



Republic of the Philippines  
**City of Baguio**  
**OFFICE OF THE BUILDING OFFICIAL**  
Tel. No. (074) 442-2503 Fax No. (074) 443-9239



**NOTICE OF VIOLATION**

**FIRST** ☐ **SECOND** ☐ **THIRD AND LAST** ☐

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Please be informed that an inspection conducted by this Office on \_\_\_\_\_  
of your building/structure/construction and premises located \_\_\_\_\_  
disclosed the following violation/s of the National Building Code  
(PD 1096) and its Implementing Rules and Regulations.

**SECTION 301 - BUILDING PERMIT**

- ☐ 1. No person, firm or corporation, including any agency or instrumentality of the government shall erect, construct, alter, repair, move convert or demolish any building/structure or cause the same to be done without first obtaining a building permit therefore from the Office of the Building Official assigned in the Place where the subject building /structure is located or the building work is to be done.
- 2.b.ii. "xxx These permits include, among others, ground preparation and excavation.xxx"

**SECTION 212.1.A Imposition of Administrative Fines**

"xxx fines not exceeding ten thousand pesos (P 10,000.00) for erecting,constructing,altering,repairing,moving, converting,installing or demolishing a private or public building/structure if without building/demolition permit.xxx"

**SECTION 213: PENAL PROVISION**

Any person, firm or corporation who shall violate any of the provision of the Code and/or commit any act hereby declared to be unlawful shall upon conviction, be punished by a fine of not more than twenty thousand pesos or by imprisonment of not more than two years or by both such fine and imprisonment.

**RULE II - ADMINISTRATIVE SANCTIONS**

- ☐ a. Non-compliance with work stoppage order for alteration/addition/conversion/repair without permit.
- ☐ b. Use or occupancy of building/ structure without Certificate of Occupancy.
- ☐ c. Change in existing use or occupancy without Certificate of Change of Occupancy.
- ☐ d. Unauthorized change, modification or alteration during construction in duly submitted plans and specifications on which the building permit is based.
- ☐ e. Failure to provide or install appropriate safety measures for the protection of workers, visitors, pedestrians and adjoining properties.
- ☐ f. Non-compliance with work stoppage order for construction without permit.

**OTHER/S:**

☐ \_\_\_\_\_

**MANDATORY ACTION:**

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☐ \_\_\_\_\_

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☐ \_\_\_\_\_

Your cooperation on this matter is highly appreciated.

Served by : \_\_\_\_\_  
Date : \_\_\_\_\_

Received by

Date

:

JOHNNY A. DEGAY

Building Official

Date