



*SUBIC BAY METROPOLITAN AUTHORITY*

# SBMA HOUSING CONSTRUCTION GUIDELINES

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### Section 3 Coverage

These guidelines shall apply to all housing units inside the Subic Bay Freeport Zone specifically Kalayaan Area (New West and New East Kalayaan, West and East Kalayaan), Binictican Area (Binictican Housing, Samahan and Bayani Village, Binictican Heights), Cubi Housing (Upper and Lower Housing) and vacant lots identified by SBMA for residential use including housing units to be constructed thereat.

### Section 4 Objectives

This policy is promulgated in accordance with the following objectives:

1. To maintain the exclusively residential character of the Binictican and Kalayaan housing areas for the undisturbed enjoyment, peace of mind, and the general welfare of the Subic Bay Freeport residents;
2. To govern and regulate the use, construction, and occupancy of all housing units within the Subic Bay Freeport Zone including the vacant lots and housings units to be constructed thereat; and
3. To monitor compliance of the developers in the observance of preserving the complementarities of the new housing units with the existing ones.

### Section 5 Definition of Terms

For the purpose of these Guidelines, the following terms used shall have the meaning as herein defined:

*Addition/Extension*- any new construction which increases the height or area of an existing building/structure.

*Alteration*- construction in a building/structure involving changes in the materials used, partitioning, location/size of openings, structural parts, existing utilities, and equipment but does not increase the overall area thereof.

*Ancillary Building/Structure*- a secondary building/structure located within the same premises the use of which is incidental to the main building/structure.

*Buffers*- are building setback requirements from the public road, which normally include a tree-planting strip.

*Carport*- Shelter for an automobile, consisting of one or more sides open to the weather.

*Construction*- all on-site work done from site preparation, excavation, assembly of all the components and installation of utilities and equipment of buildings/structures.

*Green Buffer*- is a strip of land strictly reserved for tree planting, landscaping and turfing; no other uses will be allowed except for sign posts, lamp posts, small guard houses and bin points.

*Green Strip*- area between the road and property line for landscaping.

*Gross Floor Area*- the sum of the horizontal areas of all floor space of all buildings including hallways, mezzanines, mechanical rooms, rest rooms, stairwells, accessory and other structures, but excluding parking, ramps, carport, and areas not enclosed by exterior walls.

*Physical Buffer*- is a strip of land within which car park, driveways, walkways, and light ancillary structures such as bin centers, guard houses, ring main sub-station, car porch and canopies.

*Plot Ratio* – the ratio between the total gross floor area of the building over the site area and the area of a plot measured within survey boundary lines.

*Renovation*- any physical change made on a building/structure to increase its value, utility and/or to improve its aesthetic quality.

*Repair*- remedial work done on any damaged or deteriorated portion/s of building/structure to restore to its original condition or better, using the same materials in the original construction.

*Setback*- minimum distance between the property line and a building or roof as required by Restrictions.

## **Section 6 Planning Guidelines and Control**

The guidelines proposed are part of Planning Rules as set out by the SBMA as well as from standard norms and experience. Some parts of the guidelines are adapted to comply with the Philippine's planning regulations, National Building Code, BP 220, Air Transportation Office regulations, etc.

### **1. Siting and Zoning**

- a. Residential Zone-1 (R-1):  
Single detached houses, town houses and row houses up to a density of 20 units per hectare.

3. Building Intensity – Plot Ratio

A standard requirement of minimum and maximum plot ratio control or floor area ratio (FAR) stipulations for development is to be imposed to ensure that the land is optimally utilized, as well as to prevent the hoarding of land for speculative purposes. A reasonable minimum plot ratio of 1.2 is recommended for residential zone. The calculation of minimum plot should exclude the land set aside for future extension.

Locators should comply with the minimum plot ratio within two (2) years from the commencement of the lease. This is to ensure that the prospective locators are genuine users and not land speculator. An alternative to the minimum plot ratio control would be a payment of, development bonds, which would be forfeited if the locator's fails to start site development works within a stipulated period.

The following plot ratio limit shall be followed:

RESIDENTIAL

Land Use	Minimum Plot Ratio	Maximum Plot Ratio	Minimum Lot Size (square meters)
R-1	1.5	1.8	500
R-2	2.5	4.5	1,000
R-3	3.0	10.5 <small>* subject to ATO clearance</small>	3,000

750 sq. m. - 900  
2500 - 4500  
9000 - 31,500

Note: Pastolan Village shall be exempted from all Land Use and classification requirements as stated herein.

2. Landscaping and Planting Strips

Landscaping Requirement

The landscape concept would be to create a 'park-like' environment within the estate where the landscaping would be a major element of the proposed subdivision. Lush greenery with extensively landscaped areas is to be provided within the site. Well-designed entrance gateway, pocket parks and perimeter fringes next to the highways to ensure green, landscape areas are to be achieved.

The landscape concept will ensure that there is a balance between the building structures and landscape areas. Landscape zones are designated to complement the roadside trees to create both avenue and park-like atmospheres. While linear planting is to be carried out along the major roads and highways, informal planting and landscaping are to be proposed within the pocket parks and along the drains.

a. Public Green

A public green shall be introduced to any subdivision development, to create a high profile image of the subdivision, and to make the place a park like atmosphere.

b. Private Green

Individual development lots must also have a landscaped area at each of the plot, which will be maintained by individual owners.

The open space within the plot should be maintained as a pleasing garden. The minimum landscape gardening area should not be less than 10% of the total plot. Solid-wall perimeter fencing is not allowed.

3. Buffers Requirements from Roads

Buffers are building setback requirements from the public road, which normally include a tree-planting strip. The buffer requirement provides a uniform building setback from roads to create neat rows of buildings and critical vistas. The width of the buffer varies with the width of the road the land abuts and the height of the development. No buildings or developments are allowed to encroach into the buffer zone. However, certain types of light ancillary structures, such as a bin centre, guard house, small ring main substations, sign board, lamp posts, letter box, etc., are allowed to be placed in the buffer zone.

Guidelines for Siting of Ancillary Structures within the Buffer Zone

Siting within	Ancillary Structures Allowed
Green and/or physical buffer	Guardhouse
	Garbage points
	lamp poles
	Garbage bins
	Above ground electricity boxes
	Ring main compact units – reinforced concrete structures/fenced up area and electric substation (1½) storey
	Below ground structures
	Car porches

4. Building Setback and Coverage Requirements

All setbacks shall be reckoned from the property line to the building line of any structure. The building setbacks shall consist of two (2) types. For the side that

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front onto a public road, the buffer standard is applicable. For the side and rear boundary, a minimum setback requirement for buildings to provide for natural light and ventilation considerations is also proposed. The setback requirements are to ensure that buildings do not abut perimeter of the land for reasons of fire safety, light, and ventilation, as well as good traffic circulation subject to other requirements of the SBMA.

