



GUIDELINES IN STREAMLINING THE PROCESSES FOR THE ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

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1. BACKGROUND

- 1.1. President Rodrigo Roa Duterte's 10-point socio-economic agenda includes "increasing competitiveness and the ease of doing business", objectives that have been reiterated in the recently approved Philippine Development Plan 2017-2022, which espouses "people-centered, clean, efficient and effective governance." Specifically, the President wants government services to be more accessible to the people through reduced documentary requirements, processing time and signatories for transactions. To achieve this, the administration is adopting a whole -of-government approach that promotes simplification of government transactions, inter-operability of government processes and strengthened linkages and coordination among agencies.
- 1.2. The President, in his 2017 State of the Nation Address, reiterated his directive to all government agencies with frontline services for "speedy reforms" that will further streamline their respective services to make these truly efficient and people-friendly and "to ensure that the people receive the quality services that they surely deserve minus the delays by the bureaucratic red tape."
- 1.3. By easing the cost of doing business in the Philippines, the government is also aiming to raise the overall country's current ranking of 114th out of 190 economies in the 2018 International Finance Corporation's (IFC) Doing Business Report. Specifically, in the criteria on "dealing with construction permits", the country's rank deteriorated at 101st, still below most ASEAN countries. The IFC report noted that in the Philippines, securing a construction permit for a warehouse requires 23 procedures that took 123 days to complete.
- 1.4. In compliance with President Duterte's socio-economic agenda and to improve the country's ranking in global competitiveness surveys, the Department of the Interior and Local Government (DILG), the Department of Public Works and Highways (DPWH), the Department of Information and Communications Technology (DICT), and the Department of Trade and Industry (DTI) are pursuing the streamlining of processes in securing building permits and certificates of occupancy.

2. PURPOSE

The overall objectives of this circular are the following:

- 2.1 To set service standards in processing building permits and certificates of occupancy by local government units (LGUs) as well as to provide guidelines in the streamlining of relevant processes related thereto, consistent with the provisions of the National Building Code of the Philippines (NBCP) (Presidential Decree (PD) 1096, s. 1977), the Fire Code of the Philippines (FCP) (Republic Act (RA) 9514) and the Anti-Red Tape Act of 2007 (ARTA) (RA 9485) and their respective Implementing Rules and Regulations (IRR).
- 2.2 To clarify the roles and responsibilities of DILG, DPWH, DICT, DTI, the Bureau of Fire Protection (BFP), and concerned offices and departments of cities/municipalities in ensuring the implementation of the necessary activities for the streamlining of subject processes.

3. LEGAL COMPLIANCE

- 3.1 Section 301 of the NBCP provides that "No person, firm or corporation, including any agency, or instrumentality, of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to be done without first obtaining a building permit therefore from the Building Official assigned in the place where the subject building is located or the building work is to be done." The NBCP also specifies the documentary requirements to be submitted as well as the general processes that local governments have to follow in approving the building permit application.
- 3.2 Section 309 of the NBCP provides that "No building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificates of Occupancy therefor as provided...."
- 3.3 Section 5 paragraph (g) of the FCP provides that no occupancy permit, business or permit to operate shall be issued without securing a Fire Safety Inspection Certificate (FSIC) from the Chief, BFP or his/her duly authorized representative. Furthermore, under Rule 9, Division 1 (c) of the FCP, the city/municipal Fire Marshall shall review, evaluate and assess plans, design calculations and specifications, and issue the necessary building fire safety evaluation clearance (FSEC) upon determination that the design and specification is in accordance with the provision of the FCP and its IRR.
- 3.4 The DPWH National Building Code Development Office Memorandum Circular No. 1, s. 2005 provides that, until a Building Official (BO) is fully deputized by the Secretary of Public Works and Highways for a particular local government, the official designated by the concerned local chief

executive through a Special Order to be responsible for the enforcement of the provisions of the NBCP as well as of its IRR shall serve as BO for said local government.

- 3.5 The DILG, DPWH, BFP and LGUs as well as their various instrumentalities have the authority and power to streamline the processes of securing construction-related permits, clearances and certificates, consistent with and supportive of the provisions of pertinent national and local policies to ensure ease, comfort and convenience to applicants as well as for efficiency and prompt delivery of services by the government, anchored on the overall policy of the State to safeguard life, health, property and public welfare.

4. Scope/Coverage

This Joint Memorandum Circular covers all the Regional and Provincial Directors of the DILG and DTI, Regional Directors and District Engineers of the DPWH, the DICT, the BFP, the members of the *Sangguniang Panglungsod* and *Sangguniang Bayan*, and Local Chief Executives of all cities and municipalities.

