



**OFFICE OF THE SANGGUNIANG BAYAN 2019-2022**

Vice Mayor/Presiding Officer:

HON. PABLITO V. SANIDAD, SR.

Sangguniang Bayan Members:

HON. EDNA C. SANIDAD

HON. JOSEPH A. TEJADA

HON. JOVENNIANO B. AMPO, JR.

HON. CHARITO C. VILORIA

HON. BERNADETTE C. LIM

HON. LORETO C. CABALLES

HON. EMILIANO C. CLARIN

HON. REINA ALEXA V. ANTOLIN

ABC President:  
  
HON. ROMULO C. REA

SK Federated President:  
  
HON. JOEMAR GREY A. CABICO

Attested:  
  
MARIBEL C. CORRALES  
SB Secretary

Approved:  
  
HON. LUIS "CHAVIT" C. SINGSOY  
Municipal Mayor

EXCERPTS FROM THE MINUTES OF THE 32ND REGULAR SESSION OF THE SANGGUNIANG BAYAN OF NARVACAN, ILOCOS SUR HELD ON AUGUST 24, 2020 AT THE MUNICIPAL SESSION HALL

**ORDINANCE NO. 40**  
Series of 2020

**AN ORDINANCE PROVIDING REQUIREMENTS FOR SECURING BUILDING PERMIT AND IMPOSING PENALTIES FOR NON-COMPLIANCE THEREOF**

**BE IT ENACTED** by the Sangguniang Bayan of Narvacan, Ilocos Sur in session duly assembled that:

**SECTION 1. Title**

This Ordinance shall be known as "AN ORDINANCE PROVIDING REQUIREMENTS FOR SECURING BUILDING PERMIT AND IMPOSING PENALTIES FOR NON-COMPLIANCE THEREOF"

**SECTION 2. Declaration of Policy**

It is hereby declared to be the policy of the State to safeguard life, health, property, and public welfare, consistent with the principles of sound environmental management and control; and to this end make it the purpose of this Ordinance to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy, and maintenance.

**SECTION 3. Scope and Application**

- (a) This Ordinance shall apply to the design, location, siting, construction, alteration, repair, conversion, use, occupancy, maintenance, moving, demolition of, and addition to public and private buildings and structures, except traditional indigenous family dwellings.
- (b) Buildings and/or structures constructed before the approval of this Ordinance shall not be affected thereby except when alterations, additions, conversions or repairs are to be made therein, in which case this Ordinance shall apply only to portions to be altered, added, converted or repaired.

**SECTION 4. General Building Requirements**

- (a) All buildings or structures as well as accessory facilities thereto shall conform in all respects to the principles of safe construction and must be suited to the purpose for which they are designed.





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-page 2-

Ordinance No. 40, Series of 2020...

(b) Buildings or structures intended to be used for the manufacture and/or production of any kind of article or product shall observe adequate environmental safeguards;

(c) Buildings or structures and all parts thereof as well as all facilities found therein shall be maintained in safe, sanitary and good working condition.

**SECTION 5. Site Requirements**

The land or site upon which will be constructed any building or structure, or any ancillary or auxiliary facility thereto, shall be sanitary, hygienic or safe. In the case of sites or buildings intended for use as human habitation or abode, the same shall be at a safe distance, as determined by competent authorities, from streams or bodies of water and/or sources of air considered to be polluted; from a volcano or volcanic site and/or any other building considered to be a potential source of fire or explosion.

**SECTION 6. Building Permit Requirements**

The following shall be the requirements for securing Building Permit:

- 1. ONE (1) – STOREY**  
Low Cost Type (Standard Finish)  
(RESIDENTIAL/COMMERCIAL)

PROOF OF PROPERTY DOCUMENTS

- Photocopy of Land Title
- Updated Tax Declaration
- Deed of Sale (if applicant is not registered owner)
- Deed of Donation
- Contract of Lease
- Authorization to use the land in the absence of Deed of Sale
- Tax Receipt (current year)
- Real Property Tax Certificate if Tax Receipt is Lost or not available

OTHER DOCUMENTS

- Decision on Zoning/Locational Clearance
- Cedula of Applicant
- Cedula of Lot Owner
- Barangay Clearance for Building Construction



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-page 3 -

Ordinance No. 40, Series of 2020...

