



Republic of the Philippines
Batangas City
Office of the City Mayor

EXECUTIVE ORDER NO. 16 series of 2014

**CREATION OF BATANGAS CITY'S BUILDING PERMIT AND OCCUPANCY PERMIT
ONE -STOP SHOP (BPOSS)**

WHEREAS, the City Government of Batangas, through the efforts of former Mayor Vilma A. Dimacuha and current Mayor Eduardo B. Dimacuha, has implemented numerous initiatives towards making Batangas City more business-friendly and competitive, including streamlining business registration processes (as per EO No. 32, s. 2012, as amended by EO No. 3, s. 2014) and creating joint inspection teams (JIT) (as per EO No. 8, s. 2013);

WHEREAS, Batangas City is one of three partner cities of the United States Agency for International Development (USAID) Investment Enabling Environment (INVEST) Project which has provided technical assistance in streamlining business registration processes and investment planning and promotion;

WHEREAS, the Building Permit/ Occupancy Permit is a requirement in the application for new Mayor's business permit prior to the operation of any business;

WHEREAS, Batangas City's streamlined business registration process (Business Permits and Licensing System, or BPLS) which enables the issuance of permits for both new business and renewal applications in less than two (2) hours, requires the complementation of more efficient pre-registration procedures, particularly the acquisition of Building/ Construction Permits and Occupancy Permits;

WHEREAS, Republic Act No. 9485, otherwise known as the Anti-Red Tape Act (ARTA) of 2007, mandates the re-engineering of systems and procedures by all government agencies to reduce red tape in government and limits the processing of applications and/or requests to a maximum of ten (10) days from the date the application was received (Section 8.3.b);

WHEREAS, the City Government, spearheaded by the City Engineer's Office (CEO), has successfully piloted co-location arrangements with the Bureau of Fire Protection (BFP) and city government offices concerned with the various processes in the issuance of Building and Occupancy Permits to expedite the processing of aforementioned permits and make it more convenient for clients who no longer have to travel to the different offices to undertake prerequisite steps and clearances;

WHEREAS, modified procedures implemented during the pilot phase have realized efficiency gains in securing Building and Occupancy Permits without violating provisions of the National Building Code of the Philippines, Batangas City Comprehensive Land Use and Zoning Ordinance, Fire Code of the Philippines, and E-Code of Batangas City;

WHEREAS, the Bureau of Fire Protection (BFP) and the following city government departments have agreed to continue and institutionalize co-location arrangements for processes related to the issuance of Building and Occupancy Permits: City Engineer's Office (Building Permit Division); City Planning and Development Office (Zoning Division); City Environment and Natural Resources Office (Environmental Safety and Permits Division); and Office of the City Veterinary and Agricultural Services (Veterinary Services Division);

NOW, THEREFORE I, EDUARDO B. DIMACUHA, City Mayor of Batangas, by virtue of the powers vested upon me by law, do hereby order:

SECTION I. Creation of the Building Permit and Occupancy Permit One-Stop-Shop (BPOSS). To expedite the processing of Building and Occupancy Permits, the Building Permit and Occupancy Permit One-Stop-Shop (BPOSS), a common facility that will house concerned departments as indicated in Section III, is hereby created.

SECTION II. Location of the BPOSS. The BPOSS will be located in an area within the City Hall compound, preferably within the People's Quadrangle adjacent to the current Business-One-Stop (BOSS) facility for business registrations.

SECTION III. Composition of Building Permit and Occupancy Permit One-Stop-Shop. The BPOSS shall be composed of the following offices:

- Bureau of Fire Protection;
- City Engineer's Office (Building Permit Division);
- City Environment and Natural Resources (Environmental Safety and Permits Division);
- City Planning and Development Office (Zoning Division); and
- Office of the City Veterinary and Agricultural Services (Veterinary Services Division)

The aforementioned offices should be physically present at the designated BPOSS area and should ensure adequate staffing during normal office hours from Monday to Friday (excluding national and local holidays).

SECTION IV. Steps: The steps enumerated in the Summary Flowcharts (provided in Annex A) and the Process Tables (provided in Annex B) shall be adopted in the processing of Building and Occupancy Permits, as well as requisite intermediate clearances/ permits. The steps will be reviewed at least semi-annually to identify areas of change.

