

CITIZEN'S CHARTER
OFFICE OF THE BUILDING OFFICIAL

November 11, 2021

THE MISSION

The Municipality of Balamban aims to closely monitor/supervise all building structure in Balamban to ensure that they meet the minimum standards setforth by the national building code of the Philippines and its implementing rules and regulations for all commercial, residential,institutional,and industrial buildings to safeguard the life,health and property of the people and to the entire citizenry.

THE VISSION

By 2022, Municipality of Balamban will become the most progressive LGU in terms of quality and sound infrastructure due to the influx of various economic interventions, and financial activity of our export industries [TSUNEHEI SHIPBUILDING CO.], so as a domino effect, it will create ample employment to our fellow men, and uplift standard of the living of our fellow Balambanganon and to the municipality and in the whole province of Cebu.

SECURING ELECTRICAL PERMIT , BUILDING PERMIT, OCCUPANCY PERMIT

OFFICE /DIVISION	: OFFICE OF THE BUILDING OFFICIAL [OBO] Novemembr 11, 2021	
CLASSIFICATION	: TECHNICAL	
TYPE OF TRANSACTION	: G2C - Government to Citizen , G2B - Government to Business entity	
Who may Avail	: All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Standard plan [6 sets]		To be provided by the client
a. Electrical design analysis[short circuit& voltage drop]		To be provided by the client
b.Fire safety plan		To be provided by the client
c.Structural analysis		To be provided by the client
d. Boring data[2 story up]		To be provided by the client
e.Scheduled structural elements [Tabulated]		To be provided by the client
f.Building specifications		To be provided by the client
2. If Lot Owner [3 sets]		
a.CTC of Title[Affidavit of Ownership]		To be provided by the client
b.Tax Declaration		ASSESSOR'S OFFICE
c.Current Tax Receipt of Lot		
If not Lot Owner [3 sets]		
a.Deed of Absolute sale		To be provided by the client
b. Contract of Sale[Consent & Authority]		To be provided by the client
c. Lease contract		To be provided by the client
3. ALL forms are to signed & Sealed by Professionals with PRC		

PTR,TIN no. And Cedula	
4. Cost estimates [Notarized] 5 sets,Signed& Sealed	To be provided by the client
5. DPWH CLEARANCE [If along National Road]	DPWH OFFICE [3RD DISTRICT]
6. DENR/PAMB CLEARANCE [If Protected Area]	DENR OFFICE VII [SMU 3]

SECURING ELECTRICAL PERMIT [INDIGENOUS]

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. INQUIRE AS TO REQUIREMENTS /DISTRIBUTION OF FORMS FOR INDIGENOUS STRUTURE	1.Interview client/provide checklist for Indigenous strucuture	NONE	15 minutes	JESSA MONTEJO [OBO]
2.SUBMISSION OF FILLED UP ELECTRICAL PERMIT FORMS FOR INDIGENOUS STRUCTURE	2.Received/review submitted documents as to completeness and correctness	NONE	30 minutes	MARVIN SUNDO [OBO]
3.INSPECTION	3.SITE INSPECTION OF STRUCTURE	NONE	1 Hour	MARVIN SUNDO [OBO]
4. PAYMENT OF CORRESPONDING FEES/RELEASE OF ELECTRICAL PERMIT	4.CLAIM ELECTRICAL PERMIT FOR INDIGENOUS STRUCTURE	200.00	15 minutes	EVELYN MONTERESO/WENA ESTAN [TREASURY/OBO]

SECURING BUILDING PERMIT

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.INQUIRE AS TO REQUIREMENTS/DISTRIBUTION OF FORMS [BUILDING PERMIT]	1. Interview client/provide checklist for Building Permit Applications forms	NONE	30 minutes	EVELYN MONTERESO/ELLENOR ERASAN [OBO]
2. SUBMISSION OF FILLED UP BUILDING PERMIT FORMS ; ANCILLARY PERMITS ; 5 SETS OF PLANS ;	2. Receive/review submitted plans / documents as to completeness and correctness	NONE	1 hr & 30 min.	WILEY II YRAY/ELLENOR ERASAN [OBO]
	3. EVALUATION ASSESSMENT OF FEES BY : OBO/MPDO/ FIRE /ASSESOR	NONE	3 DAYS	WILEY II YRAY/ACHT. ERASAN/MARVIN SUNDO [OBO,MPDO,BFP,ASSESOR]
4. PAYMENT OF FEES /RELEASE OF BUILDING PERMIT	4. CLAIM BUILDING PERMIT FOR NEW STRUCTURE	ASSESED AMOUNT	20 minutes	EVELYN MONTERESO

	STRUCTURE			
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SECURING OCCUPANCY PERMIT

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. INQUIRE AS TO REQUIREMENTS/DISTRIBUTION OF FORMS [OCCUPANCY PERMIT]	Interview client/provide checklist for Building Permit Applications forms	NONE	30 minutes	EVELYN MONTERESO [OBO]
2. SUBMISSION OF FILLED UP OCCUPANCY PERMIT FORMS;CONSTRUCTION LOG BOOK	EVALUATION ASSESSMENT OF FEES BY : OBO/MPDO FIRE /OBO/ASSESSOR/MPDO	ASSESMENT OF FEES	2 DAYS	WILEY II YRAY/ELLENOR ERASAN [OBO/BFP]
3. SITE INSPECTION		NONE	2 Hours	JULIUS LABAJOS [OBO/BFP]
4. PAYMENT OF CORRESPONDING FEES/RELEASE OF OCCUPANCY PERMIT	CLAIM OCCUPANCY PERMIT FOR NEW STRUCTURE	NONE	30 minutes	EVELYN MONTERESO [OBO]