5. Definition of Terms

For purposes of this policy, the following definitions apply, unless otherwise stated:

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| 5.1 Applicant | Any person, firm, partnership, corporation, head of government or private institution, organization of any character applying for the issuance of permits and certificates. |
| 5.2 Application Form | A preformatted prescribed form specified in this circular. |
| 5.3 Backroom Operation | A working arrangement among the Office of the Building Official (OBO) and other concerned departments and offices under the local government, and the BFP where application and documentary requirements for building permits and certificates of occupancy are transferred and moved from one department to another for review, evaluation and action without the physical interference of the applicant. |
| 5.4 Estimated Value of the Building/ Structure | Measures the value of the construction installed or erected at a given location and may also be considered as the cost of construction including architectural and engineering work and labor cost as stipulated in the Building Permit Application Form as duly notarized. |

5.5 Building Official (BO)	The Executive Officer of the OBO appointed by the Secretary of Public Works and Highways.
5.6 Building Permit	A document issued by the BO to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the NBCP and its IRR.
5.7 Construction	All on-site work done in the site preparation, excavation, foundation, assembly of all components and installation of utilities, machineries and equipment of buildings/structures.
5.8 Certificate of Occupancy	A document issued by the Building Official certifying that the building/structure was completed and can be occupied/used in accordance with the approved use.
5.9 Fire Safety Evaluation Clearance (FSEC)	A document issued by the BFP as a pre-requisite for the grant of Building Permit by the Office of Building Official having jurisdiction upon determination that the evaluated plans are compliant with RA 9514 and its IRR.
5.10 Fire Safety Inspection Certificate (FSIC)	A document issued by the BFP upon determining that the required fire safety construction are in place, and fire protective and/or warning system are properly installed in accordance with the approved plans and specifications and in compliance with RA 9514 and its IRR.
5.11 Notice of Disapproval (NOD)	A document issued by the BFP if the applicant fails to comply with the required documents or fire safety requirements of the RA 9514 and its IRR.
5.12 Office of the Building Official	The Office authorized to enforce the provisions of the NBCP and its IRR in the field as well as the enforcement of orders and decisions made pursuant thereto.
5.13 One-Stop Shop for Construction Permits (OSCP)	A mechanism of coordination among the OBO, Zoning Office, Assessor's Office, Treasurer's Office, other concerned departments or offices at the local government, and the Office of the City/Municipal Fire Marshall through co-location of related functions and through a practical system of linkages.

- 5.14 Simple Application for Building Permits and Certificates of Occupancy Refers to applications for any of the following structures, whose floor area shall not exceed 1,500 square meters: (1) single dwelling residential building of not more than three (3) floors/storeys; (2) commercial buildings of not more than two (2) floors/storeys; (3) renovation within a mall with issued building permit; and (4) warehouse storing non-hazardous substance.
- 5.15 Step Any procedure taken by an applicant as part of the process of applying for and/or processing permits and licenses that triggers an interface, whether physical or online/virtual, with an action on the part of the office/unit to which the applicant has presented or communicated with himself/herself leading to a result (a document, certification, or decision) that is necessary to secure a permit.

6. Standards for Processing Construction-related Permits

6.1 Standards in Processing Building Permit Applications

- 6.1.1 Application Form. A preformatted form for building permit applications shall be prescribed in all cities and municipalities in the Philippines (refer to Annex 1). Four (4) copies of the application form for building permit, duly notarized, shall be submitted with the required documents as described in Section 6.1.3, together with the four (4) sets of the duly accomplished ancillary permit forms.
- 6.1.2 A modified format of the application form for building permits can be adopted by cities/municipalities provided that the fields in the prescribed uniform form in Annex 1 are maintained.
- 6.1.3 Documentary Requirements. Consistent with Section 302 of the NBCP and its IRR, the applicant, in applying for a building permit, shall be required to submit the following documents together with the application form:
- a. Certified true copy of Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT) covering the subject lot and, in cases where the applicant is not the registered owner of the said lot, a duly notarized copy of the Contract of Lease, or Deed of Absolute Sale; or, in lieu of the certified true copy of the OCT/TCT, a Lot Location Plan generated thru the Parcel Verification Service of the Land Registration Authority (LRA);
 - b. Four (4) sets of survey plans, design plans and other documents prepared, signed and sealed over the printed names of duly licensed and registered professionals, as stipulated under Section 302 (3) of the IRR of the NBCP:

Four (4) sets of the following:

- (i) Architectural Documents
- (ii) Civil/Structural Documents
- (iii) Electrical Documents
- (iv) Mechanical Documents
- (v) Sanitary Documents
- (vi) Plumbing Documents
- (vii) Electronics Documents
- (viii) Geodetic Documents
- (ix) Fire Protection Plan (if applicable)

c. Three (3) photocopies of valid licenses of all involved professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card);

d. Estimated value of the building or structure to be erected as declared by the owner or applicant and duly notarized.