TECHNICAL DOCUMENTS

- Certified True Photocopy of V-37 Map of the Lot from DENR in the absence of The Certificate of Title (TCT)
- Cost Estimates signed and sealed by Civil Engineer/Architect
- Project Specifications signed and sealed by Civil Engineer/Architect
- Photocopy of PTR and PRC ID of signing professionals with signature and seal.
- Photocopy of Tax Map from Assessor's Office
- Fire Safety Evaluation Clearance from Bureau of Fire Protection.
- Road-Right-of-Way clearance from concerned agency.

5 SETS BUILDING PLANS (ARCHITECTURAL, STRUCTURAL & SANITARY PLANS SIGNED BY CIVIL ENGINEER OR ARCHITECT)

ARCHITECTURAL PLANS

- Perspective
- Site Development Plan
- (proper setback from building line to property line should be observed)
- Location Plan
- Floor Plans
- Elevations

STRUCTURAL PLANS

- Foundation Plan
- Footing and Column Details
- Wall Footing Details
- Roof Framing Plan
- Details for Truss Roofing

SANITARY/PLUMBING PLANS

- Plumbing lay-out/Sanitary lay-out
- Septic tank Details

ELECTRICAL PLANS

- 30 amp and below provided by Master Electrician
- Above 30 amp provided and signed and sealed by a Professional Electrical Engineer

OTHERS:

- AS BUILT – attached actual photos

**2. ONE (1) – STOREY**

AVERAGE FINISH (RESIDENTIAL / COMMERCIAL)

PROOF OF PROPERTY DOCUMENTS

- Photocopy of Land Title
- Updated Tax Declaration





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-page 4 -  
Ordinance No. 40, Series of 2020...

- Deed of Sale (if applicant is not registered owner)
- Deed of Donation
- Contract of Lease
- Authorization to use the land in the absence of Deed of Sale
- Tax Receipt (current year)
- Real Property Tax Certificate if Tax Receipt is Lost or not available

OTHER DOCUMENTS

- Decision on Zoning/Locational Clearance
- Cedula of Applicant
- Cedula of Lot Owner
- Barangay Clearance for Building Construction

TECHNICAL DOCUMENTS

- Certified True Photocopy of V-37 Map of the Lot from DENR in the absence of The Certificate of Title (TCT)
- Cost Estimates signed and sealed by Civil Engineer/Architect
- Project Specifications signed and sealed by Civil Engineer/Architect
- Photocopy of PTR and PRC ID of signing professionals with signature and seal.
- Photocopy of Tax Map from Assessor's Office
- Fire Safety Evaluation Clearance from Bureau of Fire Protection.
- Road-Right-of-Way clearance from concerned agency.

5 SETS BUILDING PLANS ARCHITECTURAL PLANS  
(SIGNED AND SEALED BY LICENSED ARCHITECT)

- Perspective
- Site Development Plan  
(proper setback from building line to property line should be observed)
- Location Plan
- Floor Plans
- Elevations
- Longitudinal and Transverse Section
- Schedule of Doors and Windows
- Floor Finished schedule
- Reflected Ceiling plan and details

STRUCTURAL PLANS (SIGNED AND SEALED BY LICENSED CIVIL ENGINEER)

- Foundation Plan and details
- Schedule details of Structural members (Footing, Wall Footing Column, Beams & Slab)
- Roof Framing plans (Truss/Roof details)



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-page 5 -

Ordinance No. 40, Series of 2020...

