



## Office of the Building Official

### External Services

- I. Issuance of Building Permit
- II. Issuance of Occupancy Permit
- III. Issuance of Electrical Permit or Certificate of Final Electrical Inspection
- IV. Issuance of Mechanical Permit
- V. Issuance of Annual Building Inspection Certificates
- VI. Issuance of Excavation Permit
- VII. Issuance of Fencing Permit
- VIII. Issuance of Sign Permit
- IX. Issuance of Demolition Permit



## I. Issuance of Building Permit

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors, Building/ Home Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>For New Construction:</b></p> <p>I. Barangay Clearance/ Certification (For construction), Association Certificate, Consent of Owner, SPA.</p> <p>II. Transfer Certificate of Title, Tax Declaration, Deed of Absolute Sale, Waive of Rights, Contract of Lease, DENR Entry Pass/ Stub</p> <p>III. Contract/ Agreement (should include contract price) with general contractor.</p> <p>IV. Contract/ Agreement (should include contract price) with sub-contractor for Electrical and Mechanical, Sanitary/ Plumbing, Elevators, and all services required by the developer</p> <p>V. Fully Accomplished Application Forms:</p> <ul style="list-style-type: none"> <li>a. Building Permit Form</li> <li>b. Electrical</li> <li>c. Sanitary/ Plumbing</li> <li>d. Mechanical</li> <li>e. Fencing</li> <li>f. Excavation</li> <li>g. Demolition</li> </ul> <p>VI. 3 Sets of Plans and Specification</p>	<p>Accomplished Forms: Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>



<p>Notes:</p> <ol style="list-style-type: none"> <li>1. All application forms, plans, specification, design and computation, bill of materials should be sign and sealed by a duly licensed CE, ARCH, SE, PEE, PME, and Master Electrician.</li> <li>2. In case of large-scale development, subdivision, secure Development Permit from Sangguniang Panglungsod.</li> <li>3. Photocopy of PRC ID &amp; PTR, with original signed &amp; sealed. (2 COPIES)</li> <li>4. IAPOA of Architect. (2 COPIES)</li> </ol>	
<p><b>For Fit-out/ Renovation:</b></p> <p>I. Barangay Clearance (For construction), Consent of Owner, or SPA</p> <p>II. Contract of Lease, Condominium Certificate of Title, or Deed of Absolute Sale</p> <p>III. Fully Accomplished Application Forms:</p> <ol style="list-style-type: none"> <li>a. Building</li> <li>b. Electrical</li> <li>c. Sanitary/ Plumbing</li> <li>d. Mechanical</li> </ol> <p>IV. 3 SETS OF:</p> <ol style="list-style-type: none"> <li>a. Locational Plan, Site Development, Vicinity Map</li> <li>b. Architectural Plans/ Furniture Lay-out</li> <li>c. Structural Plans</li> <li>d. Sanitary / Plumbing Plans</li> <li>e. Electrical Plans</li> </ol>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>

<p>f. Mechanical Plans / Fire Protection Plans (if Applicable)</p> <p>g. Fire Suppression Plan / Gas Line Plan (for restaurants)</p> <p>V. 3 SETS OF:</p> <p>a. Bill of Material / Cost Estimate</p> <p>b. Specification</p> <p>VI. 3 Large Envelope</p> <p>VII. Clearances from other agencies</p> <p>a. Fire Safety Certificate Checklist and Fire Safety Evaluation Clearance (to be endorsed by LBO if all requirements are completed)</p> <p>b. Contractor's Tax Receipt / City Tax</p> <p>c. Construction Safety and Health Program (DOLE)</p> <p>d. PCAB License</p> <p>e. Picture of Location / Construction (Colored)</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. All application forms, plans, specification, design and computation, bill of materials should be sign and sealed by a duly licensed CE, ARCH, SE, PEE, PME, and Master Electrician.</li> <li>2. Photocopy of PRC ID &amp; PTR, with original signed &amp; sealed. (2 COPIES)</li> <li>3. IAPOA of Architect. (2 COPIES)</li> </ol>	<p style="text-align: center;">Applicant</p> <p>a. Bureau of Fire</p> <p>b. City Treasurer's Office</p> <p>c. Department of Labor and Employment</p> <p>d. Philippine Contractors Accreditation Board</p> <p>e. Applicant</p>
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CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff	
	None	10 working days	Building, Electrical, Mechanical, and Plumbing Evaluators of OBO	
	None	1 day	Section Head of OBO	
	N/A	1 day	Assessors of the OBO	
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if the application is for compliance, get the documents, comply with the requirements, and go back to step 1.	Building Permit Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff	
	None	30 mins	OBO Staff	
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	7 working days	Recording Section, OBO Staff	
	None	30 minutes	Building Official or his Authorized Representative	
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff	
<b>TOTAL</b>		<b>20 days</b>		



