SECURING A BUILDING PERMIT

A Building Permit is required before construction can commence along with its Ancillary Permits, such as Electrical Permits, Sanitary/Plumbing Permits, Mechanical Permits, Electronics Permits.

Office Address : Ground Floor, Legislative Building, City Hall
                 Burgos-Hayes Streets
                 Cagayan de Oro City 9000

Contact No. : 857-2687 / 858-2823

Email Address : obo.cdoinfo@gmail.com

Frontline Personnel : Engr. Rico G. Lorono
                     Acting Chief, Processing Division

Office Head : Ar. Ma. Concepcion A. Alcantara
              OIC – City Building Office

Client/s : Applicants requesting for Building Permit and other Ancillary Permits

Requirement/s :

- Duly accomplished application form signed and sealed by the Designer and Construction In-Charge
- Five (5) sets of the following:
  - Building Plans signed and sealed by the registered architect or civil engineer
  - Bill of Materials (signed and sealed)
  - Specifications (signed and sealed)
  - Structural Design Computation
  - Soil Boring Test (3-storey and above)
- Site Development Plan signed and sealed by a registered Geodetic Engineer
- Transfer Certificate of Title (certified copy from the Registry of Deeds)
  If applicable, photocopies of the following:
  - Extrajudicial Settlement
  - Affidavit of Heirship
  - Deed of Absolute Sale
  - Certification/Authorization from the lot owner
  - Board Resolution or Secretary's Certificate or Authority for the signatories in the application
- Certified True Copies of the following documents:
  - Tax Declaration of lot
  - Current Tax Receipt
OFFICE OF THE CITY BUILDING OFFICIAL

- Barangay Construction Clearance
- Locational Clearance (CPDO)
- Homeowner’s Association Clearance (if applicable)
- Fire Safety Clearance issued by the Bureau of Fire Protection
- Construction Safety Health Program (DOLE)
- Environmental Compliance Certificate (ECC) for high-rise buildings, gas stations, warehouses, cell sites
- City Engineer’s Clearance for lot affected by city road development including sketch plan of the affected lot
- DPWH Clearance for lot affected by National Road Development, creeks and waterways including sketch plan of the affected lot

Schedule: Monday to Friday, 8:00 am - 5:00 PM

Fees:
- Residential - P 8.40 per square meter
- Commercial/Industrial/Institutional - P 23.00 per square meter
- Ancillary Permit fee - Available upon computation

Duration:
- Residential – 26 hours and 10 minutes
- Commercial/Industrial/Institutional – 40 hours

NOTE: Time frame excluding transactions with other offices

HOW TO AVAIL OF THE SERVICES:

<table>
<thead>
<tr>
<th>STEP</th>
<th>CLIENT ACTION</th>
<th>LGU ACTION</th>
<th>OFFICE OR UNIT AND PERSON RESPONSIBLE</th>
<th>LOCATION OF SERVICE</th>
<th>DURATION OF SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit accomplished form together with other requirements</td>
<td>Check if application form has been duly accomplished and requirements complete</td>
<td>Frontline Service Personnel (Engr. Maricar Cabanlas/Engr. Edgar Patriana)</td>
<td>City Building Office</td>
<td>30 minutes</td>
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|      |               | Technical evaluation of plans submitted if in accordance with the standards set by the National Building Code of the Philippines | Engr. Daniel S. Bacas/Engr. Hans B. Odi  
Engr. Rico G. Lorono  
Engr. Liane A. Magto  
Engr. Edgar Patriana  
Engr. Rosanna D. Rodriguez  
Ar. Ma.Concepcion A. Alcantara  
Engr. Terence V. Agusan  
Engr. Christian Lear F. Miquiabas  
Engr. Jean R. Neri  
Engr. Edwinilo G. Nave | City Building Office | 8 hours - residential  
21 hours - commercial |
|      |               | Site Inspection and verification | If compliant with the standards set by the National Building Code, record in the logbook | On-site | 8 hours |
|      |               | | | City Building Office | 15 minutes (residential)  
20 minutes (commercial) |
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</thead>
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<td></td>
<td></td>
<td>- Line &amp; Grade Officer</td>
<td>Engr. Terence Agusan/Engr. Edgar Patriana</td>
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<td></td>
<td></td>
<td>- Structural Officer</td>
<td>Engr. Edwinilo Nave</td>
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<tr>
<td></td>
<td></td>
<td>- Sanitary &amp; Plumbing Officer</td>
<td>Engr. Rico G. Lorono</td>
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<td></td>
<td></td>
<td>- Electrical Officer</td>
<td>Engr. Christian Lear F. Miquiabas&lt;br&gt;Ar. Ma. Concepcion A. Alcantara</td>
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<td>- Architectural Officer</td>
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<td>- BP 344 Officer</td>
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<td>- Electronics Officer</td>
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<td></td>
<td></td>
<td>Assessment of fees to be paid</td>
<td>Engr. Gualberto Daaca</td>
<td></td>
<td>40 mins. - residential 50 mins. - commercial</td>
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<tr>
<td>2</td>
<td>Pay the required Occupancy Fee</td>
<td>Receive Payment of client and issue Official Receipt (O.R)</td>
<td>Revenue Collector</td>
<td>Revenue Collector</td>
<td>City Treasurer's Office function</td>
</tr>
<tr>
<td>3</td>
<td>Present O.R. of payment of Building Permit and Contractor’s Tax</td>
<td>Final review and approval of Building Permit application</td>
<td>Ar. Ma. Concepcion A. Alcantara</td>
<td>City Building Office</td>
<td>20 minutes Residential, 30 minutes Commercial</td>
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<td>4</td>
<td>Claim approved Building Permit</td>
<td>Record, number and release of Building Permit</td>
<td>Mr. Referendum Jabla</td>
<td></td>
<td>25 minutes Residential, 50 minutes Commercial</td>
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