



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
 OFFICE OF THE BUILDING OFFICIAL



PROCESS FLOW

PROCESSING OF BUILDING PERMIT (for Simple Transaction)

*****Typical Two-Storey Residential Building / Commercial**

STEP	PROCEDURE	PERSON-IN-CHARGE	TIME DURATION	FORMS/OTHERS	FEES
1	- Receiving of complete documents for application of Building Permit; - Encoding A. Evaluation of Plans and Documents	Receiving Officer	15-20 minutes 5-10 minutes 5 days	As required by the National Building Code of the Philippines: 1. Duly accomplished & notarized application forms 2. Signed & sealed plans 3. Clearances issued by DRRMO, HOA, Barangay, Zoning, Fire Dep't., DOLE, BPLO 4. CTC, Contract of Lease, Lot plan, Tax Declaration, Tax Receipt 5. Log Book 6. Other related documents	Based on the schedule of fees of the National Building Code (PD 1096) and Referral Codes
2	Order of Payment	Monitoring Officer	5-10 minutes		
3	Payment of Fees	Treasury	15-30 minutes	Order of Payment	
4	Releasing of Permit	Releasing Officer	10-15 minutes	Official Receipt	



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B. PROCESSING OF OCCUPANCY PERMIT

*****Typical Two-Storey Residential Building / Commercial**

STEP	PROCEDURE	PERSON-IN-CHARGE	TIME DURATION	FORMS/OTHERS	FEEES
1	- Receiving of complete documents for application of Occupancy Permit; - Encoding B. Evaluation of Plans and Documents	Receiving Officer	15-20 minutes 5-10 minutes 5 days	Approved As-built Construction plans, Approved Building Permit, duly accomplished & notarized Application Forms, Accomplished Log book, photos, BPLO and Fire Certificate for Occupancy	Based on the schedule of fees of the National Building Code (PD 1096) and Referral Codes Accountant's Advice of Local Check Disbursement Treasury
2	Order of Payment	Monitoring Officer	5-10 minutes		
3	Payment of Fees	Treasury	15-30 minutes		
4	Releasing of Permit	Releasing Officer	10-15 minutes	Official Receipt	Releasing Officer



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C. PROCESSING OF WIRING & CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) PERMIT

STEP	PROCEDURE	PERSON-IN-CHARGE	TIME DURATION	FORMS/OTHERS	FEEES
1	Receiving and checking of documents	Receiving Officer	5-10 minutes	CTC of TCT, Building Permit, Notarized consent of lot owner/Contract of Lease for tenants, HOA Clearance, Occupancy Permit, Meralco yellow card, Meralco Bill for reconnection	Based on the schedule of fees of the National Building Code (PD 1096) and Referral Codes
2	Building/Structure Inspection	Building Inspector	1 to 2 days		
3	Approval of Payment	Building Official Treasury	10-20 minutes	All documents listed above Order of Payment	
4	Releasing of CFEI	Releasing Officer	15 minutes	Official Receipt	Releasing Officer



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D. PROCESSING OF ANNUAL BUILDING INSPECTION CERTIFICATE

STEP	PROCEDURE	PERSON-IN-CHARGE	TIME DURATION	FORMS/OTHERS	FEEES
1	Request/Letter for schedule of Annual Inspection	Annual Inspection Officer	15-30 minutes	N/A	N/A
2	Building Inspection Checking of Documents	Annual Inspection Officer	3 to 4 hours	As-built plans and other related documents	N/A
3	Processing, Assessment, Computation of Fees, Sending Notice of Compliance (if any)	Processing Officer	10-20 minutes		Base on the schedule of fees of the National Building Code (PD 1096) and Referral Codes
4	Signature of assigned Engineers and Building Official	Annual Inspection Team Building Official	10-15 minutes		N/A
5	Releasing of Annual Building Certificate	Releasing Staff	5-10 minutes	Official Receipt	N/A