

# CITY ENGINEER'S OFFICE

Seminary Road, Brgy. Del Carmen, Iligan City, 9200

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**Frontline service** : **PROCESSING OF BUILDING PERMIT**

**Schedule of Availability of Service** : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who may Avail of the Service** : Those who will apply for a Building Permit

**What are the Requirements** :

## I. Residential / Commercial/ Institutional

A. For building floor area is 50 sq.m. and below (long bond paper size)

- 6 sets of building plans for structural, electrical, plumbing and location plan
- 4 copies of title of property (photocopy)
- 2 copies of tax declaration (photocopy)

Current real property tax receipt (2 photocopies)

*(Additional requirements in case the applicant is not the registered owner of the lot)*

- Duly notarized copy of the Contract of Lease or if lessee
- Duly notarized copy of the Deed of Absolute Sale, or
- Duly notarized copy of Consent and Authority form

B. For building floor area is above 50 sq.m. (standard plan)

*(Please see the requirements of building floor area is 50 sq.m. and below) with additional requirements:*

- 6 sets of building plans (structural, electrical, plumbing) with site development plan indicating the set back/yard distance at all sides with perspective at page 1.
- 1 copy of construction log book for 2 storey commercial building.
- 3 copies of structural design computation with seismic analysis which conforms to the latest NSCP – for 2 storeys and above, 1 storey with Attic/Mezzanine/ Roof deck/Penthouse.
- 2 copies of plate load test analysis for 3 to 4 storeys
- 2 copies of soil test for five storeys and higher.
- Construction Safety and Health Program

## II. Industrial Building

A. Floor area is 50 sq.m. and below

- Same as in residential/commercial/institutional building

*With additional requirement:*

- 6 copies of Mechanical Plan

B. Floor area is 50 sq.m. and above

- Same as in residential/commercial/institutional building

*With additional requirement:*

- 6 copies of Mechanical Plan
- 3 copies of Environmental Compliance
- Certificate / Environment and Natural Resources (ENRO) clearance
- 2 copies of Department of Labor and Employment (DOLE) clearance

**Duration** : **4 hours and 20 mins.**



## How to Avail of the Service :

### PROCESSING OF BUILDING PERMIT

STEP	APPLICANT/CLIENT	SERVICES PROVIDER	DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES	PERSON IN CHARGE	FEES	FORM/S
1	Submit application forms with complete requirements	<p>Received duly filled-out Building Permit application with complete requirements</p> <p>Schedule for inspection on site</p> <p>Conduct inspection on site</p> <p>Evaluate, assess plans and documents submitted if with deficiency, return to the owner for correction</p> <p>Issued statement of account for payment</p>	<p>30 mins.</p> <p>10 mins.</p> <p>1 hour</p> <p>Architectural -30 mins. Structural -30 mins. Plumbing -30 mins. Electrical -30 mins. Mechanical -30 mins.</p> <p>10 mins.</p>	<p>Engineering Assistant</p> <p>Building Inspector</p> <p>Engineer II, Electrical, Mechanical Inspector, Building Inspector, Master Plumber</p> <p>Engineer III Building Inspector Master Plumber Electrical Inspector Engineer III</p> <p>OIC-Division Head</p>	Per assessment is based on schedule of fees stipulated in the National Building Code	Building permit applicant form and other documents
<b>END OF TRANSACTION</b>						

