viii. Details, in the form of plans, elevations/sections:

(a) Accessible ramps
(b) Accessible stairs
(c) Accessible lifts/elevators
(d) Accessible entrances, corridors and walkways
(e) Accessible functional areas/comfort rooms
(f) Accessible switches, controls
(g) Accessible drinking fountains
(h) Accessible public telephone booths
(i) Accessible audio visual and automatic alarm system
(j) Accessible access symbols and directional signs
(k) Reserved parking for disabled persons
(l) Typical wall/bay sections from ground to roof
(m) Stairs, interior and exterior
(n) Fire escapes/exits
(o) Built-in cabinets, counters and fixed furniture
(p) All types of partitions

ix. Schedule of Doors and Windows showing their types, designations/marks, dimensions, materials, and number of sets.

x. Schedule of Finishes, showing in graphic form: surface finishes specified for floors, ceilings, walls and baseboard trims for all building spaces per floor level.

xi. Details of other major Architectural Elements.

b. Architectural Interiors/Interior Design

i. Space Plan/s or layout/s of architectural interior/s.

ii. Architectural interior perspective/s.

iii. Furniture/furnishing/equipment/process layout/s.

iv. Access plan/s, parking plan/s and the like.

v. Detail design of major architectural interior elements.

vi. Plan and layout of interior, wall partitions, furnishing, furniture, equipment/appliances at a scale of at least 1:100.

vii. Interior wall elevations showing: finishes, switches, doors and convenience outlets, cross window sections with interior perspective as viewed from the main entrance at scale of at least 1:100.

viii. Floor/ceiling/wall patterns and finishing details.

ix. List of materials used.

x. Cost Estimates.

c. Plans and specific locations of all accessibility facilities of scale of at least 1:100.

d. Detailed design of all such accessibility facilities outside and around buildings/structures including parking areas, and their safety requirements all at scale of 1:50 or any convenient scale.

e. Fire Safety Documents

i. Layout plan of each floor indicating the fire evacuation route to safe dispersal areas, standpipes with fire hose, fire extinguishers, first aid kits/cabinets, fire alarm, fire operations room, emergency lights, signs, etc.

ii. Details of windows, fire exits with grilled windows and ladders.

iii. Details of fire-resistive construction of enclosures for vertical openings.

iv. Details of fire-resistive construction materials and interior decorative materials with fire-resistive/fire-retardant/fire-spread ratings

v. Other Related Documents

f. Other related documents

5. Civil/Structural Documents

a. Site Development Plan

Site Development Plan showing technical description, boundaries, orientation and position of proposed non-architectural horizontal structure such as: sewerage treatment plan (STP), silos, elevated tanks, towers, fences, etc. building/structure in relation to the lot, existing or proposed access road and driveways and existing public utilities/services. Existing buildings within and adjoining the lot shall be hatched and distances between the proposed and existing buildings shall be indicated.

b. Structural Plans

i. Foundation Plans and Details at scale of not less than 1:100.

ii. Floor/Roof Framing Plans and Details at scale of not less than 1:100.

iii. Details and Schedules of structural and civil works elements including those for deep wells, water reservoir, pipe lines and sewer system.

c. Structural Analysis and Design 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.

d. Boring and Load Tests

Buildings or structures of three (3) storeys and higher, boring tests and, if necessary, load tests shall be required in accordance with the applicable latest approved provisions of the National Structural Code of the Philippines (NSCP). However, adequate soil exploration (including boring and load tests) shall also be required for lower buildings/structures at areas with potential geological/geotechnical hazards. The written report of the civil/geothecnical engineer including but not limited to the design bearing capacity as well as the result of tests shall be submitted together with the other requirements in the application for a building permit. Boring test or load test shall also be done according to the applicable provisions of the NSCP which set forth requirements governing excavation, grading and earthwork construction, including fills and embankments for any building/structure and for foundation and retaining structures.

e. Seismic Analysis

f. Other related documents

6. Electrical Documents

   Electrical plans and technical specifications containing the following:

   a. Location and Site Plans

   b. Legend or Symbols

   c. General Notes and/or Specifications

   d. Electrical Layout

   e. Schedule of Loads, Transformers, Generating/UPS Units (Total kVA for each of the preceding items shall be indicated in the schedule)

   f. Design Analysis

   g. One Line Diagram

7. Mechanical Documents

   a. Location Plan and Key Plan

   b. General Layout Plan for each floor, drawn to a scale of not less than 1:100, indicating the equipment in heavier lines than the building outline with names of machinery and corresponding brake horsepower shall be indicated.

   c. Longitudinal and Transverse Sections of building and equipment base on the section lines drawn to scale of at least 1:100 showing inter-floor relations and defining the manner of support of machines/equipment. Sections shall run longitudinally and transversely through the building length or width other than particularly detailed section for each machinery/equipment (fired and unfired pressure vessel, elevator, escalator, dumbwaiter, etc.).

   d. Isometric drawing of gas, fuel, oil system showing: Assembly of pipes on racks and supports, Legend and General Notes, Capacity per outlet and Complete individual piping system.

