

## PROCESSING OF BUILDING PERMIT

### Applicants

- All Registered Tourism Enterprises (RTE's) and Tourism-Related Establishments (TRE's) within the San Vicente Flagship Tourism Enterprise Zone (SVFTEZ).
- All Registered Tourism Enterprises (RTE's) within a Flagship Tourism Enterprise Zone (FTEZ).
- All Registered Tourism Enterprises (RTE's) within a Tourism Enterprise Zone (TEZs).
- All TEZ Operators/ Tourism Estate Management Facilities and Services (TEMFS)

### Requirements to be presented

#### 1. CLEARANCES

##### 1.1. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)

Submission thru either one of the following: *(Final Copies)*

- If by E-mail Submission: *1-Scanned copy;*
- If by Mail and/or Office Submission: *2-Hard photocopies*

##### 1.2. TIEZA Certificate of Designation or Permit to Locate

*Note: For all Registered Tourism Enterprises*

Submission thru either one of the following: *(Final Copies)*

- If by E-mail Submission: *1 - Scanned copy;*
- If by Mail and/or Office Submission: *2 – Hard photocopies*

#### 2. LEGAL DOCUMENTS

##### 2.1. Lot Ownership

- If Applicant is the Registered Lot Owner, submit the following:
  - ❖ *Certified True Copy of Transfer Certificate of Title (TCT)*
- If Applicant is not the Registered Lot Owner, in addition to the TCT, submit any one of the following:
  - ❖ *Notarized Contract of Lease*
  - ❖ *Notarized Joint Venture Agreement*
  - ❖ *Notarized Deed of Sale*
- If Applicant is a Corporation, submit the following:
  - ❖ *Proof of Ownership of the Corporation*
  - ❖ *Secretary's Certification authorizing the signatory*

*Note:*

Submission thru either one of the following: *(Final Copies)*

- If by E-mail Submission: *1 - Scanned copy;*
- If by Mail and/or Office Submission: *2 – Hard photocopies*

### **3. TECHNICAL PLANS, PICTURES, AND DOCUMENTS**

#### **3.1. Survey Plan (Final Copies)**

- Original Sketch Plan of lot based on the technical description and areas of the title (TCT) drawn in the standard survey sheet signed and sealed by a Geodetic Engineer.

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1- Scanned copy of original document, or 1- Attached copy in CAD or in PDF digitally signed by a Geodetic Engr.;*
- If by Mail and/or Office Submission: *4- Hard copies in Surveying Sheet Plan signed and sealed by a Geodetic Engineer*

#### **3.2. Architectural Drawings**

##### **3.2.1. Location and Vicinity Map (Preliminary Copy)**

- Plan showing the location of site and vicinity at least two (2) km in radius of the site.
- Showing prominent landmarks, major thoroughfares and all existing features that may affect the construction of the project like hazardous structures, shorelines, rivers and creeks, roads, bodies of water, tower and power lines, etc.

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Scanned copy of original document, or 1 – Attached copy in CAD or in PDF digitally signed by preparer Architect/Engineer;*
- If by Mail and/or Office Submission: *1– Hard copy in A3 format signed by the prepare Architect/Engineer*

##### **3.2.2. Site Development Plan (Preliminary Copy)**

- Plan showing technical descriptions, boundaries, orientation and position of the proposed building/structure in relation to the lot, existing buildings, access roads and driveways, existing public utilities/services, existing buildings within and adjoining the lot and distances between the proposed and existing buildings.
- Must indicate the front, sides and rear setbacks of the proposed structure from nearest lot boundary lines.

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by the Architect and the Owner;*

- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales signed by the Architect*

### **3.2.3. Floor Plans, Elevations, and Sections** *(Preliminary Copy)*

- Floor Plans showing grid lines, dimensions, complete identification of spaces, areas, and door and window tags.
- At least four (4) Elevations and at least two (2) Sections.

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by the Architect/Preparer and the Owner;*
- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales, signed by the Architect/Preparer*

### **3.3. Lot and Site Pictures** *(Optional)*

- Pictures must cover the different angles (front, sides and rear) of the Lot.
- It must likewise cover all the concrete monuments and labelled /numbered according to the survey plan.
- Latest pictures (not less than 10 photos) and/or video of the existing site showing features not limited to boundaries, contours and elevations, lot conditions, access roads, shorelines, rivers, power lines, communication lines, periphery of the lot, etc.

