT
- IV. SIGN PERMIT
- V. DEMOLATION PERMIT

- VI. EXCAVATION & GROUND PREPARATION
- VII. TEMPORARY ELECTRICAL PERMIT
- VIII. SCAFFOLDING PERMIT
- IX. ROAD ALTERATION

REVISION NO. : **2**

ISSUE NO. : **3**

APPLICATION : **1/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of BUILDING Permit Application	1. Secure Application for Building & Ancellary Permit	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Proceed to CPDC Department for zoning clearance.	CPDC Department	n/a	1 set of Designed Plan 4 copies of Perspective (front page) Zoning Application with O.R. Land Title/ Tax Dec. (Affidavit) Vicinity Map 1 copy of Estimates	n/a	n/a	Engr. Bernard Paul C. Teanio
	4. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	5. Payment of Fees/Permits (Order of Payment)	Treasurers Office	n/a	Basic Fees Basic Fees Basic Fees (Indigent Application)	Filing Fee Ins. & Verification Doc. Stamp Mayors Permit	Php.100 Php.200 Php.15 Php.30	Assigned Casher
				per Floor Area (sq.meter) per Unit per KW Load per lineal meter per Square Meter Per Unit per Unit, per KW per lineal meter, per meter per cubic meter	Building Fee Plumbing Fee Electrical Fee Line & Grade Sign Fee Electronic Fee Mechanical Fee Civil/Structural Fee Excavation	Depeds on Plan	
6. Proceed and obtain (FSEC) Fire Safety Evaluation Certificate	Bureau of Fire Protection (BFP)	n/a	1 set of Designed Plan, 3 copies of Perspective (front page) O.R. for Building Fee & Zoning Fee 1 copy of Estimates Transmittal Letter	n/a	n/a	BFP Assigned Personnel	

	<p>7. Submit the ff.</p> <p>a. 5 sets of Technical Documents * Designed Plan (Signed & Sealed)</p> <p>b. 5 copies of Building & Ancillary Permit * Ancillary Permit Applications - Electrical/Mechanical/Sign - Sanitary/Plumbing/Electronics - Civil/Structural/Architectural - Demolation*</p> <p>c. 5 sets of Bill Of Materials & Estimates</p> <p>d. 5 copies of Structural Design Analysis</p> <p>e. 5 copies of Electrical Design Analysis</p> <p>f. 5 copies Tax Receipt for current year</p> <p>g. 5 copies of Lot Plan (Signed & Sealed)</p> <p>h. 5 copies of Seismic Analysis for >7.5m Bldg.</p> <p>i. 2 copies of Soil Test for 3rd story Bldg.</p> <p>h. O.R. for Building Fee and Zoning Fee</p>	(Application Desk) Building Office	5 minutes	<p>1. Cedula</p> <p>2. Certified True Copy of Land Title, Tax Declaration, Deed of Absolute Sale or Contract Lease</p> <p>3. Tree Planting Certificate</p> <p>4. Barangay Certification</p> <p>5. other related Agencies for certification & clearance.</p> <p>6. Zoning Clearance</p> <p>7. Fire Safety Evaluation Certificate</p> <p>8. Other related Agencies for certification & clearance. **(Original and Photocopy)</p>	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	8. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	9. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang
	10. Approval of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

PREPARED BY:

LOUIEL C. BULANG REE,RME
ENGINEER 1

NOTED BY:

ENGR. CELSO S. DELABAHAN
BUILDING OFFICIAL

APPROVED BY:

KATRINA MARIE "KAT" O. MORTOLA
CITY MAYOR

CITIZEN'S CHARTER

Local Government Unit of Cabadbaran City

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REVISION NO. : **2**
 ISSUE NO. : **3**
 APPLICATION : **2/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of OCCUPANCY Permit Application	1. Secure Application for OCCUPANCY	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Proceed and obtain Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection (BFP)	n/a	Original Copy of FSEC FSEC O.R.	n/a	n/a	BFP Assigned Personnel
	4. Payment of Fees/Permits (Order of Payment)	Treasurers Office	n/a	Basic Fees	Filing Fee	Php.100	Assigned Casher
				Basic Fees	Ins. & Verification	Php.200	
				Basic Fees	Doc. Stamp	Php.15	
				Basic Fees	Mayors Permit	Php.30	
				per Applied Ancilliary Permit per estimates	OCBO Certification OCCUPANCY	Depeds on Plan	
	5. Submit the ff. a. 5 sets of Technical Documents * Designed Plan (if requires AS BUILT) b. 3 copies of COMPLETION c. 2 copies of Occupancy Application d. Log Book with Signed & Sealed e. 2 copies of Bill Of Materials & Estimates f. 2 copies of Structural Design Analysis g. 2 copies of Electrical Design Analysis h. Approved Building & Ancilliary Permits i. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification 3. Picture of the Building Structure **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
6. Entry/Printing of Submitted Documents	Building Office	20 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.	
7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang	
8. Approval of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan	
TOTAL	Minutes Days	Building Office	36 minutes 1 Day & 36 mins.				