6.1.4 The owner/applicant/design professionals are enjoined to secure required clearances from other agencies as stipulated under Section 302 (12) b of the IRR of the NBCP, and other documents or clearances from local authorities as maybe provided by local ordinances. These clearances shall no longer be submitted upfront to the OBO as part of the requirements for the issuance of a building permit but shall instead be submitted to the OBO thirty (30) calendar days after the issuance of the building permit. Failure to submit these clearances may delay the approval of the Certificate of Occupancy. Furthermore, future complaints from agencies identified under Section 302 (12) b of the IRR of the NBCP or inconsistencies from legal provisions on any of the activities covered by the building permit shall be subject to Section 207 (5) of the NBCP. On their part, the concerned national government agencies shall endeavor to process such clearances within the time frame specified in their Citizen's Charter as required in the Anti-Red Tape Act (ARTA) and its IRR.

6.1.5 The Local Chief Executive (LCE) shall designate a representative from the Assessor's Office who shall be detailed at the One-stop Shop for Construction Permits (OSCP) provided for in section 7.2 below. The assigned representative shall be responsible for (1) the issuance of a tax declaration as required in the NBCP which shall be provided to the OBO; and (2) assessment of new improvement to the land where the structure will be constructed.

6.1.6 The LCE shall designate a representative from the Treasurer's Office who shall be detailed at the OSCP, who shall be responsible for the issuance of current tax receipt of the applicant as required by the Zoning Officer and the collection of building permit fees as part of the backroom operation at the OSCP.

- 6.1.7 The LCE shall designate a representative from the Zoning Office/Planning Development Office of cities/municipalities, who shall be detailed at the OSCP and shall be responsible for the verification/issuance of locational clearance as part of the OSCP backroom operation. The representative shall provide a copy of the said clearance to the OBO as a documentary requirement to the building permit application.
- 6.1.8 The BFP shall detail staff, who shall be tasked to evaluate Fire Safety Evaluation Certificates (FSEC), issue Order of Payment and receive payments at the OSCP.
- 6.1.9 In processing the locational clearance, the LCE and the *barangays* under his/her jurisdiction shall work out an arrangement whereby the city hall officials shall be allowed to collect *barangay* fees related to building permit and locational clearance applications, which shall be remitted to the concerned *barangays* at an agreed timetable.
- 6.1.10 **Steps in Securing Building Permit.** The OBOs are enjoined to consider the applicants' perspective in designing the procedures for securing a building permit, bearing in mind the Duterte administration's promotion of "people-centered" governance that espouses simplification of government transactions. Hence, the city/municipal governments are directed to ensure that, **from the perspective of an applicant**, a maximum of four (4) steps, shall be followed in securing a building permit:

Step 1: Submission of Application Forms and Documentary Requirements;

Step 2: Receipt of the Order of Payment;

Step 3: Payment of Fees and Charges; and

Step 4: Claiming of the Building Permit.

Annex 2 contains the flow chart for processing building permits including the procedures followed by the BFP in processing FSEC applications.

- 6.1.11 As part of the backroom operations, the BO shall evaluate, with the BFP, the plans forwarded by the receiving officer at the OSCP, who shall provide three sets (3) of said plans and specifications to the Local City/Municipal Fire Marshall for review of the fire safety requirements as contained in the FCP. Once evaluated/or approved, the BFP shall return two sets of stamped plans to the BO - one set for the owner and another set for the OBO.

