

STEPS IN APPLYING BUILDING PERMIT, ANCILLARY AND ACCESSORY PERMITS

Application Permits/Forms may be secured personally from the Office the Building Official/Municipal Engineer or it is highly recommend to download Permit/Forms at the magalang.gov.ph search for Building Permit Application.

1. Select and print back to back of 5 sets of Unified Application form for Building Permit (1-side per page only) together with the applicable Ancillary and Accessory Permits (2-side per page);
 - a. The Ancillary Permits are the following:
 - i. 2 sets Architectural Permit
 - ii. 2 sets Civil/Structural Permit
 - iii. 2 sets Electrical Permit including Permit for Temporary Electrical Connection
 - iv. 2 sets Sanitary Permit
 - v. 2 sets Plumbing Permit
 - vi. 2 sets Mechanical Permit
 - vii. 2 sets Electronics Permit
 - b. The Accessory Permits are the following
 - i. 2 sets Excavation and Ground Preparation Permit
 - ii. 2 sets Fencing Permit
 - iii. 2 sets Sidewalk Construction Permit
 - iv. 2 sets Temporary Sidewalk Enclosure and Occupancy Permit
 - v. 2 sets Scaffolding Permit
 - vi. 2 sets Sign Permit
 - vii. 2 sets Demolition Permit
2. Fully accomplished prescribed unified application form for Building Permit, duly notarized and the applicable ancillary/accessory permits, and produce the following requirements:

Note: All documents must be signed and sealed by the corresponding duly licensed and registered professionals with countersigned by the owner/applicant.

 - a. Barangay Construction Clearance/Home Owners Association Construction Clearance - Barangay Captain/HOA where the project is to be constructed
 - b. Approved Zoning Clearance - Office of the Municipal Zoning Administrator
Proof of lot Ownership:
 - i. In case the applicant is the registered owner of the lot:
 - Photocopy of the Original Certificate of Title or Transfer Certificate of Title
 - Tax Declaration
 - Photocopy of current Real Property Tax Receipt
 - ii. In case the applicant is not the registered owner of the lot, in addition to above;
 - A duly notarized copy of the Contract of Lease, Deed of Absolute Sale or Permit to Use
 - iii. In case the applicant/owner is a registered Corporation, please attached a Secretary's Certificate authorizing who will signed the documents/application
 - c. Fire Safety Evaluation Certificate (FSEC) – Bureau of Fire Protection (BFP)
 - Indorsement Letter of the Building Official
 - d. For Building Permit, Ancillary and Accessory Permits

- 5 sets of complete survey and building plans, specifications, Bill of Materials/Cost Estimate and other documents prepared, signed and sealed over printed name of the duly licensed and registered professionals with countersigned over the printed name of the owner/applicant.
 - Attached 2 photocopies of valid PRC License & current Professional Tax Receipt with specimen signatures of the duly professionals
 - Geodetic Engineer, in case of survey plans;
 - Architect, in case of architectural documents;
 - Civil Engineer, in case of civil/structural documents, and
 - Structural Analysis and Design with computation for 2-storey and above or higher
Note: A single storey structure with slab or roof deck is considered a 2-storey structure
 - Boring and Load Tests Analysis for 3-storey and above or higher structure with Seismic Analysis
Note: A 2-storey structure with slab or roof deck is considered a 3-storey structure
 - Professional Electrical Engineer, in case of electrical documents, and
 - Calculation of Short Circuits and Voltage Drop
 - Professional Mechanical Engineer, in case of mechanical documents;
 - Sanitary Engineer, in case of sanitary documents, and
 - Three (3)-Chamber and all water tight septic vault for residential
 - Waste Water Treatment Facility for Agro-industrial, Commercial, Institutional & Industrial Projects
 - Master Plumber, in case of plumbing documents;
 - Electronics Engineer, in case of electronics documents;
- e. Construction Safety & Health Program (DOLE received & approved)
- f. Barangay Certificate of No objection, ECC/CNC, SB Resolution/Ordinance for Lot Reclassification for Agro-Industrial, Industrial and Complex construction project
- g. Other Clearances from other government agencies (whenever necessary a 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.)

Note: ONLY APPLICATION WITH **COMPLETE** REQUIREMENTS WILL BE ACCEPTED.

3. Upon completing all the requirements/documents together with the accomplished permit forms, please insert them in the expanding envelope and sealed. Label the back of the envelope with Building Permit and your name with cellphone number and/or email address.
4. Drop the envelope at the drop Box provided for at the Municipal Engineer's Office/Building Official. You may opt to wait personally or we will send thru your email/text the result of the evaluation of the documents submitted.
5. Only complete documents submitted will be indorsed to Bureau of Fire Protection (BFP) for Fire Safety Evaluation Certificate (FSEC).
6. Upon submission of FSEC, your assessment of fees/order of payment will be given to you or will be send thru email/text. Present the Order of Payment at the Treasurer's Office and pay the corresponding fees.
7. Present your Official Receipt at the Office of the Municipal Engineer/Building Official for recording.
8. Wait for the Text/or Email for the availability of your approved Building Permit.