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1 set – All photos as JPEG attachment;*
- If by Mail and/or Office Submission: *1 set – Printed copies of photos in 4R size with labels and descriptions*

### **3.4. Preliminary Ancillary Plans** *(Preliminary Copy)*

#### **3.4.1. Architectural Plans and Details** *(after Architectural Drawings are found compliant)*

- Must include a Perspective Drawing of the Structure.
- To include approved Architectural Drawings (3.2) from previous evaluation.
- Plans must indicate and include the following but not limited to gridlines, dimensions, room and functional spaces, doors and windows tags, natural ground and finish levels, grade elevations, floor to floor heights, schedule of finishes, specification of materials, blow-up details, etc.
- All plans must be in drawn in convenient and readable scales of not less than 1:100.

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by the Architect/Preparer and the Owner;*
- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales signed by the Architect/Preparer*

### **3.4.2. Civil/Structural Documents**

#### **3.4.2.1. Soil Boring and Load Tests (Final Copies)**

- For three (3)-Storey structures and above.
- Boring Test, and if necessary, Load Test, in accordance with the applicable latest approved provisions of the National Structural Code of the Philippines (NSCP) which set forth requirements governing excavation, grading and earthwork construction, including fills and embankment for any building/structure and for foundation and retaining structures.
- Must contain RTE Registered Name, Project Title, Location and Name of Owner.

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1-Scanned or attached final copy digitally signed by Structural Engineer and signed by the Owner;*
- If by Mail and/or Office Submission: *2-Final hard copies (binded) signed and sealed by a Structural Engineer and conformed/signed by the Owner.*

#### **3.4.2.2. Structural Design and Analysis (Final Copies)**

- 2 Storey structures and above only.
- Must contain RTE Registered Name as Project Title, Location and Name of Owner.
- If Computer Generated Design, designer must indicate following:
  - Description of Algorithms
  - Software Name
  - Output sheets should be signed by the Designer

*Note:*

Submission thru either one of the following:

- If by E-mail Submission: *1-Scanned or attached final copy digitally signed by Structural Engineer and signed by the Owner;*

- If by Mail and/or Office Submission: *2-Final hard copies (binded) signed and sealed by a Structural Engineer and conformed/signed by the Owner.*

**3.4.2.3. Structural Detail Plans** *(Preliminary Copy)*

- Foundations Plans and Details, Floor/Roof Framing Plans and Details and Schedules and Details of structural and civil works elements including those for deep wells, water reservoir, pipe lines and sewer systems.

*Note:(Preliminary copies must be submitted for evaluation only)*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by Civil Engineer and Owner;*
- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales signed by a Civil/Structural Engineer and conformed/signed by the Owner*

**3.4.3. Electrical Documents** *(Preliminary Copy)*

- Must contain the following:
  - Locations and Site Plans
  - Legend or Symbols
  - General Notes and/or Specifications
  - Electrical Layout
  - Schedule of Loads, Transformers, Generating/UPS Units (Total kVA for each of the preceding items shall be indicated in the schedule)
  - Design and short circuit analyses, arc flash, and voltage drop calculations
  - Single Line Diagram or Riser Diagram,

*Note: (Preliminary copies must be submitted for evaluation only)*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by Professional/Preparer and the Owner;*
- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales signed by the Professional/Preparer*

**3.4.4. Sanitary/Plumbing Documents** (*Preliminary Copy*)

**3.4.4.1. For deep wells, water purification plants, water collection and distribution systems, reservoirs, drainage and sewer systems, sewage treatment plants, malaria control structures, and sewage disposal system, the following must be submitted:**

- Location Plan and Site Plan
- Detailed Plan and Layout drawings of minimum scale of 1:100
- Design Analysis and Technical specification

**3.4.4.2. For pest and vermin control, sanitation, and pollution control facilities:**

- Detailed plan, layout and drawing of abatement and control device of minimum scale 1:100.
- Design analysis and technical specification

**3.4.4.3. For all plumbing installations, additions and/or alterations involving hot and Cold-water supply, fixtures, sewage drainage and vent system, storm drainage and sewerage system within or adjacent to the building:**

- Location Plan and Site Plan of minimum scale 1:2000
- Plumbing Plans, Layouts and details, of minimum scale 1:50
- Legend and General Notes
- Isometric drawings of the systems
- Design analysis and technical specifications

*Note:(Preliminary copies must be submitted for evaluation only)*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by Professional/Preparer and the Owner;*
- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales signed by the Professional/Preparer*

**3.4.5. Mechanical Documents** (*Preliminary Copy*)

**3.4.5.1. Location Plan and Key Plan**

**3.4.5.2. General Layout Plan**

- For each floor, drawn to a scale of not less than 1:00, indicating the equipment in heavier lines than the building outline with names of machinery and corresponding brake horsepower shall be indicated.