It is recommended that the minimum building setback requirement be as follows:

### Set Back Requirement For Residential Development

Description	Minimum of 500 sq.m. Lot	501 sq.m. and above Lot
Minimum setback from side and rear boundary	2.00 meters	3.00 meters
Minimum setback from front boundary	5.00 meters	5.00 meters

### Building Separation and Firewall:

R-1: Firewall is not allowed, minimum building to building separation between two properties shall be four (4) meters.

R-2: Firewall/Party wall shall be allowed provided that it will conform to the standard of the National Building Code.

R-3: Firewall/Party wall shall be allowed provided it will conform to the standard of the National Building Code

**Recommendation:** the prescribed site coverage for both the entire subdivision and individual lots should not exceed 70% of the total site area. This is also consistent with Zoning Guidelines of SBMA, both for commercial and industrial area.

**Maximum Buildable/Salable lot Area = 70%**

**Parking, Landscaping, & Open areas = 30%**

(including all subdivision road network, park & open spaces, maintenance areas and amenities areas)

### 5. Ingress/Egress Points

Ingress/egress points are vehicular traffic access for subdivision plots or individual plots to the road. The number of such points should be controlled for traffic safety purposes. There should be minimal direct access from the major road. Access to individual residential lots should preferably be taken from main subdivision roads rather than from major arterial roads (namely: Rizal Highway,

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Argonaut Highway, Tupo Road, Corregidor Highway, Magsaysay Blvd., and Dewey Avenue). The minimum distance of ingress/egress point from a road junction shall be at least 10 meters.

**Road Right of Way Requirements:**

Existing SBMA Road Right of Way (RROW) must be properly observed and implemented.

**Road Hierarchy**

Category	Road Name	Required RROW
Highways, expressway	Tupo Expressway, Maritan Highway	60 meters
Main roads	Rizal Highway, Argonaut Highway, Corregidor Highway, San Bernardino Road (port access road), and Dewey Avenue	40 meters
Secondary roads	Sta. Rita, Manila Avenue, Binictican Drive, Zambales highway, Aguinaldo St.,	30 meters
Minor roads	Labitan, Mc Kinley St, Jefferson, Taft St., etc.	21 meters
Subdivision roads, internal roads & others	Service roads, access roads, parking driveways, perimeter roads etc.	12 meters

**Number of Ingress/Egress Points**

Plot size	Number of Access Point	Minimum Width of Driveway	
		One Way	Two Way
Up to (one) 1 hectare	1		
Between one (1) – two (2) hectares	2	3.50 meters	6.10 meters
Beyond 2 hectares	3	3.50 meters	6.10 meters

**8. Parking Standards**

Adequate circulation within the plots and parking spaces for cars / delivery trucks should be provided within the plots. A minimum of one car parking/carport shall be provided in each individual plot /residential unit.



9. Amenity Centers (for two [2] hectares or more residential developments)

One of the main purposes of the amenity center is to provide a place for visitors, residents, and guest to have their rest and recreations during the weekends and holidays.

- Clubhouse; Indoor recreational facilities
- Swimming pool
- Outdoor recreational facilities
- Multi-purpose hall
- Chapel
- Community Store & Snack Kiosks
- Small Restaurant/Cafes

The amenity center should also have a variety of shops and convenience stores. These shops and convenience stores can offer items such as snacks, newspapers and magazines, groceries, and other stationery and sundry items.



AMENITY CENTRE CONCEPT

**Urban Design Concept and Control**

The developer should consider ways to enhance the quality and prestige of housing units. Prominent sites, such as those at the subdivision's entrance and along the major road leading into the project, with high visibility will usually command higher sales prices than interior locations. Urban design controls shall be imposed on all developments which front onto the main gateway entrance, corridors and the major road into the development. The controls shall be on the façade of the building, the quality of the finishes, the color scheme and quality of the landscaping important vistas that lead from the main road, to the building to be erected. The developer should set the standard by providing water elements, landscaped areas and gardens at key 'focal points'

### 1. Landscaping

As part of maintaining a good image, green strips and buffers are proposed to create a pleasant environment. The plantings and the retention of vegetation soften the harsh landscape. Landscaping at key visual nodes and along the roads increase the image of the housing areas as well as indirectly contribute to the economic value of the land.

Front yard planting within the locator's lot is mandatory and shall be judiciously landscaped with a massing of trees and planting to provide shade. Hardy, drought-tolerant plant materials adapted to the region shall be used for landscaping. All lot owners shall ensure the proper maintenance and upkeep of their surroundings, landscape, horticulture and other facilities.

### 2. Building Façade

All building shall be designed aesthetically in all sides discouraging firewall or blank wall fronting any street of adjacent building(s).

The architecture of the housing unit(s) shall be of contemporary architecture and/or of modern design. It shall be made of medium to high class materials.

### 3. Pedestrian Right-of- Way

In planning of any housing development, the pedestrian right-of-way should be paved and provided with an aesthetically pleasing sense of place. Major pedestrian walkways should be lit up with streetlights in the evenings to accommodate pedestrian travel at night.

### 4. Easements

Some service reserves and easements are created for the laying of such services. Service reserves are safeguarded service corridors that is owned and managed by the developer or utility companies such as the electrical services next to the substation. Sometimes service easements may be necessary to be constructed within the front of the all plots within the two (2) meter green buffer. As such, service easements are to be created and indicated to the prospective tenants of the encumbrances. Such service/utility easements should be indicated in the purchase agreement plans and incorporated in the sales agreement/deed of restriction.

### 5. Building Height Limitations

Building that shall be erected and are exempted from bulk control and the floor area ratio (FAR) limitation such as, Hotels, Condominium, Office Buildings,

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Condotel and other similar structures must conform to the height limitations of SBMA and the Air Transportation Office.

## 6. Environmental Concern

Environmental considerations shall be taken care of by the developer and individual locator. Occupants shall secure environmental clearance from SBMA Ecology Center prior to the start of building construction.

- a. Water Reservoir, Pump and Deep Well: An individual booster or suction pump connected to the street water lines is prohibited. A booster pump (as approved by Subic Water Inc.) may be installed to draw water from a storage tank supplied by natural pressure from the street lines. No Occupants shall be allowed to install a deep-well pump to draw underground water. A water reservoir shall be built only for emergency or water interruption due to leaks or repair, maintenance.
- b. Drainage: Roof drainage and surface run-off must drain only to the main subdivision drainage system to be provided by the developer.
- c. Pollution: Air, noise, vibration and liquid effluent pollution shall be governed by the applicable rules and regulations of SBMA and other government offices. The Occupants shall comply with the rules and regulations promulgated from time to time by SBMA.
- d. Septic Tank: All occupants shall install septic tank for solid waste. The design and specifications of the septic tank should comply with Subic Water Inc. and SBMA required standards, no direct discharge to SBMA sewer line shall be allowed.