- 6.1.12 In order to facilitate the evaluation of the building permit application, the BOs shall follow an evaluation checklist that conforms to the requirements of the NBCP and its IRR (Annex 3). Similarly, the BFP evaluators shall formulate and use an evaluation checklist for assessing the proposed building's compliance with the Fire Code provisions. Evaluation of submissions shall be in accordance with the appropriate prescribed checklists and plan reading procedures.
- 6.1.13 To minimize face-to-face interaction between an applicant and any entity of the government, cities and municipalities are encouraged to automate/computerize systems, processes and/or procedures related to the steps specified in Section 6.1.10. Cities and municipalities are enjoined to develop an automated system for the submission and processing of building permit applications.
- 6.1.14 Processing Time. The different offices at the OSCP, functioning as one unit, shall evaluate simple building permit applications, as defined in Section 5.11, with complete documentary requirements, within a maximum period of five (5) working days. The BFP shall process the Fire Safety Evaluation Clearance (FSEC) within a maximum period of three (3) working days and shall abide by the manual of operations that will be developed in relation to the JMC and other supplemental manuals that shall be separately prepared by individual OSCPs. For easy compliance by the applicant, applications with deficiencies shall be issued a comprehensive correction sheet and/or a notice of disapproval by the Zoning Officer, OBO and the local BFP stating all deficiencies. For applications that satisfy the requirements of the Zoning Ordinance, Fire Code, the National Building Code and its referral codes, the OSCP shall release the Building Permit, together with the locational clearance, other ancillary permits and the FSEC, after payment of appropriate fees and charges.
- 6.1.15 The OBO shall provide the local BFP and the Assessor's Office a list of issued building permits on a monthly basis (every 5th day of the month) for their reference, in anticipation of the applicant's future application for a Certificate of Occupancy.
- 6.1.16 Assessment of Fees. After the evaluation of the building permit application, the Zoning Officer, the BFP, and the OBO shall simultaneously prepare an Order of Payment that will be issued to the applicant at the same time, specifying the fees that the applicant is obligated to pay in accordance with the provisions of the Zoning Ordinance, NBCP, FCP and the local revenue code. The Zoning Officer, the BFP and the OBO shall put in place the necessary measures to implement a one-time assessment of building-related fees and charges which shall include the local fees for securing the locational clearance, *barangay* clearance, filing fees as described in Section 6.1.17, among others.

- 6.1.17 The fire code fees for the issuance of FSEC shall be based on the estimated value of the building or structure declared by the owner or applicant duly notarized. In the event that there is substantial difference between the estimated value of the building or structure as declared by the owner or applicant from the amount indicated in the application for the building permit, the higher value will be adopted.
- 6.1.18 The OBO and the BFP may collect a filing fee, in addition to the NBCP and FCP prescribed fees/charges, to cover for the cost incurred in assessing building permit and FSEC applications. Such fee shall be set following the guidelines for setting fees and charges issued by the Bureau of Local Government Finance under the Department of Finance.
- 6.1.19 Payment of Fees. The OBO and the local BFP shall jointly implement a one-time payment of fees and charges related to building permit applications. All related fees shall be paid by the applicant in a designated cashiering area, in the OSCP, where the city/municipal governments and the BFP shall assign a cashier to receive payments from applications for building permit and FSEC, respectively.
- 6.1.20 The OBO is enjoined to issue the building permit and other ancillary permits, the *Barangay* Clearance, the Locational Clearance and FSEC upon payment of the required fees by the applicant.
- 6.1.21 The BFP and concerned LGUs are enjoined to establish a system of online payment of fees and related charges and other electronic payment scheme to facilitate the one-time assessment and payment of building permit-related fees and charges.
- 6.1.22 Signatories. The Building Official shall sign and issue the building permit. Technical staff members are, however, enjoined to sign the review or evaluation sheets of the technical documents they were assigned to evaluate for reference of the Building Official.
- 6.1.23 Coordination within Local Government Departments and *Barangays*. All cities and municipalities are encouraged to automate/computerize their databases and ensure data and information sharing among concerned departments and offices at the local government, especially the Office of the Building Official, the City/Municipality Planning and Development Office, the Assessor's Office, the Business Permit and Licensing Office (BPLO) and the Treasurer's Office. All OBOs are enjoined to provide all information on an issued building permit to concerned departments or offices of the local government, such as the BPLO, the local Assessor's Office and the Treasurer's Office, as maybe deemed necessary and appropriate, and to concerned *barangay*, as soon as the building permit is released to the applicant. All cities and municipalities are thus encouraged to automate/computerize their databases and ensure capacities for data

and information sharing among concerned departments and offices at the local government.

6.2 Standards in Securing Certificate of Occupancy

- 6.2.1 **Application Form.** A preformatted application form for certificates of occupancy shall be prescribed in all cities and municipalities (refer to Annex 4). Three (3) copies of the application form, duly notarized, shall be submitted with the required documents as described in Section 6.2.3 below.
- 6.2.2 A modified format of the application form for certificates of occupancy can be adopted by cities/municipalities provided the same fields found in the prescribed uniform form in Annex 4 shall be maintained.
- 6.2.3 **Documentary Requirements.** In applying for a certificate of occupancy, the applicant shall be required to submit the following documents:
- a. Three (3) copies of duly notarized Certificate of Completion using the form in Annex 5, signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction, together with approved plan and specifications and one copy of the construction logbook. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer;
 - b. One (1) copy of the issued Building Permit and the issued ancillary permits;
 - c. One (1) copy of the issued locational clearance;
 - d. Owner's copy of Fire Safety Correction Sheet and its corresponding FSEC;
 - e. Three (3) photocopies of the valid licenses of all involved professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card); and
 - f. Photograph of the completed structure showing front, sides, and rear areas.
- 6.2.4 In cases when there are changes in the approved building plans, three (3) sets of As-Built Plan are required to be submitted to the OBO, reflecting all the changes/modifications/alterations/amendments made as an additional document.