**3.4.5.3. Longitudinal and Transverse Sections**

- For all building and equipment base on the section lines drawn to scale of at least 1:100 showing inter-floor relations and defining the manner of support of machines/equipment. Sections shall run longitudinally and transversely through the building length or width other than particularly detailed section for each machinery/equipment (fired and unfired pressure vessel, elevator, escalator, dumbwaiter, etc.).

**3.4.5.4. Isometric Drawings**

- For gas, fuel, oil system showing: Assembly of pipes on racks and supports, Legend and General Notes, Capacity per outlet and complete individual piping system.

**3.4.5.5. Location Plans**

- Drawn to scale of 1:100 indicating store rooms, fuel tanks, fire extinguishing systems, fire doors, fire escape ladders and other protective facilities.

**3.4.5.6. Detailed drawings of all duct work installations**

- Indicating dampers, controls, filters, fireproofing, acoustical and thermal insulation.

**3.4.5.7. Detailed Plans**

- Machinery foundations and supports drawn to scale of at least 1:50.

**3.4.5.8. Detailed Plans of boilers and pressure vessels**

- With a working pressure of above 70 KPa regardless of kilowatt rating.

**3.4.5.9. Design Computations and Detailed Plans**

- Elevators, escalators, and the like drawn to scale of 1:50.

**3.4.5.10. Detailed plans of fire suppression systems**

- Location of automatic and smoke detectors and alarm and initiating devices used to monitor the conditions that are essential for the proper operation including switches for the position of gate valves as well as alert and evacuation signals; the detailed layout of the entire safe area to be protected and heat/smoke ventilation system.

**3.4.5.11. The signature of a duly licensed Professional Mechanical Engineer**

- Shall be sufficient for all installations, additions or alterations involving machinery of at most 14.9 kW, except fired and unfired pressure vessels, elevators, escalators, dumbwaiters, and central/split/package type air conditioners and piping systems of steam, gas or fuels.

*Note:(Preliminary copies must be submitted for evaluation only)*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by Professional/Preparer and the Owner;*
- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales signed by the Professional/Preparer*

**3.4.6. Electronics Documents** *(Preliminary Copies)*

**3.4.6.1. For wired or wireless telecommunications systems, broadcasting systems, including radio and TV broadcast equipment for commercial and training purposes, cable or wireless television systems, information technology (IT) systems, security and alarm systems, electronic fire alarm systems, sound-reinforcement systems, navigational aids and controls, indoor and outdoor signage, electronically-controlled conveyance systems, electronics and computerized process controls and automation systems, building automation, management and control systems, including but not limited to the following:**

- Electronic Plans and Technical Specifications
- General Layout Plans and Legends
- Single Line Diagram
- Riser Diagram
- Isometry of the System
- Equipment Specifications
- Design Analysis, as applicable

*Note:(Preliminary copies must be submitted for evaluation only)*

Submission thru either one of the following:

- If by E-mail Submission: *1 – Attached copy in CAD or in PDF in appropriate and readable scales in A3 format and digitally signed by Professional/Preparer and the Owner;*
- If by Mail and/or Office Submission: *1 – Hard copy in A3 format drawn in readable scales signed by the Professional/Preparer*

**3.5. Detailed Cost and Estimate** *(Final Copies)*

- Estimate must be detailed summary of the cost for Labor, Materials and Equipment for all types of works and Bill of Quantities for the following: (Architectural, Civil, Electrical, Plumbing/Sanitary, Mechanical, and Electronics).
- Must contain RBE Name, Project Title and Location, signed and sealed by the preparer and conformed/signed by Owner.



*Note : (Final Copies)*

Submission thru either one of the following:

- If by Mail and/or Office Submission: 4 sets -Hard copies (binded) signed and sealed by the Estimator and signed by the Owner.

**3.6. Technical Specifications (Final Copies)**

- Specifications must be detailed for the Materials for all the Types of Works (Architectural, Civil, Electrical, Plumbing/Sanitary, Mechanical, and Electronics).
- Must contain RBE Registered Name, Project Title, Location and Name of Owner and signed and sealed by the preparer and conformed by Owner.

*Note:(Final Copies)*

Submission thru either one of the following:

- If by Mail and/or Office Submission: 4 sets – Hard copies (binded) signed and sealed by the Preparer and conformed/signed by the Owner.

**3.7. Construction Logbook (Final Copies)**

- Must be new and without entry
- Must contain RTE Registered Name, Project Title, Location and Name of Owner and signed and sealed by the Construction Engineer and conformed by Owner.