## 7. Fencing

No fencing shall be allowed for individual lots except for very steep grounds and other safety hazards. However, perimeter hedges / planting strip can be planted but shall be maintained at a maximum height of 1.00 meter.

Perimeter fencing shall be allowed only for the entire subdivision subject to the following guidelines:

Fence design shall be kept simple and free of unnecessary embellishments. Grillwork, when used shall have interesting meshing or simple linear elements finish in matte blacks. Use of barbwire fence is not allowed.

Fencing within the subdivision should meet the following requirements:

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- a. All frontage facing the road, high solid-wall fencing shall not be allowed. The fence should be of brick wall and metal grills with a maximum height of not more than 2.0 meters.
- b. Side and rear fencing should be similar to the front with maximum height of 2 meters.
- c. The outer fence foundation limit should remain inside the lot line limit.
- d. No corrugated metal sheet fencing is allowed.

### 8. Existing Fence

Existing fences without permits and non-conforming to the requirements of these guidelines shall be removed. The owner shall be given 60 days upon receipt of notice issued by the Regulatory Group-Building Permit and Safety Department. In case of failure of the owner to remove the fence within the grace period, SBMA shall cause the removal of the fence at the expense of the owner.

Existing fences without permits, but conforming to the provisions of this rule shall be allowed to remain provided the owner obtains a validating permit within 30 days from receipt of notice from Regulatory Group-Building Permit and Safety Department.

### 9. Nipa Huts, Gasebos and similar structures

Nipa huts, gasebos and similar structures may be allowed provided it complies with the following:

- a. It will be used as an accent of the lessee's landscaping;
- b. Its dimension and features shall be approved by Land and Asset Development Department (LADD) and Regulatory Group-Building Permit and Safety Department;
- c. It shall not be surrounded by solid wall;
- d. It shall not block the façade of the housing unit; and
- e. It shall not be used as quarters and the like or any other purpose not allowed.

Existing huts, gasebos and similar structures without permits and non-conforming to the requirements of these guidelines shall be altered to conform to these Guidelines. The owner shall be given 60 days from receipt of notice issued by the Regulatory Group-Building Permit and Safety Department. In case of failure to secure permits within the grace period, the owner shall remove the structure. For failure of the owner to remove the structure, the SBMA Maintenance Department shall cause the removal of the structure at the expense of the owner.

Existing nipa huts, gasebos and similar structures without permits, but conforming to the provisions of this rule shall be allowed to remain provided the owner obtains a validating permit within 30 days from receipt of notice from Regulatory Group-Building Permit and Safety Department.

#### 10. Subdivision Logos and Signages

It is important to set a theme for subdivision development so all design elements relating to landscape and signage are coordinated to reinforce a sense of harmony for the housing areas. The level of finish and overall quality of materials used should convey a high-tech image and be able to identify and communicate information, as well as control vehicular traffic. In order to provide an address to the housing area and to differentiate the different block and the area, a prominent sign is recommended to be constructed at the entrance gateway.

The company name and logo should be placed at the main entrance in accordance with prevailing standards. Huge billboards for advertising are not allowed. Standard sizes of signage shall be adopted while allowing corporate entities to retain their logo texts and logotypes. The developer should establish a common baseline for the height of signage, color scheme and a set of pre-determined standard signage design guidelines, along with a set of street name signboards, which will set the pace for the subdivision. Advertising billboards for commercial products shall not be put up within the streetscape. Company signages should conform to the SBMA Signage Guidelines.

The subdivision developer is encouraged to put up a decorative common signage area especially within the recreational/amenity center. This common signage structure is intended to serve the interior establishments within the park.

##### a. Proposal/permits

Proposals for subdivision entrance signage shall be submitted to the Land and Asset Development Department (LADD) for review and clearance prior to endorsement to Regulatory Group-Building Permit and Safety Department for approval. All signages must comply with SBMA signage guidelines and a signage permit shall be secured prior to erection/installation.

##### b. Color Scheme

In addition to having a theme for the subdivision signage, a wide-ranging color scheme is recommended to enhance the subdivision sense of place and continuity. The colors of the exterior building materials should enhance the subdivision. The exteriors of the buildings and fencing within the subdivision must be related to one another through color, texture, and

finishes. This is not to say that all the buildings within the area be one color. Rather, different colored-buildings can add a touch of liveliness to the subdivision and enhance the environment. Yet, the buildings and fencing should be of similar tones and shades.

Subdued colors, such as pastel tones, are highly encouraged. Loud, obnoxious colors, which would appear out of place or offensive to the eye, are discouraged, although bold, accent colors may be used to highlight certain architectural details. Nonetheless, bold accent colors should be used judiciously and with restraint.

### c. Material Finishes

All exterior wall finishes on any buildings or other structures shall be constructed of the following or a combination of the following materials: (a) face brick or stone; (b) concrete block where the exterior surfaces are painted or otherwise treated with an applied decorative material or texture; (c) pre-cast concrete panels where the exterior surfaces are painted or otherwise treated with an applied decorative material or texture; (d) factory fabricated and finished metal-framed panel construction where the exterior surfaces are painted or otherwise treated with an applied decorative material or texture; (e) other materials specifically approved by SBMA.

All roofs on any building or other structures shall be constructed of the following or a combination of the following materials: (i) sheet metal where the exterior surfaces are painted or otherwise treated with an applied decorative material; (ii) tar or asphalt; (iii) asphalt shingles; or (iv) other materials specifically approved by Land & Asset Development Department. Except for aesthetic treatments and finishes, the exterior walls and roofs on any building or other structure shall not be constructed of wood, fiberboard, plasterboard or any wallboard. No asbestos or materials containing asbestos shall be permitted in any building/structure. Notwithstanding the foregoing, all materials shall also comply with the National Building Code, National Fire Code and the National Structural Code of the Philippines.

The exterior treatment and finishes of all subsequent addition and alteration to any building or other structure constructed after erection of an original building or other structure shall be constructed of materials comparable those used in the original construction and shall be designed in a manner conforming to the original architectural design and appearance of the original buildings and other structures.