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REVISION NO. : **2**

ISSUE NO. : **3**

APPLICATION : **3/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of FENCING Permit Application	1. Secure Application for FENCING	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	4. Payment of Fees/Permits (Order of Payment)	Treasurers Office	n/a	Basic Fees	Filing Fee	Php.100	Assigned Casher
				Basic Fees	Ins. & Verification	Php.200	
				per lineal meter, per meter height	Fencing Fee	Depeds on Plan	
	5. Submit the ff. a. 5 sets of Technical Documents * Designed Plan (Signed & Sealed) b. 5 copies Tax Receipt for current year c. 5 copies of Lot Plan (Signed & Sealed) d. 5 copies Bill of Materials e. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	6. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.
7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang	
8. Signing of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan	
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

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REVISION NO. : **2**

ISSUE NO. : **3**

APPLICATION : **4/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of SIGN Permit Application	1. Secure Application for Sign	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	4. Payment of Fees/Permits (Order of Payment)	n/a	n/a	Basic Fees	Filing Fee	Php.100	Assigned Casher
				Basic Fees	Ins. & Verification	Php.200	
				per lineal meter, per meter height	Fencing Fee	Depeds on Plan	
	5. Submit the ff. a. 5 sets of Technical Documents * Designed Plan (Signed & Sealed) b. 5 copies Tax Receipt for current year c. 5 copies of Lot Plan (Signed & Sealed) d. 5 copies Bill of Materials e. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	6. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.
7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang	
8. Signing of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan	
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

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 APPLICATION : **5/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of DEMOLITION Permit Application	1. Secure Application for Demolition	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	4. Payment of Fees/Permits (Order of Payment)	n/a	n/a	Basic Fees Basic Fees Basic Fees per Floor Area (sq.meter)	Filing Fee Ins. & Verification Doc. Stamp Demolition Fee	Php.100 Php.200 Php.15 Depeds on Plan	Assigned Casher
	5. Submit the ff. a. 5 sets of Technical Documents * Designed Plan (Signed & Sealed) b. 5 copies Tax Receipt for current year c. 5 copies of Lot Plan (Signed & Sealed) d. 5 copies Bill of Materials e. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	6. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.
	7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang
	8. Signing of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

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REVISION NO. : **2**

ISSUE NO. : **3**

APPLICATION : **6/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of EXCAVATION & GROUND PREPARATION Permit Application	1. Secure Application for Excavation & Ground Preparation	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	4. Payment of Fees/Permits (Order of Payment)	Treasurers Office	n/a	Basic Fees	Filing Fee	Php.100	Assigned Cashier
				Basic Fees	Ins. & Verification	Php.200	
	5. Submit the ff. a. 5 sets of Technical Documents * Designed Plan (Signed & Sealed) b. 5 copies Tax Receipt for current year c. 5 copies of Lot Plan (Signed & Sealed) d. 5 copies Bill of Materials e. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	6. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.
	7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang
8. Signing of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan	
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

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REVISION NO. : **2**

ISSUE NO. : **3**

APPLICATION : **7/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of TEMPORARY ELECTRICAL CONNECTION Permit Application	1. Secure Application for TEMPORARY ELECTRICAL CONNECTION	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	4. Payment of Fees/Permits (Order of Payment)	Treasurers Office	n/a	Basic Fees Basic Fees Basic Fees per KW Load	Filing Fee Ins. & Verification Doc. Stamp Electrical Fee	Php.100 Php.200 Php.15 Depeds on Plan	Assigned Casher
	5. Submit the ff. a. 3 sets of ELECTRICAL PLAN * Designed Plan (Signed & Sealed) b. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	6. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.
	7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang
	8. Signing of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

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REVISION NO. : **2**

ISSUE NO. : **3**

APPLICATION : **8/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of SCAFFOLDING Permit Application	1. Secure Application for SCAFFOLDING PERMIT	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	4. Payment of Fees/Permits (Order of Payment)	Treasurers Office	n/a	Basic Fees Basic Fees Basic Fees per meter height	Filing Fee Ins. & Verification Doc. Stamp Scaffolding	Php.100 Php.200 Php.15 Depeds on Plan	Assigned Casher
	5. Submit the ff. a. 3 copies SITE LOCATION & PLAN b. 3 copies Bill of Materials c. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	6. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.
	7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang
	8. Signing of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

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APPLICATION : **9/9**

Frontline Services	Steps	Location	Processing Time	Form/s Required & Info.	Name of Payments	Fees/Charges	Responsible Employee/s
Issuance of ROAD ALTERATION Permit Application	1. Secure Application for ROAD ALTERATION	(Information Desk) Building Office	3 minutes	n/a	n/a	n/a	Leonidas Curato Jr.
	2. Site Inspection	Applicant Location	1 day	every THURSDAY and THURSDAY	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	3. Show 1 set of Designed Plan for Evaluation and Assessment	Building Office	20 minutes	n/a	n/a	n/a	Engr. Louiel C. Bulang
	4. Payment of Fees/Permits (Order of Payment)	Treasurers Office	n/a	Basic Fees	Filing Fee	Php.100	Assigned Casher
				Basic Fees	Ins. & Verification	Php.200	
				per cubic meter	Excavation	Depeds on Plan	
	5. Submit the ff. a. 3 copies SITE LOCATION & PLAN b. 3 copies Bill of Materials c. O.R. for Building Fee and Zoning Fee	(Application Desk) Building Office	5 minutes	1. Cedula 2. Barangay Certification **(Original and Photocopy)	n/a	n/a	Engr. Louiel C. Bulang Leonidas Curato Jr.
	6. Entry/Printing of Submitted Documents	Building Office	15 minutes	all Documents	n/a	n/a	Leonidas Curato Jr.
7. Signing of Documents	Building Office	5 minutes	Inspection / Assessment Report & all Documents	n/a	n/a	Engr. Louiel C. Bulang	
8. Signing of Building Official	Building Office	3 minutes	All Documents/Permit/Designed Plan	n/a	n/a	Engr. Celso S. Delabahan	
TOTAL	Minutes Days	Building Office	51 minutes 1 Day & 51mins.				

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