*Note:(Final Copies)*

Submission thru either one of the following:

- If by Mail and/or Office Submission: 2 sets – Signed and sealed by the Supervising Construction Engineer and conformed/signed by the Owner.

**3.8. TIEZA Permit Application Forms (Preliminary Copies)**

- Duly accomplished, signed by the owner and signed and Sealed by the following:
  - Building Permit Form (Notarized) - Architect/Civil Engineer
  - Architectural Permit Form - Architect
  - Civil/Structural Permit Form - Civil/Structural Engineer
  - Electrical Permit Form - Professional Electrical Engineer
  - Plumbing Permit Form - Sanitary Engineer or Master Plumber
  - Sanitary Permit Form - Sanitary Engineer
  - Mechanical Permit Form - Professional Mechanical Engineer

- Electronics Permit Form - Professional Electronics Engineer

*Note:(Preliminary copies must be submitted for evaluation only)*

Submission thru either one of the following:

- If by E-mail Submission: *1set - Scanned copy of each form;*
- If by Mail and/or Office Submission: *1 set – Hard copy of each form*

### **3.9. Final Copies of Technical Plans and Documents**

*(After evaluation of the Preliminary Ancillary Plans, if found compliant, Applicant will be required to submit Final Copies of all technical plans and documents, signed and sealed by the Technical Competencies and the Owner.)*

<b>FINAL COPIES</b>		
<b>Technical Plans</b>	<b>No. of Sets</b>	<b>By Mail and/or Office Submission:</b>
Architectural	7	Hard copies in A3 format signed and sealed by the preparer (Architect) and conformed by the Owner
Civil/Structural	7	Hard copies in A3 format signed and sealed by the preparer (Civil/Structural Engineer) and conformed by the Owner
Electrical	7	Hard copies in A3 format signed and sealed by the preparer (Professional Electrical Engineer) and conformed by the Owner
Sanitary/Plumbing	7	Hard copies in A3 format signed and sealed by the preparer (Sanitary Engineer / Master Plumber) and conformed by the Owner
Mechanical	7	Hard copies in A3 format signed and sealed by the preparer (Professional Mechanical Engineer) and conformed by the Owner
Electronics	7	Hard copies in A3 format signed and sealed by the preparer (Professional Electronics Engineer) and conformed by the Owner
<b>Technical Documents</b>	<b>No. of Sets</b>	<b>By Mail and/or Office Submission:</b>

Application Forms	5	Hard copies of the Building Permit Form shall be signed and sealed, conformed by the owner and duly notarized.
Valid PRC Identification Card (PIC) and Updated Professional Tax Receipt (PTR);	3	Photocopy of valid and updated PIC and PTR, on bond paper, with 3-specimen signature and sealed by all the concerned Professionals who are signatories to all submitted plans and documents.
Summary of designated Design and Project Engineers/Professionals in-charge of construction	1	Hard copy of the summary must be signed and sealed by the corresponding design professionals.
Electronic Copy	2	USB storage device
Lifespan Picture of the Project (Optional) <i>Note: The Lifespan Pictures of the Project will not be required to be submitted for the Building Permit, however, it must be accomplished during the Stages of construction and submitted to the BO at project's completion and for use in evaluation of the Occupancy Permit. If pictures can prove compliance, no inspection would be required. BO reserves the right to inspect.</i>	1	Digital photos in 4R size printed in bond paper with labels and descriptions. If by E-mail: Attached Digital Copy of Original

**3.10. Fire Safety Evaluation Clearance (FSEC)**

<b>Final Copy</b>	<b>No. of Copies</b>	<b>Submission</b>
Fire Safety Evaluation Clearance <i>Note: The BO will initiate the submittal of documents to the Local Bureau of Fire Protection (BFP) for use in their issuance of the said FSEC.</i>	1	<i>If by E-mail Submission: Scanned Copy of Original FSEC</i>
	4	<i>If by Mail and/or Office Submission: Photocopies of FSEC document</i>

**Availability of Service**

Central Office: Monday to Thursday, 08:00 am to 07:00 pm (no noon break).