## Section 7 Construction Rules And Regulations

### 1. General Rules And Regulations

- a. Individual lots, as defined in the development guidelines set by SBMA, shall not be subdivided; however, two lots may be consolidated into one. Three or more lots may be consolidated and subdivided into a lesser number of lots provided that none of the resulting lots be smaller in area than the smallest lot before consolidation.
- b. Lots shall be used exclusively for residential purposes.
- c. Only one (1) single family house shall be constructed on a single individual lot.
- d. Renovation, Extension and Repair (see Annex A)
- e. All new lots identified for housing development including buildings/structures to be constructed thereat shall conform to the Development Guidelines for each specific lot to be set by SBMA.
- f. Any proposed construction or improvement must be approved by Regulatory Group-Building Permit & Safety Department (RG-BPSD) before implementation.
- g. Secure permit from RG-BPSD before breaking any portion of the street or sidewalk pavement for a proposed vehicular access to the property.
- h. No existing tree whether found within or outside the lot shall be cut, removed or damaged, nor shall it be relocated or transferred without the prior approval of Ecology Center.

### 2. Pre-Construction

#### General Requirements

- a. The subdivision developer and individual occupant shall secure a written approval from the RG-BPSD prior to any building construction; demolition, repair, alteration, renovation, addition, and/or occupancy can be started. It shall be the occupant's responsibility to secure the Building Permit and other clearances/permits from the RG-BPSD.
- b. Documents and Plans Submittal – Occupants shall submit to SBMA the following:
  - b.1 For new housing units to be constructed on vacant lots identified for housing development, the occupants shall submit to Regulatory Group-Building Permit and Safety Department thru Land & Asset Development Department the following:

Building Permit and Safety Department thru Land & Asset Development Department the following:

1. Before proceeding the detailed documents and plans:
  - 1.1 Three (3) sets of Conceptual Design in A3 size, including
    - Perspective
    - Site Development Plan
    - Floor Plan
    - Structure/Building Elevations
    - Outline Building Specifications including propose type of foundation

2. The plans shall be subject to design review to determine compliance with Deed of Restrictions and relevant standards to be set forth by the Developer.

3. Once approved, the plans and drawings will be stamped cleared for compliance with the Deed of Restrictions. Then the developer will issue a Recommending Approval Letter to the occupant with pertinent evaluation, if any for SBMA review. The plans and drawings shall be returned to the Occupant for application of Building Permit. The developer shall not be liable to Occupant for the SBMA's approval for issuing the Building Permit.

SBMA will only return one (1) copy of approved plans to the applicant.

4. Subdivision developer / Occupant shall secure at its expense and responsibility, a Building Permit and other permit(s) as required by Land & Asset Development Department and Regulatory Group-Building Permit & Safety Department. Commencing the construction without the Building Permit will be penalized in accordance with the provision of the National Building Code and SBMA Rules and Regulations. Likewise, corresponding surcharge will be imposed to the subdivision developer/occupant for failing to secure Building Permit.

5. After approval of Conceptual Design by the developer and SBMA;

- 5.1 Duly filled-up permit application forms signed and sealed by the concerned architect/engineer and the occupant.

- 5.2 Seven (7) sets of plans for permanent works to include Site Plan/Civil plans showing the exact location of project, including parking areas, driveways, sheds, etc. (Signed and sealed by a local licensed civil engineer), lot plan (Signed and sealed by a local Geodetic Engineer), Architectural Plans (signed and sealed by a local licensed Architect), Structural Plans (signed and sealed



by a local licensed civil/structural engineer), Electrical Plans (signed and sealed by a local licensed professional electrical engineer), Sanitary/plumbing plans (signed and sealed by a local licensed sanitary engineer/master plumber), Mechanical plans (signed and sealed by a local professional mechanical engineer).

- 5.3 Seven (7) sets of Temporary works plan (water supply, sewerage, drainage, septic tank, electricity, office construction fence, batching plant and others) signed and sealed by corresponding local architect/engineer.
  - 5.4 Seven (7) sets of construction specifications of the project jointly signed and sealed by the architect/Engineer in charge of the construction and signed by the contractor (if done through contract) and confirmed by the Occupant.
  - 5.5 Seven (7) sets of bill of materials/estimates signed and sealed by the corresponding licensed architect and/or engineer.
  - 5.6 Seven (7) sets of computation and design analysis duly signed and sealed by a civil/structural engineer in case of civil structural works and/or electrical or mechanical engineer as applicable.
  - 5.7 Two (2) sets Soil Investigation Report (as required) duly signed/certified by the head of the testing agency.
  - 5.8 Seven (7) sets of tapping plans and detail on electricity, sewerage, drainage and water supply.
  - 5.9 Two (2) sets of Project Schedule in bar chart form.
  - 5.10 Two (2) sets of Photocopy of PRC I.D. and PTR of corresponding licensed Architect/Engineer involved on the project.
  - 5.11 Two (2) sets of entrance detail between road of the housing development and Occupant's property.
  - 5.12 Environmental Impact Assessment and others, if required.
- b.2 For existing housing units left by the Americans (Binictican, Kalayaan, Cubi):
1. Renovation, Addition and Alteration permit application, the occupant should submit (as applicable) the following in seven (7) sets:

- 1.1 Duly filled-up permit application forms signed and sealed by the concerned architect/engineer and the occupant.
- 1.2 Seven (7) sets of plans for permanent works to include Site Plan/Civil plans showing the exact location of project, including parking areas, driveways, sheds, etc. (Signed and sealed by a local licensed civil engineer), lot plan (Signed and sealed by a local Geodetic Engineer), Architectural Plans (signed and sealed by a local licensed Architect), Structural Plans (signed and sealed by a local licensed civil/structural engineer), Electrical Plans (signed and sealed by a local licensed professional electrical engineer), Sanitary/plumbing plans (signed and sealed by a local licensed sanitary engineer/master plumber), Mechanical plans (signed and sealed by a local professional mechanical engineer).
- 1.3 Seven (7) sets of construction specifications of the project jointly signed and sealed by the architect/Engineer in charge of the construction and signed by the contractor (if done through contract) and confirmed by the Occupant.
- 1.4 Seven (7) sets of bill of materials/estimates signed and sealed by the corresponding licensed architect and/or engineer.
- 1.5 Seven (7) sets of computation and design analysis duly signed and sealed by a civil/structural engineer in case of civil structural works and/or electrical or mechanical engineer as applicable.
- 1.6 Two (2) sets of Photocopy of PRC I.D. and PTR of corresponding licensed Architect/Engineer involved on the project.
2. Repair/repainting/landscaping permit application, the occupant should submit (as applicable) the following in seven (7) sets:
  - 2.1 Letter from the occupant with the corresponding scope of work.
  - 2.2 Bill of materials/estimated repair cost.
  - 2.3 Landscaping plan (if any).
3. Subdivision developer / Occupant shall keep all permits and approval on the course of the construction.
- d. Charges and Fees
  1. Building permit fee shall be charged based on the latest edition of the National Building Code (Annex A).

