



I. ISSUANCE OF CONSTRUCTION PERMITS

Construction permits are secured prior to the construction, alteration, repair, conversion, demolition, or addition of any building or structure or any portion thereof, within the territorial jurisdiction of Quezon City.

Permit Applications are classified into **SIMPLE**, **COMPLEX**, and **HIGHLY TECHNICAL APPLICATIONS** as defined by Section 6 of Amended Joint Memorandum Circular No. 2021-01, Series of 2021. To view a copy of the said Joint Memorandum Circular No. 2021-01, Series of 2021, please view the following link:

<https://arta.gov.ph/wp-content/uploads/2022/03/ARTA-DPWH-DILG-DICT-DTI-PRC-BFP-Amended-JMC-No.-2021-01.pdf>

CONSTRUCTION RELATED PERMITS AND OTHER PERMITS:

A. Ancillary Permits

- i. Mechanical Permit
- ii. Sanitary / Plumbing Permit
- iii. Electronics Permit
- iv. Electrical Wiring Permit

B. Accessory Permits

- i. Fencing Permit
- ii. Repair Permit
- iii. Demolition Permit
- iv. Temporary Sidewalk Enclosure
- v. Ground Preparation and Excavation Permit
- vi. Installation of Accelerograph
- vii. Structural Signboard / Billboard Permit

ISSUANCE OF CONSTRUCTION PERMITS	
Office or Division:	Permit Applications are processed either by the: <ol style="list-style-type: none"> 1. Permit Processing Division (Non-DPD) in collaboration with the City Planning and Development Office and the Bureau of Fire Protection; and 2. Permit Processing Divisions for Districts 1 to 6.
Classification:	Simple, Complex, and Highly Technical
Type of Transaction:	Government to Citizen/ Government to Business/ Government to Government (G2C/G2B/G2G)



Who may avail:	Any person, firm or corporation, including any agency or instrumentality of the government, who wants to construct, alter, repair, convert, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Quezon City shall apply for a corresponding construction permit. (Section 301, Paragraph 1 of the NBCP).
Documentary requirements:	For a more detailed list of requirements specific for each type of application, please refer to our online registration and appointment website at https://qceservices.quezoncity.gov.ph/ For further inquiries, applicant may call the Department through 8988-4242 local 8905, 8916.

FOR CONSTRUCTION PERMIT APPLICATIONS (Proposed)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. Confirmed Online Appointment 2. A private design/building professional who is registered with QC E-services 3. Duly accomplished Unified Building Permit Application Form 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>
<p><u>OTHER BASIC REQUIREMENTS:</u></p> <p><u>LEGAL:</u></p> <ul style="list-style-type: none"> - Proof of ownership and/or right to build on property: Certified True Copy of Transfer Certificate of Title (TCT), if applicant is the registered owner. - Additional legal document showing right to build when applicant is NOT the registered owner indicated in the TCT, such as Deed of Absolute Sale, or any other legally binding document. -Duly accomplished and notarized Affidavits. <p>***Note: In addition to the abovementioned Other Basic Requirements, supplemental or supporting legal documents may be required as may be contained or explained</p>	<ul style="list-style-type: none"> - Land Registration Authority for the Certified True Copy Transfer Certificate of Title - To be submitted by the applicant, for the legal documents. - To be submitted by the applicant. Affidavits are provided by the applicant's QC eservices account as part of the printable forms/affidavits.



<p><i>in the Letter of Instruction (LOI) to be issued by the Legal Evaluator.</i></p>	
<p>***Applicable only if the Building Permit was issued before November 17, 2022. Previous Building Permit or previous Certificate of Occupancy and previous approved plans (if for renovation).</p>	<p>- To be submitted by the applicant.</p> <p>If applicant no longer has a copy, this may be requested from the Department of the Building Official, through its Administrative Division. Applicant may send a formal request via email at DBO@quezoncity.gov.ph</p>
<p><u>TECHNICAL:</u></p> <p>-Building plans (with wet sign & seal of private design professional)</p> <p>-Supporting Technical documents (signed & sealed) as indicated in the Generated Checklist Online.</p> <p>***Note: <i>In addition to the abovementioned Other Basic Requirements, supplemental or supporting technical documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Technical Evaluator.</i></p>	<p>- To be submitted by the applicant.</p> <p>- To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/</p>

CONSTRUCTION RELATED PERMITS AND OTHER PERMITS

FOR DEMOLITION PERMIT APPLICATIONS (STAND ALONE)

<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. Confirmed Online Appointment 2. A private design/building professional who is registered with QC E-services 3. Duly accomplished Demolition Permit Application Form 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>
<p><u>OTHER BASIC REQUIREMENTS:</u></p> <p><u>LEGAL:</u> - Proof of ownership and/or right to build on property: Certified True Copy of Transfer</p>	<p>-To be submitted by the applicant. Land Registration Authority for the Certified True Copy Transfer Certificate of Title</p>