- 6.2.5 The applicant, if required, shall secure clearances or certificates from utility companies, independently and after the issuance of the Certificate of Occupancy. Such clearances therefore shall not be considered requirements for the issuance of said certificate.
- 6.2.6 Steps in Securing a Certificate of Occupancy. The OBOs are enjoined to consider the applicants' perspective in designing the procedures for securing certificates of occupancy. The following shall be considered as the maximum steps in securing certificate of occupancy by an applicant:
- a. **Step 1:** Submission of the Application Forms and Documentary Requirements as provided in Section 6.2.3;
 - b. **Step 2:** Receipt of the Order of Payment;
 - c. **Step 3:** Payment of Fees and Charges; and
 - d. **Step 4:** Claiming of the Certificate of Occupancy.

Annex 6 contains the flow chart for processing the certificate of occupancy including the process of the BFP in evaluating the FSIC for occupancy permits.

- 6.2.7 As part of the backroom operations, the BO shall evaluate with the BFP the documents forwarded by the receiving officer at the OSCP, who shall provide three sets to the Local City/Municipal Fire Marshall for the review of the fire safety requirements as required for the issuance of the Fire Safety Inspection Certificate (FSIC). In addition, the OBO, the local BFP and the Assessor's Office are required to form a joint inspection team for the conduct of required inspection of the structure. The city/municipal OBO shall take charge of organizing the inspection team, preparing and synchronizing the schedules of the inspection team members and providing the logistics for the inspection team. The BFP has prescribed standard forms for an Inspection Order (Annex 7), After Inspection Report (Annex 8), of Disapproval (Annex 9), and Notice to Comply (Annex 10).
- 6.2.8 The evaluation guidelines that BOs may use in the review and processing of Certificate of Occupancy applications are attached in Annex 11.
- 6.2.9 Pursuant to Section 309 (4)(a) of the IRR of the NBCP, a partial Certificate of Occupancy may be issued for the use or occupancy of a portion or portions of a building or structure prior to the completion of the entire building or structure, through the proper phasing of its major independent portions without posing hazards to its occupants, the adjacent building residents and general public. Consistent with

this, the BFP may issue the appropriate FSIC consistent with the portion or portions of a building or structure which is being applied for the certificate of occupancy, provided that all the fire safety requirements in the IRR of RA 9514 and Fire Safety Checklist are already installed and operational on the subject application for the Partial Certificate of Occupancy.

- 6.2.10 To minimize face-to-face interaction between an applicant and any entity of the government, cities and municipalities are encouraged to develop an automated/computerized application system that allow online application for certificate of occupancy, further streamlining the steps in Section 6.2.6.
- 6.2.11 Signatories. The Building Official shall be the signatory to the Certificate of Occupancy. Technical staff members are, however, enjoined to sign the review or evaluation sheets of the technical documents they were assigned to evaluate for reference of the Building Official.
- 6.2.12 Processing Time. The different offices at the OSCP, functioning as one unit, shall evaluate all simple applications for Certificate of Occupancy, which includes applications for Certificate of Final Electrical Inspection (CFEI) and other related certificates, within a maximum period of five (5) working days from receipt of an application form with complete documentary requirements. The BFP shall process the Fire Safety Inspection Certificate (FSIC) within a maximum period of three (3) working days and shall abide by the manual of operations that will be developed in relation to the JMC and other supplemental manuals that shall be separately prepared by individual OSCPs. Applications with deficiencies shall be issued a comprehensive correction sheet and/or notice of disapproval stating all deficiencies.
- 6.2.13 Assessment of Fees. After final inspection by the OBO and receipt of the BFP status report, the OBO and the local BFP shall simultaneously prepare an Order of Payment for applications that pass their requirements, specifying the fees that the applicant is obligated to pay in accordance with the provisions of the NBCP and the FCP. The two orders of payment shall be issued to the applicant at the same time. For this purpose, the local BFP shall assign a staff who shall be co-located with the city/municipal assessor within the OBO or designated OSCP.
- 6.2.14 The OBO and the BFP may collect a filing fee, in addition to the NBCP and FCP prescribed fees/charges, to cover for the cost incurred in evaluating applications for certificates of occupancy and FSIC, the setting of which shall follow the guidelines for setting fees and charges issued by the BLGF.