## II. Issuance of Occupancy Permit

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors/ Building Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Fully accomplished completion forms	Accomplished Forms: Applicant
II. 4 sets of As-built plans	Applicant
III. Approved Building Permit and Plan	Applicant
IV. Fire Safety Inspection Certificate (FSIC)	Bureau of Fire
V. Megger Test (Insulation Test)	Applicant
VI. Certificate of Final Electrical Inspection (CFEI)	Office of the Building Official
VII. Water Potability Certificate	City Health Office
VIII. Construction Logbook (Optional)	Applicant
IX. Picture of Location/Construction (Colored)	Applicant

<p>NOTES:</p> <ol style="list-style-type: none"> <li>1. All application forms and plans should be sign and sealed by a duly licensed CE, ARCH, SE, PEE, PME, and Master Electrician.</li> <li>2. Photocopy of PRC ID &amp; PTR, with original signed &amp; sealed. (2 COPIES)</li> <li>3. IAPOA of Architect. (2 COPIES)</li> </ol> <p>REQUIREMENTS FOR INSTALLATION OF LPG:</p> <ol style="list-style-type: none"> <li>1. Affidavit of Undertaking of the owner/ manager for use of LPG</li> <li>2. Certification of Safeness of the system from the installer/ supplier of the LPG Piping Lay-out and tanks (Gas Leak Report)</li> </ol>	
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CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff
	None	10 working days	Building, Electrical, Mechanical, and Plumbing Evaluators of OBO
	None	1 day	Section Head of OBO



	N/A	1 day	Assessors of the OBO
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if the application is for compliance, get the documents, comply with the requirements, and go back to step 1.	Occupancy Permit Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff
	None	30 mins	OBO Staff
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	7 working days	Recording Section, OBO Staff
	None	30 minutes	Building Official or his Authorized Representative
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff
<b>TOTAL</b>		<b>20 days</b>	



### III. Issuance of Electrical Permit or Certificate of Final Electrical Inspection

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Residents, Building/ Home Owners

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
I. Barangay Clearance II. Proof of Ownership <ul style="list-style-type: none"> <li>a. Title</li> <li>b. Tax Declaration</li> <li>c. Tax Clearance</li> <li>d. House Tagging</li> <li>e. Entry Pass</li> </ul>	Barangay Hall  Concerned Offices

f. Letter of Consent g. Cela/BCDA h. MOA	
III. Photocopy of Building Permit	Applicant
IV. House Picture, Sketch, and Picture of Location/ Construction (Colored)	Applicant
V. Picture of Installation	Applicant
VI. Yellow Card	Applicant
VII. Construction Logbook (Optional)	Applicant

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff
	None	6 working days	Electrical Evaluators of OBO
	None	1 day	Section Head of OBO
	N/A	1 day	Assessors of the OBO
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if the application is for compliance, get the	Electrical Permit Fee or Certificate of Final Inspection Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff

documents, comply with the requirements, and go back to step 1.			
	None	30 mins	OBO Staff
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	3 working days	Recording Section, OBO Staff
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff
<b>TOTAL</b>		<b>12 days</b>	



