

City Engineer's Office

External Services

1. Building Permit Application

A Building Permit is issued by the Building Official (BO) to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR).

Office or Division:	Building Permit Division/One-Stop Shop for Construction Permits
Classification:	Highly Technical
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Four (4) copies of duly accomplished and notarized Application Form for Building Permit and the necessary Ancillary Permit Form	Legazpi City Website https://legazpi.gov.ph/services
Proof of lot/property ownership a. In case the applicant is the registered owner of the lot, one (1) certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds b. In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner	Registry of Deeds
Certification from a duly licensed and registered Geodetic Engineer that the proposed construction, renovation, alteration, repair or addition shall be within the property of the owner/applicant and will not encroach any adjoining property (<i>incorporated in the first page of Architectural Design Plans</i>)	
Four (4) sets of Survey Plans, Design Plans/Drawings, Specifications and other documents prepared, signed and sealed over the printed name of the respective duly licensed and registered design professionals, and approved by the owner/applicant	

Three (3) sets of Structural Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Civil/ Structural Engineer <i>(Applicable for all buildings/structures except for one storey and single detached building/structure with a total floor area of 20.00 sq. meters or less)</i>	
Boring and Load Test <i>(Applicable for buildings/structures of three (3) storeys and higher, lower building structures for areas with potential geological/geotechnical hazards, or if necessary in accordance with the provisions of the National Structural Code of the Philippines-NSCP)</i>	
Three (3) sets of Electrical Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Professional Electrical Engineer	
One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three specimen signatures) and sealed by the respective professionals	
Four (4) sets of duly notarized Bill of Materials/Cost Estimate of the building or structure to be erected, signed and sealed over the printed name by a duly licensed and registered Architect or Civil Engineer, and approved by the owner/applicant	
One (1) Construction Logbook, signed and sealed over the printed name of the duly licensed and registered Civil	
Engineer or Architect- In-Charge of construction, and signed by the owner/applicant	
Certificate of Approval of Construction Safety and Health Program (CSHP)	Department of Labor and Employment
Fire Safety Compliance Report (FSCR), if applicable <i>(as prescribed by the provisions of the Revised IRR of Fire Code of the Philippines)</i>	
Affidavit of Undertaking <i>(for clearances from National Government Agencies which can be submitted 30 days or less after the issuance of the Building Permit per JMC No. 2018-01, applicable for Simple Structures only)</i>	
Special Power of Attorney (for individuals) or Board Resolution/Secretary's Certificate (for corporations) for the authorized representative/signatory in behalf of the owner/applicant	
Other Zoning requirements, if necessary/applicable: <ul style="list-style-type: none"> a. Affidavit of Non-Objection b. Affidavit of Undertaking on Lot Occupancy c. Barangay Resolution/Endorsement d. Manifestation e. Simple Subdivision Approval/Copy of Approved Subdivision Plan f. Other pertinent documents based on the evaluation of the application 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B - Receiving Window)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If noncompliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Zoning Review and Evaluation	None	4 hours	<i>Zoning Evaluator Zoning Officer Zoning Administrator</i>
	1.5 If noncompliant, issue Notice of Deficiencies	None	30 minutes	<i>Zoning Evaluator Zoning Officer Zoning Administrator</i>
	1.6 Technical Review and Evaluation	None	3 days (for Simple Structures)	<i>Bureau of Fire and Trade Evaluators Building Permit Division Chief, Fire Marshall, Building Official</i>
	1.7 If noncompliant, issue Notice of Deficiencies	None	15 days (for Complex Structures)	<i>Building Permit Division Chief, Building Official</i>
	1.8 Prepare Consolidated Order of Payment	None		
	1.9 Review Consolidated Order of Payment	None	30 minutes	<i>Assessor Building Permit Division Chief</i>
	1.10 Approve Consolidated Order of Payment		1 hour	<i>Local Building Official</i>

2. Receive the Order of Payment (through SMS and E-mail) and Pay the Fees and Charges (Window A - Cashier or Online Payment)	2.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	2.2 Prepare Permits and Clearances for Issuance	None	1 hour	<i>Clerk</i>
	2.3 Recommend Issuance of Building Permit	None	1 hour	<i>Building Permit Division Chief</i>
	2.4 Approve Issuance of Building Permit	None	1 hour	<i>Building Official</i>
3. Receive the Building Permit, Locational Clearance and Fire Safety Evaluation Clearance (Window C - Releasing Window)	3.1 Release Building Permit, Locational Clearance and Fire Safety Evaluation Clearance	None	15 minutes	<i>Releasing Clerk</i>

NOTE:

- The **contents of all design plans/drawings, specifications and other documents** prepared by the respective design professionals must be based from the requirements as prescribed by the provisions of **Rule III, Section 302 (Application for Permits) of the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)** and the latest **Zoning Ordinance** of the City
- Only **COMPLETE** and **COMPLIANT** applications will be accepted
- **“SIMPLE STRUCTURES,”** under JMC 2018-01, are defined as structures with a maximum floor area of 1,500 sq. m., which covers the following types of structures: (a) Single dwelling residential of not more than three (3) storeys; (b) Commercial buildings of not more than two (2) storeys; (c) Renovation within a mall with issued Building Permit; and (d) Warehouse storing non-hazardous substance.

REQUIRED SIZE OF BUILDING PLANS

- **A3 (297 mm x 420 mm) or Standard Size** for **RESIDENTIAL BUILDINGS**
- **Standard Size (20” x 30” or 30” x 40”)** for **COMMERCIAL AND OTHER BUILDING TYPES**
- Plans must be drawn to scale of not less than **1:100 m** showing readable/clear/complete labels, dimensions and specifications

2. Certificate of Occupancy Application

A Certificate of Occupancy issued by the Building Official (BO) to an owner/applicant before using a building/structure. The purpose of obtaining the said permit is to confirm that the house or building is in a suitable living condition considering its compliance to the provisions of the code and to the submitted plans and specifications.

