

CITIZEN'S CHARTER

Frontline Service: Issuance of Building Permit

Office: City Engineer's Office
3rd floor, City Hall Building

Schedule of Availability of Service:

Monday – Friday, 8:00 a.m. to 5:00 p.m. without noon break

Who may Avail of the Service?

- Any person who wants to build or improve a building in Angeles City

What are the Requirements?

1. Certified True Copy of Transfer Certificate of Title (TCT)
2. Lease Contract or Deed of Sale/ Consent from Land Owner
3. Real Property Tax Declaration
4. Real Property Tax Receipt
5. Certified Location Plan
6. Accomplished Building Permit Forms
 - Building Permit Form
 - Sanitary Plumbing Permit Form
 - Electrical/Electronics Permit Form
 - Mechanical Permit Form
7. Certified Building Plans
 - Architectural Plan
 - Structural Plan
 - Sanitary Plan
 - Electrical/Electronics Plan
 - Mechanical Plan
 - Fire Protection Plan for 3-Storey and above
8. Bill of Materials
9. Specifications
10. Structural Analysis for 2-storey building and above
11. Soil Test for 3-storey building and above
12. 3" Standpipe Plan for 3-Storey and 4-Storey Buildings (Sprinkler System Optional)
13. Sprinkler System Plan and Sewerage Treatment Plan for 5-Storey and above
14. Barangay Clearance (Barangay of the location of Building)
15. Tax Identification Number (TIN) of the Owner of Building
16. Community Tax Certificate (CTC) of the Owner of Building
17. Sign Board (2ft. x 3ft.)

Fees/Charges: Computation of fees is based on the Schedule of Fees as enumerated in the National Building Code of the Philippines

Duration (under normal circumstances): 4 hours and 35 minutes - Processing time
Actual release will rely on the issuance of Locational Clearance from Zoning Administration and Fire Safety Clearance from Bureau of Fire Protection



NO TO FIXERS & REDTAPE!

CITIZEN'S CHARTER

Frontline Service: Issuance of Building Permit

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under normal circumstances)	Person in Charge	Fees/ Charges	Forms
1	Submit the accomplished Application Form and all the requirements	Receive Application for Building Permit and verify all the requirements Advise the Applicant when to make a follow-up	15 minutes	Receiving Clerk	None	Application Form for Building Permit
2		Conduct site inspection	2 hrs.	Norbert Lagman Architect I Marlon Lingat Engineer III	None	None
3		Endorse Five (5) copies of Application to the Office of the Zoning Administrator for verification, inspection and issuance of Locational Clearance	15 minutes	Receiving Clerk	None	Application Form for Building Permit
4		Endorse Three (3) copies of Application to the Office of the Fire Marshall for review on Fire Safety and issuance of the Fire Safety Evaluation Clearance	15 minutes	Receiving Clerk	None	Application Form for Building Permit
5		Review of plans for: a. Line & Grade b. Architectural c. Structural d. Sanitary e. Electrical/ Electronics f. Mechanical	10 minutes 10 minutes 10 minutes 10 minutes	Norbert Lagman Architect I Marlon Lingat Engineer III Eden Jose Mendoza Project Dev't. Officer II Oscar F. Vitug, Jr. Architect IV	None	Submitted Plans
6	Make a follow-up	Assess fees and prepare Order of Payment Advise Applicant to proceed to City Treasurer's Office Windows 13 to 19 for payment of fees	20 minutes	Assessment Clerk	Computation is based on National Building Code of the Philippines	None
7	Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment	Receive payment and issue Official Receipt	5 minutes	Local Revenue Collection Officer	As stated in the Order of Payment	Order of Payment
8		Final review and verify Building Plans, documents and payments	15 minutes	Oscar F. Vitug, Jr. Architect IV	None	None
9		Final approve the Building Permit	15 minutes	Donato N. Dizon City Building Official	None	None
10	Receive the Building Permit	Issue the Building Permit	15 minutes	Releasing Clerk	None	None

END OF TRANSACTION



NO TO FIXERS & REDTAPE!