

Issuance of Building Permit

Building Permit is a pre-requisite before construction of any structure within the territorial jurisdiction of the Municipality of Burgos.

Office or Division:	Engineering Office	
Classification:	Simple	
Type of Transaction:	Government to Client	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. TCT/OCT (1 photocopy) 2. Tax Declaration (1 photocopy) 3. Current Tax Receipt (1 Photocopy) 4. Affidavit of Consent-if lot is not owned by the permittee (1 original copy) 5. Barangay Clearance(1 original copy) 6. Architectural Documents (5 sets each) <ul style="list-style-type: none"> >Location Plan >Floor Plan >Elevations >Sections >Sections >Foundation Plans and Details >Floor framing and details >Roof Framing Plans and Details 	<ol style="list-style-type: none"> 1. Assessor's Office 2. Assessor's Office 3. Treasury Office 4. Notary Public 5. Office of the Barangay 6. Signed and Sealed by Architects

<p>>Details of Structural members</p> <p>7. Engineering documents(5 sets each)</p> <p>* For 2 storey or more residential and commercial buildings</p> <p>>Design analysis</p> <p>>Boring Lead Test</p> <p>>Seismic Analysis</p> <p>8. Sanitary/Plumbing (5 sets each)</p> <p>>Sanitary/Plumbing layout</p> <p>>Isometric Sewerage Line Diagram</p> <p>>Details of Septic Tank</p> <p>9. Electrical (5 sets each)</p> <p>> Electrical layout</p> <p>>Riser Diagram</p> <p>>Computation of Load/Schedule of Load</p> <p>>Legends</p> <p>10. Specifications (5 sets)</p> <p>11. Bill of Materials and Cost Estimates (5 sets)</p> <p>12. Zoning Compliance/Locational Clearance</p>	<p>8. Signed and Sealed by Sanitary Engineer or Master Plumber</p> <p>9. Signed and sealed by Electrical Engineer or Master Electrician</p> <p>10. Licensed Civil Engineer or Architect</p> <p>12.Mun. Planning & Dev. Office</p>
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CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure necessary form for building permit application and return upon completion of requirements	1. Require applicant to complete all requirements	None	5 minutes	<i>Mun. Engineer Office of the Mun. Engineer</i>
2. Submit completed documents	2. Evaluate and verify as to completeness of requirements 2.1 Issue order of payment 2.2 Process building permit	none	30 min	<i>Mun. Engineer Office of the Mun. Engineer</i>
3. Proceed to Treasury Office for the payment of fees	3. Receive payment and issue official receipt	Fees depend on the assessed value of the floor area to be constructed	5 min	<i>Rev. Collection Clerk II/ Mun. Treasurer Treasury Office</i>
4. Present receipt of payment to receive building permit.	4. Issue building permit	None	5 minutes	<i>Mun. Engineer Office of the Mun. Engineer</i>
	TOTAL	Refer to step 3	45 minutes	