SANITARY/PLUMBING PLANS (SIGNED AND SEALED BY LICENSED SANITARY ENGINEER / MASTER PLUMBER)

- Plumbing lay-out/Sanitary lay-out
- Isometric drawing of Sanitary, Drainage, and Distribution supply lines
- Septic tank Details
- Legend and General Notes

ELECTRICAL PLANS (SIGNED AND SEALED BY PROFESSIONAL ELECTRICAL ENGINEER / MASTER ELECTRICIAN)

- Electrical Lay-out (power and lighting outlets)
- Single line diagram
- Schedule of loads and computations
- General Notes, Legend and Symbols
- 30amp and below provided by Master Electrician
- 40amp and above provided by Professional Electrical Engineer

OTHERS:

- AS BUILT – attached actual photos

**3. TWO (2) – STOREY (RESIDENTIAL / COMMERCIAL)**

PROOF OF PROPERTY DOCUMENTS

- Photocopy of Land Title
- Updated Tax Declaration
- Deed of Sale (if applicant is not registered owner)
- Deed of Donation
- Contract of Lease
- Authorization to use the land in the absence of Deed of Sale
- Tax Receipt (current year)
- Real Property Tax Certificate if Tax Receipt is Lost or not available

OTHER DOCUMENTS

- Decision on Zoning/Locational Clearance
- Cedula of Applicant
- Cedula of Lot Owner
- Barangay Clearance for Building Construction

TECHNICAL DOCUMENTS

- Certified True Photocopy of V-37 Map of the Lot from DENR in the absence of The Certificate of Title (TCT)
- Cost Estimates signed and sealed by Civil Engineer/Architect
- Project Specifications signed and sealed by Civil Engineer/Architect
- Photocopy of PTR and PRC ID of signing professionals with signature and seal.
- Photocopy of Tax Map from Assessor's Office
- Fire Safety Evaluation Clearance from Bureau of Fire Protection.
- Road-Right-of-Way clearance from concerned agency





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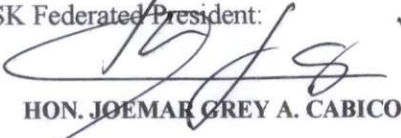
  
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-page 6 -

Ordinance No. 40, Series of 2020...

5 SETS BUILDING PLANS

ARCHITECTURAL PLANS (SIGNED AND SEALED BY LICENSED ARCHITECT)

- Perspective
- Site Development Plan  
(proper setback from building line to property line should be observed)
- Location Plan
- Floor Plans
- Elevations
- Longitudinal and Transverse Section
- Schedule of Doors and Windows
- Floor Finished schedule
- Reflected Ceiling plan and details

STRUCTURAL PLANS (SIGNED AND SEALED BY LICENSED CIVIL ENGINEER)

- Foundation Plan and details
- Schedule details of Structural members (Footing, Wall Footing, Column, Beams & Slab)
- Stair plan and details
- Roof Framing plans (Truss/Roof details)
- Structural Notes

SANITARY/PLUMBING PLANS (SIGNED AND SEALED BY LICENSED SANITARY ENGINEER / MASTER PLUMBER)

- Plumbing lay-out/Sanitary lay-out
- Isometric drawing of Sanitary, Drainage, and Distribution supply lines
- Septic tank Details
- Legend and General Notes

ELECTRICAL PLANS (SIGNED AND SEALED BY PROFESSIONAL ELECTRICAL ENGINEER)

- Electrical Lay-out (power and lighting outlets)
- Single line diagram
- Schedule of loads and computations
- General Notes, Legend and Symbols
- 40amp and above provided by Professional Electrical Engineer

OTHERS:

- AS BUILT – attached actual photos



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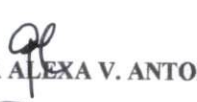
  
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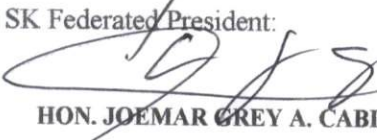
  
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-page 7 -  
Ordinance No. 40, Series of 2020...