<p>Certificate of Title (TCT), if applicant is the registered owner.</p> <p>- Additional legal document showing right to build when applicant is NOT the registered owner indicated in the TCT, such as Deed of Absolute Sale, or any other legally binding document.</p> <p>-Duly accomplished and notarized Affidavits.</p> <p>***Note: <i>In addition to the abovementioned Other Basic Requirements, supplemental or supporting legal documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Legal Evaluator.</i></p>	<p>- To be submitted by the applicant, for the legal documents</p> <p>- To be submitted by the applicant. Affidavits are provided by the applicant's QC eservices account as part of the printable forms/affidavits.</p>
<p>Real property tax declarations (lot and building)</p>	<p>Office of the City Assessor</p>
<p>Real property tax certification/ clearance (lot and building)</p>	<p>City Treasurer's Office</p>
<p>Barangay Clearance</p>	<p>Barangay Hall having territorial jurisdiction</p>
<p>Supporting Technical documents (signed & sealed)</p>	<p>To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/</p>

FOR GROUND PREPARATION AND EXCAVATION PERMIT APPLICATIONS (STAND ALONE)

<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. Confirmed Online Appointment 2. A private design/building professional who is registered with QC E-services 3. Duly accomplished Permit Application Form 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>
<p><u>OTHER BASIC REQUIREMENTS:</u></p> <p><u>LEGAL:</u></p> <p>- Proof of ownership and/or right to build on property: Certified True Copy of Transfer Certificate of Title (TCT), if applicant is the registered owner.</p> <p>- Additional legal document showing right to build when applicant is NOT the registered owner indicated in the TCT, such as Deed of Absolute Sale, or any other legally binding document.</p>	<p>-To be submitted by the applicant. Land Registration Authority for the Certified True Copy Transfer Certificate of Title</p> <p>- To be submitted by the applicant, for the legal documents</p>



<p>***Note: In addition to the abovementioned Other Basic Requirements, supplemental or supporting legal documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Legal Evaluator.</p>	
<p><u>TECHNICAL:</u></p> <p>-Building plans (with wet sign & seal of private design professional)</p> <p>-Supporting Technical documents (signed & sealed) as indicated in the Generated Checklist Online.</p> <p>***Note: In addition to the abovementioned Other Basic Requirements, supplemental or supporting technical documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Technical Evaluator.</p>	<p>- To be submitted by the applicant.</p> <p>- To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/</p>
<p>Cash bond (Section 304, Paragraph 4, NBCP)</p>	<p>- To be paid by the applicant.</p>
<p>FOR REPAIR PERMIT APPLICATIONS</p>	
<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. Confirmed Online Appointment 2. A private design/building professional who is registered with QC E-services 3. Duly accomplished Permit Application Form 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>
<p>***Applicable only if the Building Permit was issued before November 17, 2022. Previous Building Permit or previous Certificate of Occupancy and previous approved plans (if for renovation).</p>	<p>- To be submitted by the applicant.</p> <p>If applicant no longer has a copy, this may be requested from the Department of the Building Official, through its Administrative Division. Applicant may send a formal request via email at DBO@quezoncity.gov.ph</p>
<p><u>TECHNICAL:</u></p> <p>-Design Layout showing extent of repair (with wet sign & seal of private design professional)</p>	<p>- To be submitted by the applicant.</p>



<p>-Supporting Technical documents (signed & sealed) as indicated in the Generated Checklist Online.</p> <p>***Note: In addition to the abovementioned Other Basic Requirements, supplemental or supporting technical documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Technical Evaluator.</p>	<p>- To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/</p>
<p>Barangay Clearance</p>	<p>Barangay Hall having territorial jurisdiction</p>
<p>FOR FENCING PERMIT APPLICATIONS</p>	
<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. Confirmed Online Appointment 2. A private design/building professional who is registered with QC E-services 3. Duly accomplished Permit Application Form 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>
<p><u>OTHER BASIC REQUIREMENTS:</u></p> <p><u>LEGAL:</u></p> <ul style="list-style-type: none"> - Proof of ownership and/or right to build on property: Certified True Copy of Transfer Certificate of Title (TCT), if applicant is the registered owner. - Additional legal document showing right to build when applicant is NOT the registered owner indicated in the TCT, such as Deed of Absolute Sale, or any other legally binding document. -Duly accomplished and notarized Affidavits. <p>***Note: In addition to the abovementioned Other Basic Requirements, supplemental or supporting legal documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Legal Evaluator.</p>	<ul style="list-style-type: none"> -To be submitted by the applicant. Land Registration Authority for the Certified True Copy Transfer Certificate of Title - To be submitted by the applicant, for the legal documents -To be submitted by the applicant. Affidavits are provided by the applicant's QC eservices account as part of the printable forms/affidavits.
<p>Barangay Clearance</p>	<p>Barangay Hall having territorial jurisdiction</p>