2. Fines and penalties shall be charged for those occupants violating the SBMA Construction Guidelines (Annex B).

- e. Temporary power and water connection- Temporary power and water connection shall be applied by the developer/occupant to Land and Asset Development Department (LADD).

For temporary power application, the request shall contain the temporary power layout. The request together with the attached plan will be endorsed by LADD to Regulatory Group-Building Permit & Safety Department (RG-BPSD) for approval. Likewise, RG-BPSD will forward the approval to Subic Enerzone Corporation for installation of temporary power supply.

For temporary water application, the occupant shall secure the necessary forms to Subicwater and Sewerage Company (Subicwater). The duly filled-up form will be submitted by the applicant to LADD for approval. The approved application form will be used as basis of Subicwater for the tapping of temporary water supply.

- f. Stockpiling of construction materials, machinery and equipment – Stockpiling of construction materials, machinery and equipment is authorized only on Subdivision developer / Occupant's Lot. Such stockpiling shall in no case hinder access to and from adjoining properties.
- g. Temporary Canteen Permit – Temporary Canteen during construction operations only can be opened with relevant permission from SBMA. Canteen Operator shall secure canteen permit from SBMA with endorsement from Occupant/contractor Subdivision developer / and the Administrator.
- h. Construction Worker's ID – Subdivision developer / Occupant shall be responsible for securing Pass and ID for construction workers from SBMA Pass Processing & Control Department thru the Land and Asset Development Department.
- i. Construction Workers Uniform – Subdivision developer / Occupant shall provide construction worker with color-coded uniform printed with the construction company name, and Project name designated by the developer.
- j. Access Restrictions – As a rule, all construction workers shall not be allowed access entry into the housing area beyond 5 PM. No works shall be allowed on Sunday. Work outside these hours shall require prior notification and clearance from SBMA. Any misdemeanor of said workers shall be the responsibility of the Subdivision developer / Occupant and/or its Contractors. Only two (2) stay-in workers are allowed in every project.

- k. Contractor's All Risk Insurance – For new housing area development, Subdivision developer / Occupant and/or its Contractor shall secure a Comprehensive General Liability Insurance Coverage for accidental death or injury to persons and or property damages for the duration of the construction period in the amount of not less than One Million Five Hundred thousand Pesos (P 1,500,000.00). A copy of the said insurance shall be furnished to the Housing Office of LADD.
- l. The SBMA shall issue to Subdivision developer / Occupant a written approval to start construction activities, after receipt of the copy of Building Permit, relevant Construction Cash Bond Deposit, and a copy of insurance policy, Subdivision developer / Occupant's letter guaranteeing its compliance with Construction Rules and Regulations, Deed of Restrictions set by subdivision developer and all rules and regulations of SBMA.

### 3. Construction

#### a. Deployment and Administration of Construction Related Personnel of and other contracted Private Firm.

- 1. Construction-Related Personnel – All construction personnel (project engineers, managers, contractors, workers, etc.) shall use/wear SBMA's issued Pass and I.D. cards while in the jobsite and in the immediate areas within the project site. Likewise, all construction workers shall wear color-coded uniform required by the developer / SBMA for easy identification. Construction personnel shall not be allowed to loiter or stay out in the common area of the project site.
- 2. Security – Subdivision developer / Occupant and/or Contractor shall provide necessary security for their construction and building materials at their own responsibility and expense by engaging the services of security agencies accredited by SBMA. The SBMA is not liable for any losses or pilferages.
- 3. Janitorial – Subdivision developer / Contractor shall provide janitorial services for the perimeter areas and/or immediately outside of the construction site. These janitors shall keep the said areas clean and free from garbage mud and construction debris at all times.

#### b. Safety Guidelines

##### 1. Fire Protection

- 1.1 Fire extinguishers – Necessary fire extinguisher shall be provided at all times in the construction site.
- 1.2 Smoking shall be strictly prohibited in all areas where flammable, combustible or similar hazardous materials are stored. NO SMOKING signs shall be posted in all prohibited areas.
- 1.3 Hot Works such as welding burning, blow torching and so on performed during construction must be coordinated with the SBMA Fire Department prior to their being undertaken. No such work may be undertaken without Hot Work Permit from the SBMA Fire Department.
2. Medical Facilities – First Aid Kits shall be provided in the construction site. A first aid station shall be established, fully equipped.
3. Protective Apparels – Personal protective devices (hard hats, boots, gloves, etc.) shall be provided by the contractor and ensure that their use is strictly enforced.
4. Safety Materials/Equipment – Contractor shall employ safety engineer officer and shall provide safety measures such as construction nets, sheeting, shoring, pedestrian walks/crossing, signboard, markers, warning devices, proper lighting, fence, etc. whenever necessary.
5. Temporary Fence – Temporary construction fence shall be installed along the construction site to prevent unauthorized persons from entering the site freely. Sawali fence shall not be allowed.
6. Sanitation Guidelines
  - 6.1 Debris/garbage – Construction debris and garbage shall be collected, removed and disposed of on a regular basis. Debris/garbage shall always be within the construction fenced areas and none of it shall be outside the construction site at any time.
  - 6.2 Eating Areas/Vending – Eating and vending area shall be within construction site, outside of which any eating and vending shall be prohibited.
  - 6.3 Toilet/Washing Facilities – Toilet facilities/temporary latrines (sealed type with water flush provision) must be constructed at the construction site for construction personnel. Installation of these equipments shall be coordinated with sewer facilities of the developer and SBMA Ecology Center. Temporary septic tank

shall be provided and located in a designated portion of the lot and shall be cleared after completion of construction.

- 6.4 Pollution and Mosquito Control – Subdivision developer / Occupant/Contractor shall comply with all rules and regulations of and shall pay all charges or fines levied by the SBMA Ecology Center or any other governmental authority with jurisdiction over pollution control, mosquito control, or construction site hygiene. Occupant shall maintain a comprehensive pest control and site surveillance program to prevent the Property or any item on the Property from harboring or allowing the breeding of mosquito's or other pest. Contractor shall provide and maintain temporary channels and drains for the Property, shall keep the Property clear of all standing water, and shall keep all drains clear of debris and blockages.

