

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:	Highly Technical
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 >Details of Structural members 7. Engineering documents(5 sets each) <ul style="list-style-type: none"> * For 2 storey or more residential and commercial buildings >Design analysis >Boring Lead Test >Seismic Analysis 8. Sanitary/Plumbing (5 sets each) <ul style="list-style-type: none"> >Sanitary/Plumbing layout >Isometric Sewerage Line Diagram >Details of Septic Tank 9. Electrical (5 sets each) <ul style="list-style-type: none"> > Electrical layout >Riser Diagram >Computation of Load/Schedule of Load >Legends 10. Specifications (5 sets) 	<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 8. Signed and Sealed by Sanitary Engineer or Master Plumber 9. Signed and sealed by Electrical Engineer or Master Electrician 10. Licensed Civil Engineer or Architect

11. Bill of Materials and Cost Estimates (5 sets) 12. Zoning Compliance/Locational Clearance		12. Mun. Planning & Dev. Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure necessary form for Unified Building permit application Form 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	