<p><u>TECHNICAL:</u></p> <ul style="list-style-type: none"> -Building Plans (with wet sign & seal of private design professional) - Lot plan (indicating the length of the fence, location and width of the gate/ opening) -Supporting Technical documents (signed & sealed) as indicated in the Generated Checklist Online. <p>***Note: <i>In addition to the abovementioned Other Basic Requirements, supplemental or supporting technical documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Technical Evaluator.</i></p>	<ul style="list-style-type: none"> - To be submitted by the applicant. - To be submitted by the applicant. - To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/
<p>FOR STAND-ALONE: SANITARY/PLUMBING PERMIT; MECHANICAL PERMIT; and ELECTRONICS PERMIT APPLICATIONS</p>	
<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. Confirmed Online Appointment 2. A private design/building professional who is registered with QC E-services 3. Duly accomplished Permit Application Form 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>
<p>***Applicable only if the Building Permit was issued before November 17, 2022. Previous Building Permit or previous Certificate of Occupancy and previous approved plans (if for renovation).</p>	<ul style="list-style-type: none"> - To be submitted by the applicant. <p>If applicant no longer has a copy, this may be requested from the Department of the Building Official, through its Administrative Division. Applicant may send a formal request via email at DBO@quezoncity.gov.ph</p>
<p><u>TECHNICAL:</u></p> <ul style="list-style-type: none"> -Building Plans (with wet sign & seal of private design professional) -Supporting Technical documents (signed & sealed) as indicated in the Generated Checklist Online. <p>***Note: <i>In addition to the abovementioned Other Basic Requirements, supplemental or supporting technical documents may be</i></p>	<ul style="list-style-type: none"> - To be submitted by the applicant. - To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/



<p><i>required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Technical Evaluator.</i></p>	
<p>FOR TEMPORARY SIDEWALK ENCLOSURE PERMIT APPLICATIONS</p>	
<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. <i>Confirmed Online Appointment</i> 2. <i>A private design/building professional who is registered with QC E-services</i> 3. <i>Duly accomplished Permit Application Form</i> 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>
<p>***Applicable only if the Building Permit was issued before November 17, 2022. Previous Building Permit or previous Certificate of Occupancy and previous approved plans (if for renovation).</p>	<p>- To be submitted by the applicant.</p> <p>If applicant no longer has a copy, this may be requested from the Department of the Building Official, through its Administrative Division. Applicant may send a formal request via email at DBO@quezoncity.gov.ph</p>
<p>Barangay Clearance</p>	<p>Barangay Hall having territorial jurisdiction</p>
<p>MMDA Clearance for National Roads</p>	<p>MMDA</p>
<p><u>TECHNICAL:</u></p> <p>-Location Plan indicating the extent of the enclosure and the safety precautionary measures that will implemented (with wet sign & seal of private design professional)</p> <p>-Supporting Technical documents (signed & sealed) as indicated in the Generated Checklist Online.</p> <p>***Note: <i>In addition to the abovementioned Other Basic Requirements, supplemental or supporting technical documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Technical Evaluator.</i></p>	<p>- To be submitted by the applicant.</p> <p>- To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/</p>
<p>FOR PERMIT TO INSTALL ACCELEROGRAPH</p>	
<p><u>BASIC REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1. <i>Confirmed Online Appointment</i> 2. <i>A private design/building professional who is registered with QC E-services</i> 	<p>Visit (https://qceservices.quezoncity.gov.ph/); <u>create an account and log in.</u></p>



3. <i>Duly accomplished Permit Application Form</i>	
<p>***Applicable only if the Building Permit was issued before November 17, 2022. Previous Building Permit or previous Certificate of Occupancy and previous approved plans (if for renovation).</p>	<p>- To be submitted by the applicant.</p> <p>If applicant no longer has a copy, this may be requested from the Department of the Building Official, through its Administrative Division. Applicant may send a formal request via email at DBO@quezoncity.gov.ph</p>
<p><u>TECHNICAL:</u></p> <p>-Equipment specifications (with wet sign and seal of private professional)– one to one correspondence (Supplier)</p> <p>- Structural Plans indicating the actual location of the accelerogram units (with wet sign and seal of private professional)</p> <p>-Structural design calculation / computations, likewise indicating the data on baseline and alert level values of drift and acceleration/ (Structural Engineer with sign and seal, PTR and PRC)</p> <p>-Supporting Technical documents (signed & sealed) as indicated in the Generated Checklist Online.</p> <p>***Note: <i>In addition to the abovementioned Other Basic Requirements, supplemental or supporting technical documents may be required as may be contained or explained in the Letter of Instruction (LOI) to be issued by the Technical Evaluator.</i></p>	<p>- To be submitted by the applicant.</p> <p>- To be submitted by the applicant as per Generated Checklist Online via https://qceservices.quezoncity.gov.ph/</p>