**Processing Time**

20 Working Days

**HOW TO AVAIL OF SERVICE**

<b>Step</b>	<b>Applicant</b>	<b>Agency Action</b>	<b>Office/Person Responsible</b>	<b>Processing Time</b>	<b>Fees, if applicable</b>	<b>Form/s Used</b>
1	Submits duly accomplished and notarized Building / Ancillary / Accessory / Accessory to the Building Permit Application Forms and Plans along with other supporting documents.	Accepts the Preliminary Document Application for Building / Ancillary / Accessory / Accessory to the Building thru its Email Address (tez.secretariat@tieza.gov.ph), thru Mail (addressed to the Building Official) and/or thru physical submission (at its Office Address).	TEZ Frontline Office (TFO) Staff		N/A	Building / Ancillary / Accessory / Accessory to the Building Permit Application Forms

		<ul style="list-style-type: none"> <li>- Logs and records application;</li> <li>- Endorses Application to the Office of the Building Official (OBO): <ul style="list-style-type: none"> <li>▪ If submission is thru email; TFO endorses to the PLD's official email address.</li> <li>▪ If submission is thru mail or physical delivery; TFO officially endorses the hard copies (documents) to the OBO.</li> </ul> </li> </ul>				
2		<ul style="list-style-type: none"> <li>- Receives the application, logs in the official logbook, and checks for completeness and compliance of submitted Preliminary Documents <ul style="list-style-type: none"> <li>▪ If Application is found incomplete, Applicant will be notified and documents will be returned.</li> <li>▪ If Application is complete, the BO endorses documents to the Line and Grade and Architectural Team for initial evaluation of Architectural and Site Development Plan.</li> </ul> </li> </ul>	Office of the Building Official (OBO)	Two (2) Working Days		

3		<p>- Evaluates the Survey Plan, Line and Grade, Architectural Drawings, and Lot and Site Pictures</p> <ul style="list-style-type: none"> <li>▪ The Line and Grade and Architectural Team evaluates Survey Plan, Architectural Drawings, and Lot Site Pictures.</li> <li>▪ If the above is found non-compliant, Applicant will be notified of the findings/evaluations. Process will be stopped until Applicant complies.</li> <li>▪ If the above is found compliant, Team coordinates the schedule of inspection or Real Time Walkthrough (Virtual Assessment) with Applicant.</li> </ul>	Line and Grade and Architectural	Three (3) Working Days		
4		<p>- Conducts site inspection or real-time walkthrough (virtual assessment) with the Applicant or his authorized representative.</p> <ul style="list-style-type: none"> <li>▪ If found non-compliant, process will be stopped until compliance is verified.</li> </ul>	Line and Grade and Architectural	Three (3) Working Days		

		<ul style="list-style-type: none"> <li>If found compliant, BO will require Applicant to submit Preliminary Ancillary Plans and Documents for evaluation.</li> </ul>				
5		<p>- Evaluates the Preliminary Ancillary Plans and Documents</p> <ul style="list-style-type: none"> <li>If any of the Ancillary Plans are found non-compliant, Applicant will be notified of findings. Process will be stopped until Applicant re-submits compliant plan(s) and documents;</li> <li>If compliant, BO will require from Applicant submission of Final Plans and Documents for approval.</li> <li>Corresponding Permit Fees will be assessed;</li> </ul>	Ancillary Technical Team	Six (6) Working Days		
6		<p>-Transmits required documents to the local BFP for the FSEC</p> <p><i>Note: The local BFP will evaluate plans and documents, conduct its own inspection and assesses its fees in the issuance of the FSEC;</i></p>	Office of the Building Official	Two (2) Working Days		
	Follow-up the release of the Fire Safety Evaluation					

	Certificate (FSEC) from the local Bureau of Fire Protection (BFP) and submit such to the BO.					
7		-Approves assessed Fees, Authority to Accept Payment (ATAP) <ul style="list-style-type: none"> <li>Reviews and approves assessed fees and transmits Authority to Accept Payment (ATAP) to Applicant;</li> </ul>	Office of the Building Official (OBO)	Two (2) Working Days		Authority to Accept Payment (ATAP)
	Receives the ATAP, pays the necessary fees to TIEZA, and submits the proof of payment to the OBO				In accordance with the Fees of the Implementing Rules and Regulation of the National Building Code of the Philippines. <i>Note: During the pandemic, payment of fees will be deferred.</i>	
8		-Approves the Building Permit <ul style="list-style-type: none"> <li>Releases Building / Ancillary / Accessory / Accessory to the Building Permits to the Applicant after submission of FSEC and the proof of</li> </ul>	Office of the Building Official	Two (2) Working Days		Approved Building / Ancillary / Accessory / Accessory to the Building Permits



		payment of the assessed fees.				
--	--	----------------------------------	--	--	--	--

**END OF PROCESS**

For comments and feedback, you may reach us via e-mail at [cart@tieza.gov.ph](mailto:cart@tieza.gov.ph) or through our trunk line (02) 8249-5900 loc. 754.

Office of the TIEZA Building Official  
Permits and Licenses Division  
(02) 8249-5900 loc. 727