- 6.2.15 Payment of Fees. The OBO and the local BFP shall jointly implement a one-time payment of fees and charges related to applications for certificates of occupancy. All related fees shall be paid by the applicant in a designated cashiering area, ideally near or within the OBO or in the OSCP. As provided under Section 6.1.20 above, all cities and municipalities and the BFP are also encouraged to establish a system of online payment of fees and related charges and other electronic payment schemes.
- 6.2.16 The OBO shall issue the certificate of occupancy together with the CFEI, the FSIC and other related certificates/clearances upon payment of the required fees by the applicant.
- 6.2.17 Information Sharing. All OBOs are enjoined to provide all information on approved certificates of occupancy to concerned departments or offices of the local government, such as the BPLO and the local Assessor's Office, as maybe deemed necessary and appropriate, and to the BFP, on a monthly basis as discussed in Section 6.1.14. All cities and municipalities are thus encouraged to automate/computerize their databases and ensure capacities for data and information sharing among concerned departments and offices at the local government and concerned national government agencies.

7. Complementary Reforms

- 7.1 Complete Checklists of Procedures and Requirements. All cities and municipalities shall make available in conspicuous places in the Municipal or City Hall a complete checklist of procedures and requirements in securing building permits and certificates of occupancy and process flow chart for processing construction-related processes consistent with this JMC. Cities/municipalities shall ensure that said checklists may also be downloaded from their websites.
- 7.2 One-Stop Shop for Construction-Related Applications. All cities and municipalities are encouraged to set up a One-stop Shop for Construction Permits (OSCP), preferably at the OBO that will provide frontline services to applicants related to building permits and certificates of occupancy application. Specifically, the OSCP shall have the following functions:
- a. Receive applications and documents for building permits and certificates of occupancy, either through on-line or physical submission;
 - b. Coordinate and facilitate the conduct of technical reviews by the concerned departments of cities/municipalities (e.g. Zoning Office, *Barangay* Official) and the local BFP;

- c. Facilitate the retrieval of documentary requirements for building permit and certificate of occupancy that will be part of the OSCP backroom operation, such as the tax declaration, current receipt of real property tax payments in coordination with concerned city/municipal departments;
- d. Implement a one-time assessment of fees and charges related to applications for building permits and certificates of occupancy in coordination with the BFP, the Zoning Officer, the Assessor's Office, the Treasurer's Office and the OBO;
- e. Coordinate the conduct of joint inspections by the OBO, the Assessor's Office and the BFP;
- f. Receive payment of all related fees and charges, either through on-line or physical payment, in coordination with the BFP and the OBO; and
- g. Release building permit or certificate of occupancy, either through on-line or physical release.

7.3 The physical layout of the OSCP is envisioned to allow a four-step process for both applications for building permit and certificates of occupancy. It shall include a backroom operation with space provided for co-locating agencies like the local BFP and departments/offices of the city/municipality concerned with evaluation of construction-related permits. A proposed layout of the OSS is attached as Annex 11. The Local Chief Executives of cities and municipalities are expected to provide the necessary budgetary and logistical support for the setting up and operations of the OSCP.

7.4 Integration of LRA processes in the One-Stop Shop for Construction Permits. Cities/municipalities are encouraged to explore with Land Registration Authority (LRA) the option of setting up LRA extension offices in the OSCP that will generate OCT/TCT as part of their backroom operation as a service to the public.

7.5 Automation/Computerization of Processes. For efficient and effective implementation of this JMC, all concerned entities of the government – both national and local – are enjoined to automate/computerize related processes in the issuance of building permits and certificates of occupancy which may include, among others, the following:

- a. Filing of application;
- b. Storage and retrieval of application forms and documents;
- c. Payment of fees and charges; and
- d. Issuance of permits and certificates;

- e. Database sharing among the OBO and other involved entities of the local government, i.e., Local Planning and Development Office (LPDO), Zoning Office (ZO), Local Treasurer's Office (LTO), Local Assessor's Office (LAO), Business Permit and Licensing Office (BPLO), and with the BFP.

7.6 Cities and municipalities, especially the highly urbanized cities, are enjoined to develop a web-based Building Permit Application System that would allow online application and processing of building permits and certificates of occupancy. The online application shall be reviewed and approved by the DICT and then be integrated in the National government Portal. The LGUs may also avail of the Government Web Hosting Services from DICT.

7.7 Continuing Professional Education for Design Professionals (Enforcers/BOs and Practitioners). The BOs are encouraged to utilize part of the 15% of the OBO fund, as mandated in the DPWH-DILG Joint Memorandum Circular No. 001 dated July 4, 2013, in their attendance to trainings/capacity building programs related to the standards set in this JMC.