CLIENT STEPS					AGENCY ACTIONS					FEES TO BE PAID					PROCESSING TIME					PERSON RESPONSIBLE				
1 How to secure a Confirmed Online Appointment																								
Visit (https://qceservices.quezoncity.gov.ph/); create an account and log in.			N/A			N/A			Real time			<i>Applicant</i>												
***Note:																								



	<p><i>Please advise your Private Design/Building Professional to likewise create their own QC E-services account in order to proceed to TAGGING OF PROFESSIONALS and ENCODING OF TECHNICAL DETAILS.</i></p>				
2	How to file your application				
	<p>On the appointment date, submit complete documentary requirements at the drop-off terminals/kiosk located at the ground floor-Receiving Section.</p>	<p>N/A</p> <p>Check for completeness of documents as per Generated Checklist.</p> <p>Inform applicant, through electronic mail, if submitted documents are with deficiencies.</p>	<p>N/A</p>	<p>30 minutes checking by receiving officer of the completeness of the documentary requirements as per generated checklist</p>	<p><i>Receiving Officer will transmit application documents to the Legal Evaluator.</i></p>
		<p>Internal Process (verification and evaluation):</p> <ul style="list-style-type: none"> • (Day 1 to Day 3) for Simple Applications • (Day 1 to Day 7) for Complex Applications 		<p>3 working days (Day 1 to Day 3) for simple applications,</p> <p>7 working days (Day 1 to Day 7) for complex applications.</p>	<p>Processing Division</p>



		<ul style="list-style-type: none"> (Day 1 to Day 20) for Highly Technical Applications 		20 working days (Day 1 to Day 7) for complex applications.	
3	How to follow up your application				
	<p>Log in to QC E-services account, select Building Permit: One Stop Shop, type the Application Number on the search bar.</p> <p>Or through email at dbo@quezoncity.gov.ph</p> <p>or join Viber Community with QR Code posted on the lobby.</p> <p>or send us a Personal Message via Facebook Page with QR Code posted on the lobby.</p>	<p>3a.) If application has NO deficiencies, applicant will receive a scanned copy of the Order of Payment via registered email address.</p> <p>3b.) If the application has deficiencies, a Letter of Instruction (LOI) will be sent to the applicant and the private professional via registered email address.</p> <p>3c.) When the applicant or private professional is ready to submit the deficiencies indicated in the Letter of Instruction (LOI), the application documents will be submitted at Window 1- EODB Unit located at the ground floor.</p>	N/A	Real Time	<i>Central Communications Unit (CCU)/ EODB Unit</i>
4	After 3 (simple permit applications)-7 (complex permit applications) -20 (highly technical permit applications) working days:				
	4a.) If application has NO deficiencies, applicant will	4a.) Claim the Order of Payment (O.P.).		Real Time	<i>Releasing Staff at Releasing Section.</i>



	<p>receive a scanned copy of the Order of Payment via registered email address.</p> <p>4b.) If the application has deficiencies, a Letter of Instruction (LOI) will be sent to the applicant and the private professional via registered email address.</p> <p>4c.) When the applicant or private professional is ready to submit the deficiencies indicated in the Letter of Instruction (LOI), the application documents will be submitted at Window 1- EODB Unit located at the ground floor.</p>	<p>4b.) Release the application documents to the applicant together with the Letter of Instruction (LOI).</p> <p>Internal Process: Evaluate corrected documents if compliant to the NBCP and other referral codes.</p> <p>If approved, applicant will receive a scanned copy of the Order of Payment via registered email address.</p> <p>If the documents are still deficient, another Letter of Instruction (LOI) will be sent to the applicant/private professional.</p>		5 Minutes	<p><i>EODB Unit at Window 1- EODB Unit located at the ground floor.</i></p> <p><i>Processing Division/Central Communications Unit/EODB Unit</i></p>
5	Pay at the Cashier of the City Treasurer's Office at Windows 13 or 14.	(Issue the official receipt)	Refer to the Schedule of Fees		<i>(Cashier of the Quezon City Treasurer's Office at windows 13 or 14)</i>
6	Return O.R. of payment.	6a) Encode O.R.;		Real Time	<i>Applicant</i>