#### IV. Issuance of Mechanical Permit or Certificate of Operation

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors, Building Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Permit to Install:</b>  I. Three (3) Copies of Mechanical Permit Form II. Three (3) Sets of Approved Mechanical Plans	Applicant Applicant

<p>III. Three (3) Sets of Mechanical Specifications  IV. Three (3) Sets of Cost Estimates  V. Three (3) Sets of Bill of Materials  VI. Photocopy of valid PRC ID and PTR of a duly licensed Professional Mechanical Engineer</p> <p>Note:  All forms must be fully accomplished and notarized. All documents and plans must be signed and sealed by a duly licensed Professional Mechanical Engineer</p> <p><b>For Certificate to Operate:</b></p> <p>I. Three (3) Copies of Certificate of Completion of Mechanical  II. Three (3) Sets of As-built Mechanical Plans  III. Photocopy of Approved Mechanical Permit  IV. Inspection and Testing Certificate of the equipment conducted either by the contractor or the third party <i>(must include test results, findings, and recommendations, and signed by those who conduct the inspection and testing)</i>  V. Certification form a duly licensed Professional Mechanical Engineer that the equipment is in good running condition and safe to use  VI. Photocopy of valid PRC ID and PTR of a duly licensed Professional Mechanical Engineer  VII. Affidavit of Undertaking</p> <p>Note:  All forms must be fully accomplished and notarized. All documents and plans must be signed and sealed by a duly licensed Professional Mechanical Engineer</p> <p><b>For Certificate to Operate (Renewal):</b></p>	<p>Applicant  Applicant  Applicant  Applicant</p> <p>Applicant  Applicant  Applicant  Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant  Applicant</p>
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<p>I. Photocopy of Approved Mechanical Permit  II. Photocopy of Approved Mechanical Permit to Operate  III. Inspection and Testing Certificate of the equipment conducted either by the contractor or the third party (<i>must include test results, findings, and recommendations, and signed by those who conduct the inspection and testing</i>)  IV. Certification form a duly licensed Professional Mechanical Engineer that the equipment is in good running condition and safe to use  V. Photocopy of valid PRC ID and PTR of a duly licensed Professional Mechanical Engineer  VI. Affidavit of Undertaking</p> <p>Note:  All affidavits must be notarized. All documents must be signed and sealed by a duly licensed Professional Mechanical Engineer</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
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CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff
	None	6 working days	Mechanical Evaluators of OBO
	None	1 day	Section Head of OBO
	None	1 day	Assessors of the OBO
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if	Permit to Install Fee or Certificate of Operation Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins	Building Official and OBO Staff

the application is for compliance, get the documents, comply with the requirements, and go back to step 1.			
	None	30 mins	OBO Staff
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	3 working days	Recording Section, OBO Staff
	None	30 minutes	Building Official or his Authorized Representative
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff
<b>TOTAL</b>		<b>12 days</b>	



## V. Issuance of Annual Building Inspection Certificates

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors, Business Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>I. BUILDING</p> <ul style="list-style-type: none"> <li>• Copy of Certificate of Occupancy</li> <li>• Copy of Valid Fire Safety Inspection Certificate</li> <li>• Floor Area Summary (Sketch Plan with Dimension)</li> <li>• Certificate of Structural Stability (For Building constructed beyond 15 years)</li> <li>• Previous Annual Fee (O.R.)</li> </ul> <p>II. MECHANICAL</p> <ul style="list-style-type: none"> <li>• List of Mechanical Equipment</li> <li>• Certification that equipment is in good condition and safe for public use (<i>signed and sealed by Professional Mechanical Engineer</i>)</li> <li>• Load Test Certificate (Elevator)</li> <li>• PRC Compliance Certificate</li> <li>• Maintenance Reports</li> <li>• Kitchen Exhaust Duct Safety Inspection Certificate (Restaurant)</li> <li>• Gas Leak Safety Certificate</li> </ul> <p>III. ELECTRICAL</p> <ul style="list-style-type: none"> <li>• Certificate from Professional Electrical Engineer/ Registered Electrical Engineer who carry out electrical inspection, attest that the installation is in order</li> </ul>	<p>Applicant</p> <p>Applicant</p> <p>Applicant Applicant</p> <p>Applicant</p> <p>Applicant Applicant</p> <p>Applicant Applicant Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>