SECTION V. Joint Inspections for Requisite Clearances. As indicated in Batangas City EO No. 8, Series of 2013, "Adopting the Inspection Reform Action Plan to Establish a Business-Friendly Inspection System in Batangas City," the City Engineer's Office is directed to begin undertaking activities aimed at creating the Joint Inspection Team for Compliance which would aim to implement joint inspections which serve as bases for required intermediate clearances, including Certificate of Zoning Compliance, City Environmental Certificate, and Fire Safety Evaluation Clearance for Building Permits, as well as Zoning

Permit for Occupancy, Fire Safety Inspection Certificate for Occupancy, and OCVAS License/ Certificate, instead of separate visits to concerned establishments.

SECTION VI. Processing Time: The processing time of Building Permits, which includes all requisite steps from the time the applicant submits an application, will be limited to a maximum of seven days (7) on the condition that all requirements are complete. The processing time of the Occupancy Permit, which includes all requisite steps from the time the applicant submits an application, shall be limited to a maximum of five (5) days on the condition that all requirements are complete.

SECTION VII. Requirements: The requirements in securing the Building Permit/ Occupancy Permit will be similar to the requirements as stated in the National Building Code of the Philippines. Requirements are likewise indicated in Annex B.

SECTION VIII. Lead office: The City Engineer's Office shall take the lead role in carrying out the provisions of this order. Likewise, this Office shall be responsible for coordinating and consulting with the other concerned offices and city departments in relation to proposed changes or modifications of the sections of this order.

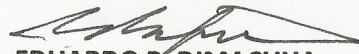
SECTION IX. Monitoring and Reporting Arrangements: To monitor BPOSS performance, CEO, as the lead office for BPOSS shall submit a report to the City Mayor's Office at the end of each month indicating the number of permits issued as well as the processing time for each of the different steps in the Building/ Occupancy Permit processes. The format of the report shall be developed with the support of the USAID INVEST Batangas City Program Adviser.

SECTION X. Legal Basis: This order is based on Memorandum No. 121 series of 2013 (Business One-Stop-Shop for Pre-Business Registration Phases: Building and Occupancy Permits).


SECTION XI. Repealing Clause: All other executive issuances or portions thereof which are inconsistent with this Executive Order are hereby revoked, amended, or modified accordingly.

SECTION XII. Effectivity. This order shall take effect immediately and shall remain in force unless otherwise amended.

Done in the City of Batangas this 10th day of June 2014.