8. Implementation of the Standards

8.1. All cities and municipalities are enjoined to implement the standards for the issuance of building permit and certificate of occupancy, as presented in Sections 6.1 and 6.2, respectively. They are encouraged to set up procedures that will further improve these service standards in partnership with national government agencies.

8.2. An Oversight Committee on Construction Permit Reforms shall be created with the Secretaries of the DPWH as Chair and the Secretary of the DILG as Vice-Chair. The committee shall have as members the heads of the following entities: (1) DICT; (2) the BFP; (3) the National Competitiveness Council under the Department of Trade and Industry; (4) Organization of Building Officials; (5) private sector representatives. This committee shall have the following functions: (1) oversee the implementation of the standards at the local government level; (2) approve the manual or guidebook for the implementation of the JMC as well as the training program designs to be conducted; (3) promote and coordinate the development of a web-based building permit application system; (4) monitor the implementation of the JMC and implement sanctions to non-compliant local government units; and (5) undertake other measures necessary to enforce the standards set in the JMC.

8.3. A manual or guidebook for the implementation of reforms shall be prepared to complement this Joint Memorandum Circular.

8.4. The DPWH in coordination with the DILG shall conduct a series of training programs for OBO and other concerned departments and offices of local governments as well as the BFP on the implementation of this Joint Memorandum Circular which may cover, among others, the following modules:

- a. Standards for the Issuance of Building Permit and Certificate of Occupancy; and
- b. Preparation of Change Management Plan and Action Plan for each local government, OBO and local BFP office.

9. Roles and Responsibilities of Oversight Agencies

9.1 Department of Public Works and Highways

- a. Chair the Oversight Committee on Construction Permit Reforms and provide secretariat support;
- b. Issue, as maybe deemed necessary, supplementary circulars or department orders enjoining LGU Building Officials to implement the standards set forth in this Joint Memorandum Circular, in coordination with the Local Chief Executives of cities and municipalities;
- c. In collaboration with DILG-BLGD and BFP prepare a manual of operations for OBOs for the implementation of the JMC;
- d. Provide capacity development to concerned local government units and OBOs, in collaboration with DILG, to ensure the effective and efficient implementation of this circular;
- e. Oversee, in close collaboration with DILG and BFP, the implementation of the JMC;
- f. Provide guidelines to OBO personnel specifically on evaluating of plans and other building requirements; and
- g. Monitor compliance in the implementation of the JMC through the National Building Code Development Office in coordination with DILG-BLGD and BFP.

9.2 Department of the Interior and Local Government

- a. Act as Vice Chair of the Oversight Committee on Construction Permit Reforms;
- b. Issue, as maybe deemed necessary, supplementary circulars to LGUs in the implementation of the JMC;
- c. Determine mechanisms and/or strategies to encourage local government units, OBO and BFP to effect the implementation of the standards set forth in this Joint Memorandum Circular;

- d. In collaboration with DPWH and BFP:
 - d.1 Develop manual of operations for LGUs/OBO in the operationalization of this JMC or in streamlining building permit and certificate of occupancy;
 - d.2 Capacitate and assist LGUs in streamlining building permit and certificate of occupancy using the guidelines or manual of operations developed or thru capacity building programs;
 - d.3 Oversee, in close collaboration with DPWH and BFP, the implementation of the JMC;
 - d.4 Establish a monitoring system on the compliance of OBOs, local governments and BFP to the standards set under this JMC;
 - d.5 Monitor on a periodic and regular basis the extent/status of implementation of the standards set under this JMC.
- e. In collaboration with DICT:
 - e.1 Assist in the development of an automated system for Building Permit and Certificate of Occupancy;
 - e.2 Provide training programs to LGUs on planning and implementation of an automated Building Permit system; and
 - e.3 Capacitate LGUs/OBO in the computerization of Building Permitting and Certificate of Occupancy.

9.3 Department of Information and Communications Technology

- a. Develop a web-based system software for online application, submission and processing of Building Permits available to interested LGUs that can be used for automation of Building Permitting to capable and e-ready LGUs based on standards set;
- b. Provide training programs to LGUs on planning and implementation of an automated Building Permit system, in partnership with DILG through the BLGD and DPWH;
- c. Encourage the formulation of plans using the Information Systems Strategic Plan (ISSP) process;
- d. Organize a pool of trainers from the partner agencies (DILG and DPWH), academe and interested providers who will be available to provide assistance to LGUs on the e-Building Permitting System;

- e. Capacitate LGUs/OBOs on the operation and maintenance of the e-Building Permitting System; and
- f. Monitor the functionality, implementation and operations of the e-Building Permitting System, in coordination with DILG-BLGD and DPWH.