7. Other Construction Related Activity Guidelines

- 7.1 Lighting – Adequate perimeter lighting should be provided.
- 7.2 Board/Sign – No Board/Sign shall be allowed outside the property.
- 7.3 Trees/Landscaping – Sidewalks and turfing area are properties belonging to the developer. Therefore trees planted thereon cannot be destroyed, replaced or moved to another location without the written permission of the Administrator / SBMA Ecology Center.
- 7.4 Traffic – the Subdivision developer / Occupants/Contractor shall be responsible for all vehicles accessing to the construction site in observance of road signs, regulations, routes and courtesy.

All heavy equipment and machineries shall be carried by trailer trucks / flatbed trailer while traveling within the Freeport Zone.

- 7.5 Construction Materials/Delivery – No work or materials shall obstruct the common facilities of the subdivision such as the sidewalks and roads, at any time.

Delivery of building and construction materials including heavy equipment must be between 0600H and 2200H. Deliveries outside these hours shall be refused entry into the Freeport. No vehicles shall be allowed to ramp up the street curb and gutter.

- 7.6 Damages/Dirt – Proper care and/use shall be observed for all common facilities of the subdivision such as roads, sidewalks drainage, sewerage and so on. Any damage to common facilities

of the subdivision, as a result of construction activities, shall be the responsibility of the Occupant/Contractor and restored at the Occupant/Contractor's expense within certain hours agreed between the Administrator and the Occupant/Contractor. Any dirt/mud to common facilities shall be also the responsibility of the Occupant/contractor and shall be removed/cleared immediately. The Administrator, however, at its option, may undertake the necessary repair/clean works and charge the cost of such action including mark-up and supervision cost, either to the Construction Cash Bond Deposits of the Occupant or directly to the Occupant/Contractor. Unpaid Charges to the Occupant/Contractor shall be levied an interest penalty of 5% per month.

- 7.7 The developer shall not be liable for any damages or injuries sustained by Occupant/Contractor, its workers and third parties due to the construction activities.
- 7.8 Rule Concerning Construction Workers – The developer may promulgate additional rules and regulations necessary to control and regulate the entry, movement and activities of construction workers within the project site and the prescription of penalties and sanctions in case of violations thereof.
- 7.9 Rules Concerning the Delivery and Movement of Construction Equipment and Materials – The Administrator may promulgate additional rules and regulations necessary to control and regulate the mobilization and demobilization of construction equipment and materials, schedule of delivery, and use of roads and common facilities of the subdivision for the movement and handling of materials.

7.10 Others:

- 7.10.1 Entry of Unauthorized Occupants – Wives, husbands, children and any relatives of construction workers are not allowed to sleep or reside in the construction site.

7.10.2 Other Prohibitions:

Intoxicated workers or personnel  
Selling or drinking of any alcoholic beverages  
Taking, possessing and selling of any banned or controlled drugs  
Gambling or related activities  
Indecent exposure or nudity  
Disturbance or horseplay

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& EXISTING HOUSIN  
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- Fighting
- Fishing (except on SBMA designated areas)
- Possession of lethal or deadly weapons
- Overnight stay in/sleeping in construction site without prior consent and approval from the developer and SBMA
- Loitering
- Raising of pets/animal
- Hunting, catching and killing of birds and animals
- Trespassing on areas designated as private properties
- Encroachment inside the forest
- Stealing and related acts

7.10.3 Penalties Due to Violations of Workers – the violation of any of the pertinent rules and regulations by any workers shall be strictly dealt with as follows:

<u>Offense</u>	<u>Violation Penalty</u>	<u>Chargeable to Occupant/Contractor</u>
1 <sup>st</sup>	One-Week Entry Ban	P 500.00/person
2 <sup>nd</sup>	One-Month Entry Ban	P 1,000.00/person
3 <sup>rd</sup>	Permanent Entry Ban	P 1,500.00/person

Violations for taking, possession and selling banned drugs, inflicting injury, trespassing and selling shall be penalized with a permanent ban on first offense and shall be turned over to proper authorities.

## 8. Coordination/Remedial Guidelines

8.1 Assignment of Personnel – A Project Engineer and/or Project Manager from the Consultants and/or Contractor must always be available day and night at the jobsite to assume responsibility for the strict implementation of the rules and regulations required by the developer and SBMA.

Plans and other documents must also be readily available on site.

8.2 Monitoring / Inspection by Developer Representative – The developer and/or of its authorized representative shall make regular inspection and monitoring visits to ascertain conformity and compliance with all guidelines and requirements. These observations shall be communicated formally to the Occupant/construction group/project engineer/project manager for their prompt corrective action.



8.3 Changes to Approved Plans – Any deviation, alterations, or changes to approved plans and specifications must have prior written approval from the developer / Regulatory Group-Building Permit & Safety Department.

8.4 Fines and penalties due to construction violations – Any person or entity caught in violation of construction rules and regulations shall be fined and penalized according to the Table shown on Annex B.

#### 4. Post Construction

a. Permanent utilities (power, water, telephone, TV cable, etc.) connection-

Power – Request for the tapping of permanent power supply shall be submitted by the occupant to Regulatory Group-Building Permit & Safety Department thru Land & Asset Development Department (LADD) for approval. The latter office will forward the request to Subic Enerzone Corporation for the tapping of power supply.

Water – The occupant shall proceed to Subicwater and Sewerage Company (Subicwater) to get the necessary forms. The duly filled-up form shall be submitted by the occupant to LADD for approval. Subicwater will be the one to tap the water supply.

Telephone, TV cable, etc. – The occupant shall proceed directly to the service providers.

b. Occupant shall make a formal written notice to LADD seven (7) days upon completion of construction work and he shall submit to the said office the following plans and documents:

1. As-Built Plans – three (3) sets of print; one (1) reproducible copy and two (2) sets blue print copies. All must be signed by architect/engineers in-charge of the construction.

2. Duly filled-up Certificate of Completion form, 5 sets, signed and sealed by the architect/engineers and concurred by the owner.

3. One (1) logbook used in the construction, signed and sealed by the architect/engineer.

c. It shall be Occupant's responsibility to secure the Occupancy Permit from SBMA after the completion of construction works.

- d. Construction Debris and Materials – There shall be no construction debris and/or excess materials left anywhere in the vicinity of the construction THIRTY (30) DAYS AFTER ITS COMPLETION.
- e. Removal of Auxiliary and Temporary Structures – there shall be no auxiliary structures standing anywhere in the vicinity of the construction site THIRTY (30) DAYS AFTER COMPLETION.
- f. Damaged to Common Area Property – Any damage to common area property such as sidewalks, streets, etc. as a result of construction shall be repaired at the expense of the occupant/contractor.
- g. Surrender and retrieval of Worker's I.D. – I.D.'s issued by the SBMA Pass Processing & Control Department (PPCD) to construction workers are for a fixed period and only for a specific construction site and must be surrendered to the PPCD upon completion of the construction work. Any worker failing to surrender his I.D. following the completion of the construction will be subject to blacklisting by the SBMA and the developer.
- h. The Subdivision developer / Occupant hereby binds to incorporate this DEED OF RESTRICTIONS as a provision in the tender documents for construction/renovation of its buildings and structures with its works contractor.