<ul style="list-style-type: none"> <li>• Verification of Capacities: Total Connected Load, Total Transformer Capacity &amp; Generator/ UPS Capacity in KVA</li> </ul> <p>IV. SANITARY/ PLUMBING</p> <ul style="list-style-type: none"> <li>• Hydrostatic Test Result of Cold-Water Line (CWL)</li> <li>• Gravity Test Result of Sewer Line</li> <li>• Total Number of Water Closet, Lavatory, Urinal, Faucets at common areas</li> <li>• Flow Diagram of Sewer Disposal</li> </ul>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
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CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of Annual Building Inspection request and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff
	None	10 working days	Building, Electrical, Mechanical, and Plumbing Evaluators of OBO
	None	1 day	Section Head of OBO
	N/A	1 day	Assessors of the OBO
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if	Annual Inspection Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff

the application is for compliance, get the documents, comply with the requirements, and go back to step 1.			
	None	30 mins	OBO Staff
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	7 working days	Recording Section, OBO Staff
	None	30 minutes	Building Official or his Authorized Representative
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff
<b>TOTAL</b>		<b>20 days</b>	



## VI. Issuance of Excavation Permit

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors, Business Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. 3 Copies of Excavation Permit Form II. Locational Clearance III. 3 Sets of Excavation Plan/ Foundation Plan IV. 3 Sets of Slope Protection Plan (Bulk Excavation) V. Barangay Clearance VI. Proof of Ownership (Title, Tax Clearance, Etc.) VII. 3 Copies of Bill of Materials  VIII. Contractors Tax Receipt/ City Tax  IX. PTR/ PRC ID Notes: 1. All Application form, plans, specification, design and computation of bill of material should be signed and sealed by a duly licensed CE and ARCH. 2. In case of large-scale development, subdivision, secure Development Permit from Sangguniang Panglungsod. 3. Photocopy of PTR & PRC ID, IAPOA, Valid with original sign and sealed (2 Copies)	Office of the Building Official City Planning and Development Office Applicant Applicant Barangay Hall Applicant Applicant  Office of the City Treasury  Applicant

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff	
	None	10 working days	Inspectors and Evaluators of OBO	
	None	1 day	Section Head of OBO	
	N/A	1 day	Assessors of the OBO	
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if the application is for compliance, get the documents, comply with the requirements, and go back to step 1.	Excavation Permit Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff	
	None	30 mins	OBO Staff	
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	7 working days	Recording Section, OBO Staff	
	None	30 minutes	Building Official or his Authorized Representative	
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff	
<b>TOTAL</b>		<b>20 days</b>		



## VII. Issuance of Fencing Permit

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors, Building Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. 3 Copies of Fencing Permit Form II. Locational Clearance III. 3 Copies of Fencing Plan IV. Barangay Clearance V. Title (Photocopy) VI. Tax Declaration VII. 3 Copies of Bill of Materials/ Cost Estimate  VIII. Contractors Tax Receipt/ City Tax  IX. PTR/ PRC ID/ IAPOA Notes: 1. All Application form, plans, specification, design and computation of bill of material should be signed and sealed by a duly licensed CE and ARCH. 2. In case of large-scale development, subdivision, secure Development Permit from Sangguniang Panglungsod. 3. Photocopy of PTR & PRC ID, IAPOA, Valid with original sign and sealed (2 Copies) 4. Homeowners association (HOA) Clearance.	Office of the Building Official City Planning and Development Office Applicant Barangay Hall Applicant Office of the City Assessor Applicant  Office of the City Treasury  Applicant

CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff	
	None	7 working days	Inspectors and Evaluators of OBO	
	None	1 day	Section Head of OBO	
	N/A	1 day	Assessors of the OBO	
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if the application is for compliance, get the documents, comply with the requirements, and go back to step 1.	Fencing Permit Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff	
	None	30 mins	OBO Staff	
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	5 working days	Recording Section, OBO Staff	
	None	30 minutes	Building Official or his Authorized Representative	
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff	
<b>TOTAL</b>		<b>15 days</b>		



## VIII. Issuance of Sign Permit

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors, Business Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. 3 Copies of Sign Permit Form II. Locational Clearance III. 3 Copies of Sign Plan IV. Barangay Clearance V. Title (Photocopy) VI. Tax Declaration VII. 3 Copies of Bill of Materials/ Cost Estimate VIII. Contractors Tax Receipt/ City Tax  IX. PTR/ PRC ID/ IAPOA Notes: 1. All Application form, plans, specification, design and computation of bill of material should be signed and sealed by a duly licensed CE and ARCH. 2. In case of large-scale development, subdivision, secure Development Permit from Sangguniang bayan. 3. Photocopy of PTR & PRC ID, IAPOA, Valid with original sign and sealed (2 Copies)	Office of the Building Official City Planning and Development Office Applicant Barangay Hall Applicant Office of the City Assessor Applicant Office of the City Treasury  Applicant

4. Homeowners association (HOA) Clearance.	
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CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff
	None	7 working days	Inspectors and Evaluators of OBO
	None	1 day	Section Head of OBO
	N/A	1 day	Assessors of the OBO
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if the application is for compliance, get the documents, comply with the requirements, and go back to step 1.	Sign Permit Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff
	None	30 mins	OBO Staff
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	5 working days	Recording Section, OBO Staff
	None	30 minutes	Building Official or his Authorized Representative
4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff
<b>TOTAL</b>		<b>15 days</b>	





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### IX. Issuance of Demolition Permit

<b>Office or Division:</b>	Office of the Building Official
<b>Simple, Complex or Highly Technical</b>	Highly Technical
<b>Internal or External</b>	External
<b>Who may avail of Service</b>	All Taguig Investors, Building/ Home Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. 3 Copies of Demolition Permit Form II. Demolition Methodology III. 3 Copies of Demolition Plan IV. Barangay Clearance V. Title (Photocopy) VI. Tax Declaration VII. 3 Copies of Bill of Materials/ Cost Estimate  VIII. Contractors Tax Receipt/ City Tax  IX. PTR/ PRC ID Notes: 1. All Application form, plans, specification, design and computation of bill of material should be signed and sealed by a duly licensed CE and ARCH.	Office of the Building Official Applicant Applicant Barangay Hall Applicant Office of the City Assessor Applicant  Office of the City Treasury  Applicant

<p>2. In case of large-scale development, subdivision, secure Development Permit from Sangguniang Panglungsod</p> <p>3. Photocopy of PTR &amp; PRC ID, IAPOA, Valid with original sign and sealed (2 Copies)</p> <p>4. Homeowners association (HOA) Clearance.</p>	
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CLIENT STEPS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished application forms, plans and documents indicated on the checklist and get claim stub	None	1 hour	OBO Staff
	None	10 working days	Inspectors and Evaluators of OBO
	None	1 day	Section Head of OBO
	N/A	1 day	Assessors of the OBO
2. Return on the date indicated in the stub and inquire on the status of the application in the OBO. If the application is ready for payment, pay the required fees; otherwise if the application is for compliance, get the documents, comply with the requirements, and go back to step 1.	Demolition Permit Fee (Order of Payment shall be based on the schedule of fees prescribed by the DPWH)	30 mins.	Building Official and OBO Staff
	None	30 mins	OBO Staff
3. Present and submit the Official Receipt (OR) to the OBO Staff	None	7 working days	Recording Section, OBO Staff
	None	30 minutes	Building Official or his Authorized Representative

4. Present claim stub, claim permit and sign logbook or other transmittals for acknowledgement	None	1 hour	Releasing Section, OBO Staff	
<b>TOTAL</b>		<b>20 days</b>		