

## PERMITS AND INSPECTION

### SECTION 301. Building Permits

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 therefor from the Building Official assigned in the place where the subject building is located or the building work is to be done.

### SECTION 302. Application for permits

In order to obtain a building permit, the applicant shall file an application therefor in writing and on the prescribed form with the Office of the Building Official. Every application shall provide at least the following information:

- [1] A description of the work to be covered by the permit is intended;
- [2] Description and ownership of the lot on which the proposed work is to be done as evidenced by TCT and/or copy of the contract of lease over the lot if applicant is not the registered owner;
- [3] The use or occupancy for which the proposed work is intended;
- [4] Estimated cost of the proposed work.

To be submitted together with such application are at least five sets of corresponding plans and specifications prepared, signed and sealed by a duly licensed architect or civil engineer in case of architectural or structural plans, by a registered mechanical engineer in case of mechanical plans and by a licensed sanitary engineer or master plumber in case of plumbing or sanitary installation plans in those cases exempted or not required by the Building Official under this Code.

### SECTION 303. Processing of Building Permits

The processing of building permits shall be under the overall administrative control and supervision of the Building Official and his technical staff of qualified professionals.

In processing an application for a building permit, the Building Official shall see to it that the applicant satisfies and conforms with approved standard requirements on zoning and land use, lines and grades, structural design, sanitary and sewerage, environmental health, electrical and mechanical safety as well as with other rules and regulations promulgated in accordance with the provisions of this Code.

### SECTION 304. Issuance of Building Permits

When satisfied that the work described in an application for building permit and the plans and specifications submitted therewith, conform to the requirements of this Code and other pertinent rules and regulations, the Building Official shall, within fifteen days from payment of the required fees by the applicant,

issue the building permit applied for.