#### Section 8 Administrative And Other Control

- a. Fire Protection: The Subdivision developer / Occupants shall comply with the provisions under P.D. 1155 the "National Fire Code" and any regulations that may be promulgated from time to time by the SBMA.
- b. Outside Storage: No storage shall be allowed on the street side setback. All outside storage shall be paved and visually screened from the street(s). The Administrator and SBMA shall submit all screening plans, and specification for approval.
- c. Construction Rules and Regulations (CRR): In times of constructions of buildings and housing improvements, Occupants have to follow the CRR set by the subdivision developer as stated in Section 2 Construction Rules And Regulations and the pertinent rules and regulations of SBMA.
- d. Right of Access

The SBMA retain the right to reasonable access to, under and across, those portions of any Property which are within 2.00 meters of property lines for the installation of any utility or telephone services, or railroad tracks if and when at the sole discretion of SBMA, the installation of such facilities appear

necessary and cannot be conveniently installed in common area of the housing areas.

The SBMA shall have the right to enter upon the Property for the purpose of monitoring the compliance of these Protective Controls and rules and regulations of SBMA.

e. Rules and Regulations

The SBMA reserves the right to regulate the entry and exit of persons and vehicles to and from the housing areas, and for this purpose to promulgate such rules and regulations respecting the entry and exit to and from the area, that may be and as are in effect now or as may be promulgated from time to time, and such rules and regulations shall be binding on all Occupants of the housing areas.

1. The SBMA will give notice of all current rules and regulations to Occupants. The SBMA reserves the right to add, to alter, or rescind, from time to time, such rules and regulations, which changes in rules, and regulations shall take effect within ten (10) days after notice thereof in writing have been served on the Occupants, unless due to exceptional circumstances such changes that need to be made immediately effective, in which case, the same shall take effect upon service of notice.

2. Liability for Non-Observance. The SBMA shall not be liable to anyone for any non-observance of the rules and regulations on the part of any Occupant of the housing areas, on or the part of third persons.

3. Constructive Notice and Acceptance

It is understood, covenanted and agreed that each and every new Occupant shall be given a deed by the SBMA, incorporating restrictions herein set forth, each Occupant covenanting and agreeing with each and every other Occupant and with the SBMA herein, and for mutual benefit, that said occupant who owns or acquires are right, title, estate or interest in or to any portion of the Property subject hereto shall be conclusively deemed to have consented and agreed to every term and provision of these Protective Controls, whether or not any reference to these "Protective Controls" is contained in the instrument by which such person acquired an interest in said property.

## Section 9 Fines And Penalties

Any person or entity caught in violation of any of the provision of these Guidelines shall be fined and penalized according to the Table shown on Annex B.

**Section 10 Repealing Clause**

All SBMA guidelines, instructions and parts thereof, which are inconsistent herewith, are hereby repealed or amended accordingly

**Section 9 Effectivity**

All requirements specified herein, shall apply to Subic Bay Freeport Zone as defined in R.A. 7227, Bases conversion Development act of 1992, and shall take effect thirty (30) days after the date of approval of SBMA Board of Directors.

# ANNEX A

## RENOVATION, EXTENSION AND REPAIR

## Annex A

### RENOVATION, EXTENSION AND REPAIR

#### Guiding Principle:

SBMA has more than 1800 housing units left by the Americans. To date, these units were already leased out or occupied by private individuals, employees and locators. Due to high demand for housing units brought by the influx of investments in the Subic Bay Freeport Zone, SBMA is continually identifying vacant lots within the zone to be used for residential purposes to supplement the existing housing units in Binictican, Cubi and Kalayaan.

In line with the new housing development, SBMA intends to preserve the architectural features of the existing housing units and therefore would not allow clashing/contrasting façades to stand out in the middle of these existing housing areas. The real estate value of the area should be maintained if not better enhance because of the tenants' renovation/construction works.

#### Coverage:

These guidelines shall apply to all housing units inside the Subic Bay Freeport Zone specifically Kalayaan Area (New West and New East Kalayaan, West and East Kalayaan), Binictican Area (Binictican Housing, Samahan and Bayani Village, Binictican Heights), Cubi Housing (Upper and Lower Housing) and Naval Hospital Housing.

#### Definition of Terms:

- |            |   |   |
|------------|---|---|
| Repair     | - | Remedial work done on any damaged or deteriorated portion/s of building/structure to restore to its original condition, using the same kind of materials as in the original construction.                                 |
| Renovation | - | Any physical change made on a building/structure to increase its value, utility and/or to improve its aesthetic quality.  |
| Alteration | - | Construction in a building/structure involving changes in the materials used, partitioning location/size of openings, structural parts, existing utilities, and equipment but does not increase the overall area thereof. |
| Extension  | - | Any new construction which increases height or area of an Existing building/structures.   |

**Construction -** All on-site work done from site preparation, excavation, assembly of all the components and installation of utilities and equipment of building/structures.

**Building Permit-** a written authorization granted by the building official to an applicant allowing him to proceed with the construction of a specific project after plans, specifications and other pertinent documents have been found to be in conformity with the following regulations. It includes any or all of the following such as permit for the construction, erection, addition, alteration, renovation, conversion, repair, moving or demolition of residential, commercial, industrial, institutional, recreational, agricultural, ancillary, temporary and other buildings/structures.

**Construction-** All on-site work done from site preparation, excavation, foundation, assembly of all the components and installation of utilities and equipment of buildings/structures.

**Erection** -Installation in place of components of a buildings/structures.

**Addition/Extension-** any new construction which increases the height or area of an existing building/structure.

**Alteration-** construction in a building/structure involving changes in the materials used, partitioning, location/size of openings, structural parts, existing utilities, and equipment but does not increase the overall area thereof.

**Ancillary Building/Structure-** a secondary building/structure located within the same premises the use of which is incidental to the main building/structure.

**Demolition** – the systematic dismantling or destruction of a building/structure in whole or in part.

**Renovation-** any physical change made on a building/structure to increase its value, utility and/or to improve its aesthetic quality.

**Repair-** remedial work done on any damaged or deteriorated portion/s of building/structure to restore to its original condition or better, using the same materials in the original construction.