   e. Plans drawn to scale of 1:100 indicating location of store rooms, fuel tanks, fire extinguishing systems, fire doors, fire escape ladders and other protective facilities.

   f. Detailed drawings of all duct work installations, indicating dampers, controls, filters, fireproofing, acoustical and thermal insulation.

   g. Detailed Plans of machinery foundations and supports drawn to scale of at least 1:50.

   h. Detailed Plans of boilers and pressure vessels with a working pressure of above 70 kPa regardless of kilowatt rating.

   i. Design Computations and Detailed Plans of elevators, escalators, and the like drawn to scale of 1:50.

   j. For all installations, additions or alterations involving machinery of at most 14.9 kW, the signature of a duly licensed Mechanical Engineer shall be sufficient except fired and unfired pressure vessels, elevators, escalators, dumbwaiters, central/split/packaged type air conditioners and piping systems of steam, gas or fuels.

   k. Detailed plans of fire suppression systems, location of automatic and smoke detectors and alarm and initiating devices use to monitor the conditions that are essential for the proper operation including switches for the position of gate valves as well as alert and evacuation signals; the detailed layout of the entire safe area to be protected and the heat/smoke ventilation system.

8. Sanitary Documents

    a. For deepwell, water purification plants, water collection and distribution systems, reservoirs, drainage and sewer systems, sewage treatment plants, malaria control structures, and sewage disposal systems:

        i. Location Plan and Site Plan

        ii. Detailed Plan and layout drawings of minimum scale 1:100

        iii. Design Analysis and Technical Specifications

        iv. Cost Estimates

    b. For pest and vermin control, sanitation, and pollution control facilities:

        i. Detailed plan, layout and drawing of abatement and control device of minimum scale 1:100

        ii. Design analysis and technical specification

        iii. Cost Estimates

9. Plumbing Documents

    For all plumbing installations, additions and/or alterations involving hot and cold water supply, fixtures, sewage drainage and vent system, storm drainage and sewerage system within or adjacent to the building:

    a. Location Plan and Site Plan of minimum scale 1:2000

    b. Plumbing Plans, Layouts and Details, of minimum scale 1:50

    c. Legend and General Notes

    d. Isometric drawings of the systems

    e. Design analysis and technical specifications

    f. Cost Estimates

10. Electronics Documents

    Electronic plans and technical specifications for wired or wireless telecommunications systems, broadcasting systems, including radio and TV broadcast equipment for commercial and training purposes, cable or wireless television systems, information technology (IT) systems, security and alarm systems, electronic fire alarm systems, sound-reinforcement systems, navigational aids and controls, indoor and outdoor signages, electronically-controlled conveyance systems, electronic/computerized process controls and automation systems, building automation, management and control systems, including, but not limited to the following:

    a. General layout plans with legends
    b. Single line diagram
    c. Riser diagram
    d. Isometry of the system
    e. Equipment specifications
    f. Design analysis, as applicable
    g. Cost estimates

11. Geodetic documents

Lot Survey Plans, including but not limited to:

a. Vicinity Map/Location Plan
b. Lot Plan
c. Relocation Survey Plan and Report
d. Line and Grade
e. Detailed Topographic Plan of the site and immediate vicinity

12. Clearances from Other Agencies

a. A locational clearance shall be obtained by the owner/permittee from the City/Municipal Zoning Administration.

b. Whenever necessary, written clearances shall be obtained from the various authorities exercising and enforcing regulatory functions affecting buildings/structures. Application for said clearances shall be requested by the owner/applicant and failure to receive reply within seven (7) days from receipt of the application for building permit shall be sufficient not to cause further delay in processing the building permit application by the Building Official. Such authorities who are expected to enforce their own regulations are:

i. Department of Public Works and Highways (DPWH)
ii. Air Transportation Office (ATO)
iii. Housing and Land Use Regulatory Board (HLURB)
iv. Local Government Unit (LGU)
v. Department of Tourism (DOT)
vi. Department of Environment and Natural Resources (DENR)
vii. Department of Transportation and Communication (DOTC)
viii. Department of Interior and Local Government (DILG)
ix. Philippine Ports Authority (PPA)
x. Department of Education (DepEd)
xi. Department of Health (DOH)
xii. Philippine Institute of Volcanology and Seismology (PHIVOLCS)
xiii. Laguna Lake Development Authority (LLDA)
xiv. Manila Waterworks and Sewerage System (MWSS)
xv. National Water Resources Board (NWRB)
xvi. Department of Agrarian Reform (DAR)
xvii. Department of Agriculture (DA)
xviii. Department of Labor and Employment (DOLE)
xix. National Housing Authority (NHA)
xx. National Council for the Welfare of Disabled Persons (NCWDP)

SECTION 303. Processing of Building Permits

The flow of processing of building permit shall follow the procedure shown in Figure III.3.

1. Building Permit Application

a. When satisfied that all plans, specifications and other documents are in order, the Building Official gives due course to the application.

b. The OBO verifies conformity of the proposed buildings/structures with the land use zoning ordinance of the city/municipality. If the project has been issued a development permit such as residential, commercial, industrial, institutional, memorial parks and other development by the HLURB or the Sangguniang Bayan/Panglungsod, an individual locational clearance shall not be required.