9.4 Bureau of Fire Protection

- a. Issue, as maybe deemed necessary, supplementary circulars or department orders enjoining the cooperation of Fire Marshalls and BFP personnel at the local level in the implementation of the JMC;
- b. Oversee, in close collaboration with DILG and BFP, the implementation of the JMC;
- c. Monitor on a periodic and regular basis the extent of implementation of the standards; and
- d. In coordination with DICT, automate the process of FSIC and FSEC application.

9.5 Department of Trade and Industry (National Competitiveness Council)

- a. Coordinate technical assistance for the implementation of the JMC from the development partners as part of its Ease of Doing Business activities; and
- b. Provide technical support for the implementation of the standards in Quezon City, which is the city included in the International Finance Corporation's Doing Business Report;
- c. Coordinate with business groups at the local and national levels to support the new guidelines in streamlining the processes for issuance of building permits and certificates of occupancy; and
- d. Oversee, in close collaboration with DILG, DPWH, and BFP, the implementation of the JMC.

9.6 Local Government Units

- a. Provide both budgetary and logistical support for the implementation of the standards set in the JMC, including the setting up of a one-stop shop for construction-related permits and clearances which includes the local BFP staff;
- b. Organize and lead the Joint Inspection Team and provide logistic support (e.g. transportation and other incidental expenses);

- c. Allow the OBO and staff of cities and municipalities to undergo capacity building in relation to the implementation of the service standards in processing Building Permits and Certificates of Occupancy under the JMC;
- d. Forge partnership with DILG and DICT for automating the processing of Building Permits and Certificates of Occupancy, which may include provision of logistics for training in the operationalization of the system;
- e. Take responsibility for the operations and maintenance of the e-Building Permitting System software that may be set-up in connection with this JMC; and
- f. Submit periodic status report on the city/municipality's compliance to this JMC.

10. REFERENCES

- 10.1 Presidential Decree 1096, s. 1977 or the National Building Code of the Philippines (NBCP)
- 10.2 Republic Act 9514 or the Fire Code of the Philippines of 2008 (FCP)
- 10.3 Republic Act 9485 or the Anti-Red Tape Act of 2007 (ARTA)
- 10.4 Republic Act 7160 or the Local Government Code of 1991 (LGC)
- 10.5 Inaugural Speech of President Rodrigo Roa Duterte dated June 30, 2016
- 10.6 First State of the Nation Address (SONA) of President Rodrigo Roa Duterte dated July 25, 2016.

11. ANNEXES

Hereto attached are the following:

- Annex 1: Unified Building Permit Application Form
- Annex 2: Flow Chart for Processing Building Permits
- Annex 3a: Standard Checklist for Evaluation of Building Permits
- Annex 3b: Compliance Evaluation Sheet (both for Building and Occupancy)
- Annex 4: Unified Application Form for Certificates of Occupancy
- Annex 5: Certificate of Completion Form
- Annex 6: Flow Chart for Processing Certificates of Occupancy
- Annex 7: Inspection Order (BFP)
- Annex 8: After Inspection Report (BFP)
- Annex 9: Notice of Disapproval (BFP)
- Annex 10: Notice to Comply (BFP)
- Annex 11: Compliance Evaluation Sheet (both for Building and Occupancy)
- Annex 12: Proposed Lay-out of the One-stop Shop for Construction Permits

12. MONITORING AND REPORTING

DILG Regional Office shall submit progress and period report in the implementation and compliant of cities and municipalities on this JMC to Secretary of the Interior and Local Government thru the Undersecretary for Local Government.

13. SEPARABILITY CLAUSE

If any clause, sentence or provision of this Joint Memorandum Circular shall be declared invalid or unconstitutional by a competent court, its remaining parts shall not be affected thereby.


14. REPEALING CLAUSE

All other orders, rules and regulations inconsistent or contrary to the provisions of this Joint Memorandum Circular are hereby repealed or modified accordingly.

15. EFFECTIVITY

This Joint Memorandum Circular shall take effect immediately.



16. APPROVING AUTHORITY


CATALINO S. CUY
Officer-in-Charge
Department of the Interior and Local
Government


MARK A. VILLAR
Secretary
Department of Public Works and Highways




ELISEO M. RIO, JR.
OIC-Secretary
Department of Information and
Communications Technology



RAMON M. LOPEZ
Secretary
Department of Trade and Industry


GUILLERMO M. LUZ
Private Sector Co-Chairman
National Competitiveness Council

17. FEEDBACK

For related queries, kindly contact the Bureau of Local Government Development – Department of the Interior and Local Government at telephone number (02) 925-0356 or at Telefax number (02) 927-7852 and/or email at pamd.blgd@gmail.com.