Office or Division:	Building Permit Division/One-Stop Shop for Construction Permits	
Classification:	Highly Technical	
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Three (3) copies of duly accomplished Application Form for Certificate of Occupancy		Legazpi City Website https://legazpi.gov.ph/services
Three (3) copies of duly accomplished and notarized form for Certificate of Completion		Legazpi City Website https://legazpi.gov.ph/services
Three (3) sets of As-Built Plans showing the deviations made from the approved building plans, prepared, signed and sealed over the printed names of the duly licensed and registered professionals who signed the approved building plans		
Certification from the Geodetic Engineer that the construction, alteration, repair or addition did not encroach any adjoining property (<i>incorporated in the first page of As-Built Architectural Design Plans</i>)		
One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three specimen signatures) and sealed by the respective design professionals		
Duly accomplished Construction Logbook with Certification from the duly licensed and registered Civil Engineer or Architect-In-Charge of construction		
Photographs of the completed structure showing front, sides and rear areas		
Fire Safety Compliance and Commissioning Report (FSCCR), if applicable (<i>as prescribed by the provisions of the Revised IRR of Fire Code of the Philippines</i>)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B - receiving Window)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If noncompliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Joint Site Inspection	None	2 days (for Simple Structures) 15 days (for Complex Structures)	<i>Zoning, Bureau of Fire and Trade Inspectors</i>
	1.5 Technical Review and Evaluation	None	30 minutes	<i>Zoning, Bureau of Fire and Trade Inspectors, Building Permit Division Chief, Zoning Administrator, Fire Marshall, Building Official</i>
	1.6 If noncompliant, issue Notice of Deficiencies	None	1 hour	<i>Building Permit Division Chief, Building Official,</i>
	1.7 Prepare Consolidated Order of Payment	None	1 hour	<i>Assessor</i>
	1.8 Review Consolidated Order of Payment	None	1 hour	<i>Building Permit Division Chief</i>
	1.9 Approve Consolidated Order of Payment			<i>Building Official</i>

2. Receive the Order of Payment (through SMS and E-mail) and Pay the Fees and Charges (Window A - Cashier or Online Payment)	2.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	2.2 Prepare Permits and	None	1 hour	<i>Clerk</i>
	2.3 Recommend Issuance of Certificate of Occupancy	None	1 hour	<i>Building Permit Division Chief</i>
	2.4 Approve Issuance of Certificate of Occupancy	None	1 hour	<i>Building Official</i>
3. Receive the Building Permit, Locational Clearance and Fire Safety Evaluation Clearance (Window C - Releasing Window)	3.1 Release Certificate of Occupancy and Fire Safety Inspection Certificate	None	15 minutes	<i>Releasing Clerk</i>

NOTE:

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REQUIRED SIZE OF BUILDING PLANS

- **A3 (297 mm x 420 mm) or Standard Size for RESIDENTIAL BUILDINGS**
- **Standard Size (20” x 30” or 30” x 40”)** for **COMMERCIAL AND OTHER BUILDING TYPES**
- Plans must be drawn to scale of not less than **1:100 m** showing readable/clear/complete labels, dimensions and specifications

3. Temporary/Permanent Wiring Permit and Certificate of Electrical Inspection (CEI)/Certificate of Final Electrical Inspection Application (CFEI)

Office or Division:	Building Permit Division	
Classification:	Complex	
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Letter of intent/request		Building Permit Division, City Engineer's Office
Four (4) copies of duly accomplished Application Form for Electrical Permit		Building Permit Division, City Engineer's Office
Electrical Design Plan, signed and sealed over the printed name of the duly licensed and registered Professional Electrical Engineer, and approved by the owner/applicant		
Sketch of Location		
Proof of lot/property ownership		
<ul style="list-style-type: none"> a. In case the applicant is the registered owner of the lot, one (1) certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds b. In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner c. If within a resettlement site, Certification from the Urban Poor Affairs Office that the applicant is the awardee of house/lot applied for 		<p>Registry of Deeds</p> <p>Urban Poor Affairs Office</p>
Photographs of the structure applied for showing front, sides and rear areas		
Barangay Clearance		Office of the Punong Barangay Concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window E)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If noncompliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Site Inspection	None	1 day	<i>Electrical Inspector</i>
	1.5 Prepare Order of Payment	None	1 hour	<i>Electrical Inspector</i>
	1.6 Technical Review and Evaluation	None	2 days	<i>Electrical Evaluator Building Permit Division Chief</i>
	1.7 If noncompliant, issue Notice of Deficiencies/ Notice of Denial	None	1 hour	<i>Building Permit Division Chief, Building Official</i>
2. Receive the Order of Payment (Window E)	2.1 Release Order of Payment	None	15 minutes	<i>Releasing Clerk</i>
3. Pay the Fees and Charges (Window A - Cashier)	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	3.2 Prepare Permit for Issuance	None	1 hour	<i>Clerk</i>
	3.3 Recommend Issuance Permit	None	1 hour	<i>Building Permit Division Chief</i>
	3.4 Approve Issuance of Permit	None	1 hour	<i>Building Official</i>
4. Receive the Temporary/ Permanent Wiring Permit and Certificate of Electrical Inspection (CEI)/Certificate of Final Electrical Inspection Application (CFEI) (Window E)	4.1 Release Temporary/ Permanent Wiring Permit and Certificate of Electrical Inspection (CEI)/Certificate of Final Electrical Inspection Application (CFEI)	None	15 minutes	<i>Clerk</i>