EDUARDO B. DIMACUHA
City Mayor

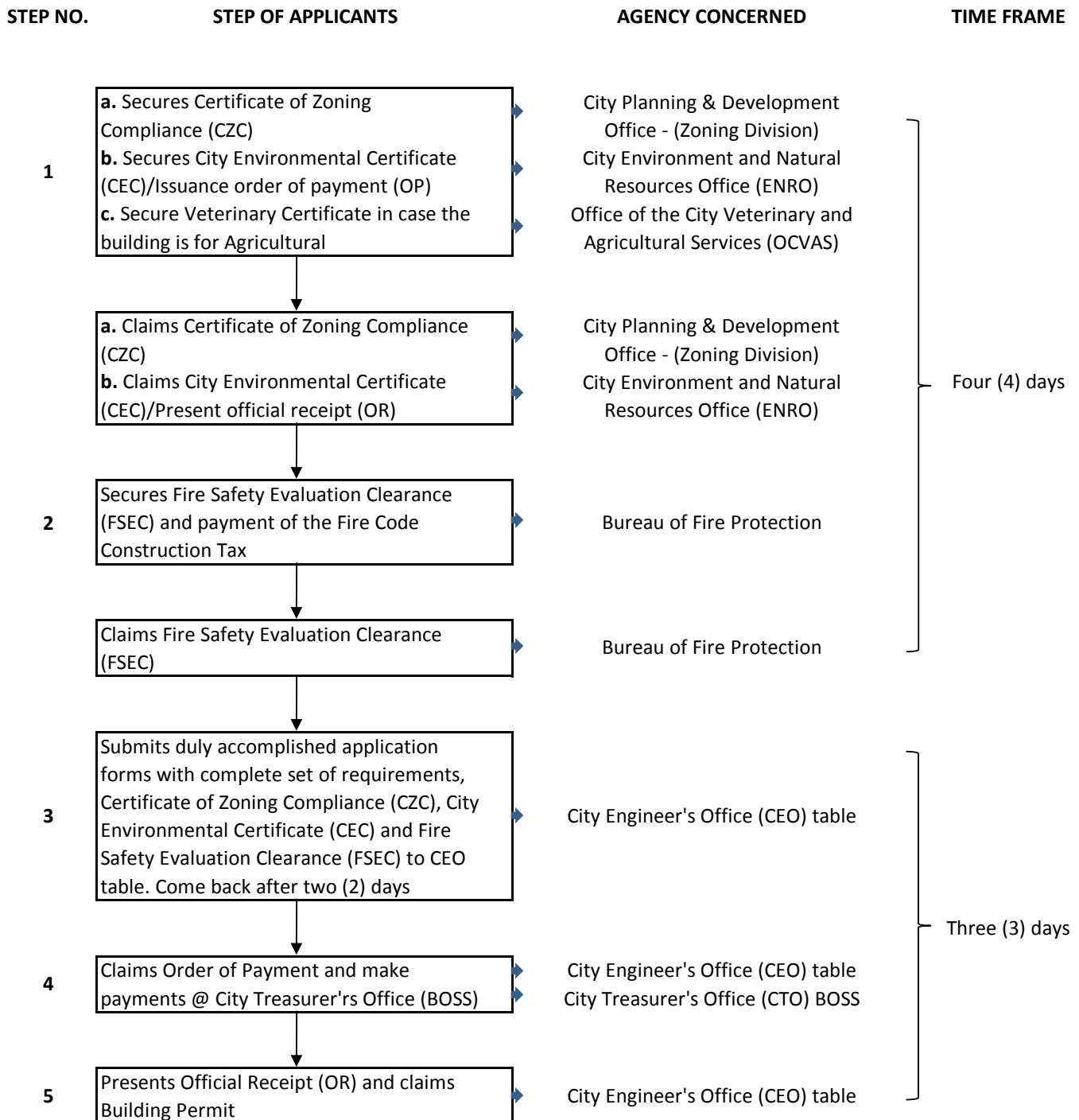
Attested:


Atty. Victor Reginald Dimacuha
Secretary to the Mayor

Cc: All offices concerned

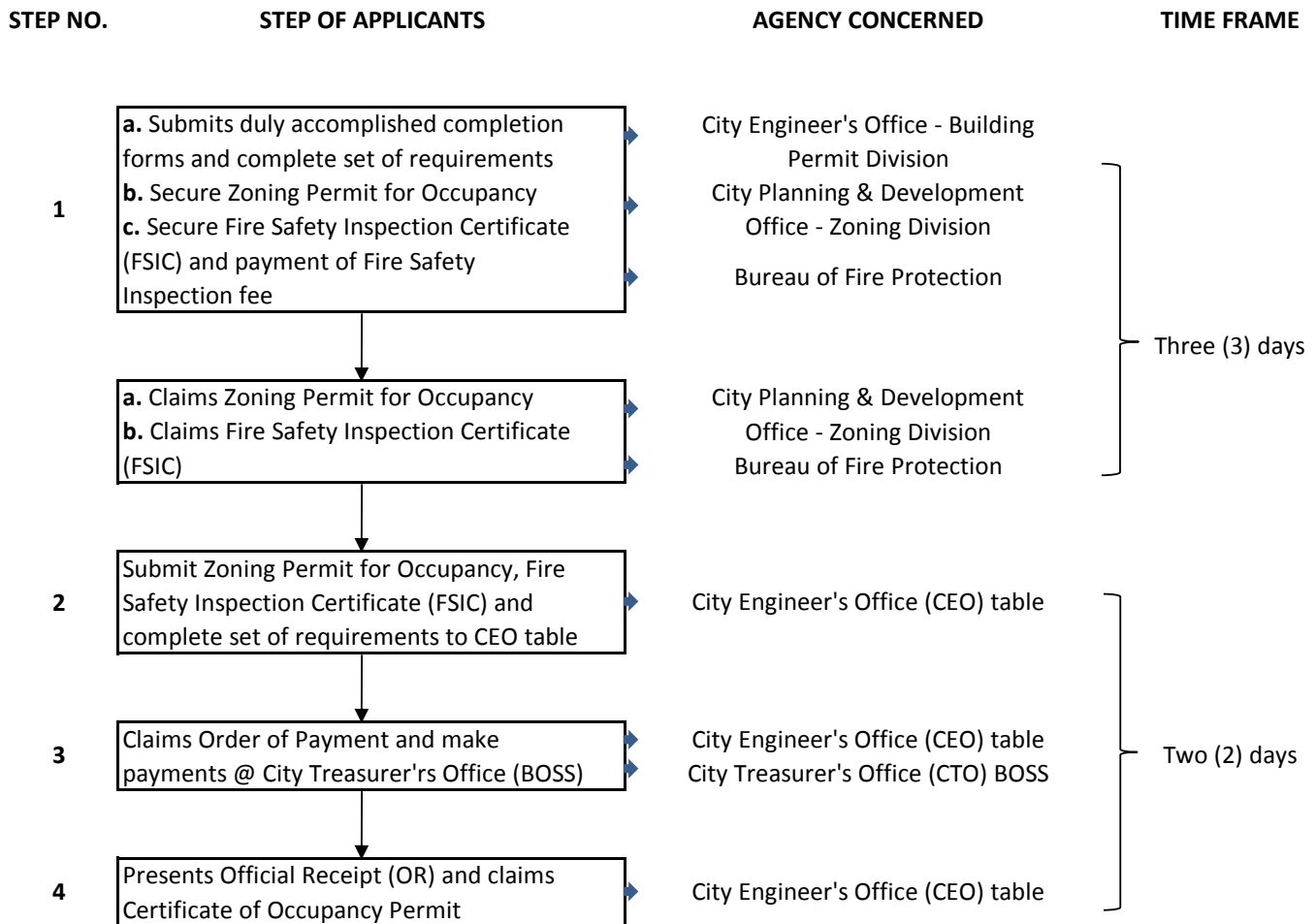
ANNEX "A"

FLOW CHART FOR APPLICATION OF BUILDING PERMIT For Residential/Commercial/Industrial/Institutional Buildings



ANNEX "A"

FLOW CHART FOR APPLICATION OF OCCUPANCY PERMIT For Residential/Commercial/Industrial/Institutional Buildings



PROCESS TABLE

APPLICATION FOR A BUILDING PERMIT															
Step No.	Name of Step	Sub-steps		Forms			Legal Basis	Document		Cost (Php)	Office	Location	Signatory		Processing Time
		Sub-steps/Tasks (per Step)	Automated? (Y or N)	Type & No. of form/s	Automated? (Y or N)	No. of Forms		Required Documents	Automated? (Y or N)				Signatory/ies	Automated? (Y or N)	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1a	Secure zoning clearance Secure Certificate of Zoning Compliance (CZC)	Submit all the requirements and pay Zoning fee	N	Application forms for CZC (duly notarized)	N		Batangas City Comprehensive Land Use & Zoning Ordinance (BCCLUZO)	Tax Declaration or TCT Tax Receipt 1 copy of Building Permit 1 copy of Electrical Permit 1 copy of Sanitary Permit 1 copy of Bill of Materials 1 copy of Specifications 5 copies of Complete Plans 1 copy of Brgy. Clearance	N	Refer to Batangas City Revenue Code 2009 for Zoning fees	CPDO BPOSS	City Hall compound	City Planning & Dev. Coordinator	N	4 days
b	Secure City Environmental Certificate (CEC)	Provide the frontline officer with information of the applied business for computer encoding. Secure guidelines for Green Building Design and Infrastructures. Secure application form for Environmental Compliance Officer (ECO) Accreditation. Proceed to BOSS with Order of Payment Slip for payment of appropriate fess. Return after 3 working days to claim the CEC and conform to its conditions.	N	Guidelines Form and ECO application Form	N	2	E-Code (Ord. 16 S. 2010)	None None Accomplished ECO application form None Receipt of Payment	N	CEC, IMF, and ECO accreditation fees depend on the type of business applied	CENRO BPOSS	City Hall compound	ESPED SEMS and City-ENRO Office	N	
c	Secure clearance Office of the City Veterinary and Agricultural Services (OCVAS)		N		N				N		OCVAS BPOSS	City Hall compound	City Veterenarian	N	