**4. THREE (3) – STOREY & ABOVE  
(RESIDENTIAL/COMMERCIAL)**

PROOF OF PROPERTY DOCUMENTS

- Photocopy of Land Title
- Updated Tax Declaration
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- Deed of Donation
- Contract of Lease
- Authorization to use the land in the absence of Deed of Sale
- Tax Receipt (current year)
- Real Property Tax Certificate if Tax Receipt is Lost or not available

OTHER DOCUMENTS

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- Cedula of Applicant
- Cedula of Lot Owner
- Barangay Clearance for Building Construction

TECHNICAL DOCUMENTS

- Certified True Photocopy of V-37 Map of the Lot from DENR in the absence of The Certificate of Title (TCT)
- Cost Estimates signed and sealed by Civil Engineer/Architect
- Project Specifications signed and sealed by Civil Engineer/Architect
- Photocopy of PTR and PRC ID of signing professionals with signature and seal.
- Photocopy of Tax Map from Assessor's Office
- Fire Safety Evaluation Clearance from Bureau of Fire Protection.
- Road-Right-of-Way clearance from concerned agency.

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STRUCTURAL PLANS (SIGNED AND SEALED BY LICENSED CIVIL ENGINEER)

- Foundation Plan and details
- Schedule details of Structural members (Footing, Wall Footing, Column, Beams & Slab)
- Roof Framing plans (Truss/Roof details)
- Structural Notes
- Structural Analysis
- Seismic Analysis
- Boring test

SANITARY/PLUMBING PLANS (SIGNED AND SEALED BY LICENSED SANITARY ENGINEER / MASTER PLUMBER)

- Plumbing lay-out/Sanitary lay-out
- Isometric drawing of Sanitary, Drainage, and Distribution supply lines
- Septic tank Details
- Legend and General Notes

ELECTRICAL PLANS (SIGNED AND SEALED BY PROFESSIONAL ELECTRICAL ENGINEER)

- Electrical Lay-out (power and lighting outlets)
- Single line diagram
- Schedule of loads and computations
- General Notes, Legend and Symbols

**OTHERS:**

- AS BUILT – attached actual photos

**SECTION 7. Exemption**

Public buildings and traditional indigenous family dwellings shall be exempt from payment of building permit fees. However, application of building permit is still required.

As used in this Ordinance, the term "traditional indigenous family dwelling" means a dwelling intended for the use and occupancy by the family of the owner only and constructed of 75% native materials such as bamboo, nipa, logs, or lumber, the total cost of which does not exceed Fifteen Thousand Pesos (P15,000.00).

**SECTION 8. Penal Provisions**

It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert,





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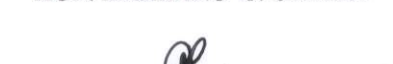
  
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-page 9 -

Ordinance No. 40, Series of 2020...

demolish, equip, use, occupy, or maintain any building or structure or cause the same to be done contrary to or in violation of any provision of this Ordinance.

Any person, firm or corporation who shall violate any of the provisions of this Ordinance and/or commit any act hereby declared to be unlawful shall be penalized:

- for low cost residences only - P 500.00
- non-low cost residences and sari-sari - shall be governed by the National Building Code
- multi-storey residences & commercial - shall be governed by the National Building Code

**Provided**, that in the case of a corporation firm, partnership or association, the penalty shall be imposed upon its officials responsible for such violation and in case the guilty party is an alien, he shall immediately be deported after payment of the fine, without prejudice to the penalties imposed under the Building Code of the Philippines for as long as the violation is not redundant.

**SECTION 9. Separability Clause**

If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby, shall continue to be in full force and effect.

**SECTION 10. Repealing Clause**

All ordinances, rules or regulations in conflict with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 11. Effectivity Clause**

This Ordinance shall take effect immediately upon its approval.

**ENACTED.**