d	Secure fire safety clearance	<p>Secures FSEC Application form with the list of requirements from Customer Relation Officer (CRO). Submits duly accomplished application form with complete requirements to the CRO.</p> <p>Wait for the release of Order of Payment (OP). Pay the FCF to Government Servicing Bank (GSB)/Local Treasurer*/BFP Collecting Officer.</p> <p>Present Machine Validated OP/OR as basis for issuance of Claim Stub Present claim stub to CRO for FSEC</p>			N		Fire Code of the Philippines	4 sets of Building Plans and Specifications 1 set of Bills of Materials and Cost Estimate.	N	One tenth of one percentum 0.01% estimated value of bldg.	Local BFP Office (Information Desk)	BFP Building Rizal Avenue Ext.	Chief, FSES and City Fire Marshall	N	
2	Secure Building Permit	<p>Submit duly accomplished application forms and complete sets of requirements</p> <p>Claims /Receive order of payment</p> <p>Proceed to treasurer office and make payments</p>	N	Application form	N	4	NBC	<p>1 set Building Permit</p> <p>1 set Electrical Permit</p> <p>1 set Sanitary Permit</p> <p>3 sets Bill of Materials</p> <p>3 sets Specifications</p> <p>3 sets Complete Plans</p> <p>1 copy Brgy. Clearance</p> <p>2 copies Construction Safety and Health Program/plan</p>	N		<p>Building Permit Division</p> <p>Building Permit Division</p> <p>City Treasurer's Office</p>	<p>CEO</p> <p>CEO</p> <p>CTO</p>	<p>Architectural, Structural Sanitary Electrical Mechanical</p> <p>Chief- Building Permit Building Official</p>	N	3 days

		Presents the official receipt and claims the approved Building Permit									Building Permit Division	CEO			
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PROCESS TABLE

APPLICATION FOR AN OCCUPANCY PERMIT															
Step No.	Name of Step	Sub-steps		Forms			Legal Basis	Document		Cost (Php)	Office	Location	Signatory		Processing Time
		Sub-step/task (per step)	Automated? (Y or N)	Type & No. of form/s	Automated? (Y or N)	No. of Forms		Required Documents	Automated? (Y or N)				Signatories	Automated? (Y or N)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
1a	Secure Zoning Permit for Occupancy (ZPO)	Submit duly accomplished completion forms and complete set of requirements	N	Application forms for ZPO (duly notarized)	N	4	City Land Use Plan and Zoning Ordinance (BCCLUZO)	Cert. of completion for bldg.,sanitary, electrical mechanical Photocopy of bldg. permit, electrical, plumbing, mechanical	N	Based on scheduled comprehensive zoning fees or stated on the City Revenue Code 2009	CPDO BPOSS	Cityhall compound	City Planning & Developmentnr Coordinator	N	3 days
b	Secure Fire Safety Inspection Certificate	Submit completion forms, photocopy of Building Permit & Approved plan	N	completion forms	N	4	Fire Code of the Philippines	Certificate of completion Photocopy of Building Permit	N		BFP (Local)	Rizal Ave. Extension	Chief, FSES and City Fire Marshall		
2	Secure Certificate of occupancy	Returns the certificate of occupancy to receiving section and submits the documents for final approval		Application forms			NBC				Building Permit Division BPOSS	Cityhall compound	Head-Processing Section Chief-Building Division Building Official		2 days

		Claims the Order of Payment									Building Permit Division	BPOSS			
		Proceed to City Treasurer's Office and make payments									BPOSS Division City Treasurer's Office	CTO BOSS			
		Presents the Official Receipt and claim the Cert. of Occupancy									Building Permit Division	CEO BPOSS			