#### **GENERAL RULES AND REGULATIONS:**

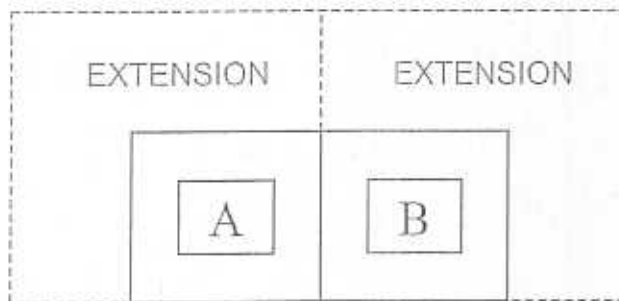
1. All renovation, extension and repair works shall be in accordance with the National Building Code of the Philippines (P.D. 1096) and its referral codes. The Lessee and/or Contractor shall secure from the Lessor (SBMA) all necessary construction permits/clearances prior to renovation, extension and repair works.

2. No alterations or improvements of the unit that may deface or injure the existing structure of the building shall be done without prior approval of the Lessor (SBMA).
3. The premises must be free from any debris during construction works.  
Construction debris shall be properly disposed by the lessee/contractor.
4. No work materials shall obstruct the walkways, corridors and/or common areas.
5. The renovation/extension work in the unit must not in any way damage the structural components of the building.
6. All Extension is limited to five (5) meters from the original building line at the back side of the unit.
7. Extension features shall match/similar to the existing.

**Scope of Extension Allowed:**

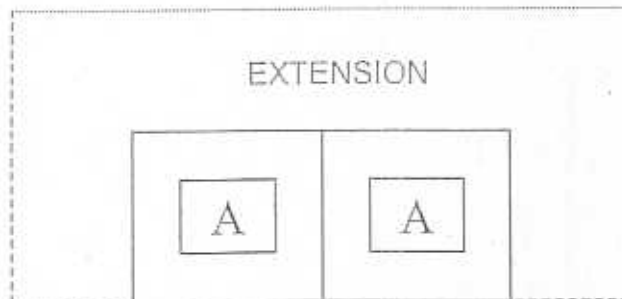
1. DUPLEX-STILTS or BUNGALOW TYPE (Different Lessee)

Extension shall be allowed at the back and the side of the unit subject to easement/setback restriction and other requirements of these guidelines. Side extensions are allowed, provided that the two units will construct the similar type of extension to prevent clashing and contrasting facades. Extension of a single unit is allowed only at the back portion of the housing units. Painting of exterior wall on duplexes shall be of the same color.



2. DUPLEX-STILTS or BUNGALOW TYPE (One Lessee/Common Owner)

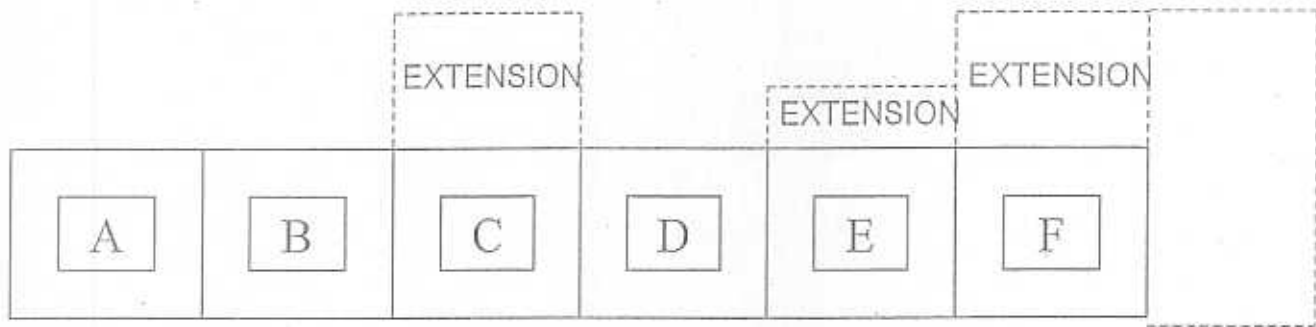
All extensions shall be allowed at the back and the side of either units subject to easement/setback restriction and other requirements of these guidelines provided that both units will become Single unit.





3. ROW HOUSES TYPE 1 (Row houses with Single Storey building at the end)

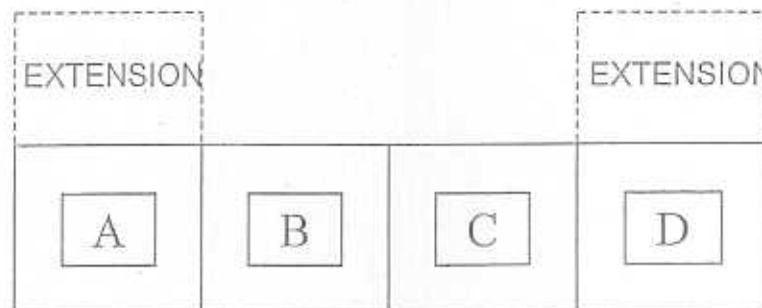
All extension shall be allowed at the back of the unit subject to easement/setback restriction and other requirements of these guidelines. On single storey end units, one storey extension at the back and side are allowed. On two storey unit, single or two storey extension at the back is allowed. Painting of exterior wall on row houses shall be of the same color.



4. ROW HOUSES TYPE 2 (Row houses Two Storey building)

All extension shall be allowed at the line of the back of the unit subject to easement/setback restriction and other requirements of these guidelines.

- Single or two storey extension at the back is allowed. For end units like unit A and Units D side extension is allowed provided it will match/similar to the existing. Painting of exterior wall on row houses shall be of the same color.



5. CONSTRUCTION OF CARPORT AND DRIVEWAYS

Housing units without carport like houses may construct/built a detach carport and driveways provided that the location is approved by the SBMA. There should be a soil erosion control structure like rip-rap wall and retaining wall. Any utility lines, drainage, sidewalks and roads damage

during the construction of the driveway and carport, the lessee shall be held responsible to replace, repair and improve at the lessee own expense.

## PROCEDURES FOR SECURING BUILDING PERMITS FOR HOUSING UNITS

### INTRODUCTION

For the guidance and compliance of all concerned, the following rules and regulations are hereby promulgated for implementation at Subic Bay Metropolitan Authority area. These shall apply to the design, location, construction, addition, alteration, renovation and repair within the SBMA Housing areas.

### BUILDING PERMIT

Any SBMA lessee/resident who shall undertake any renovation, alteration, addition and repair of their occupied housing unit shall secure a building permit/clearance from Land Asset Management Department and Building Permit and Safety Department.

### EXEMPTIONS:

#### 1. MINOR CONSTRUCTION

Temporary construction such as stages/platforms for programs/meetings and portable sheds not exceeding 6 sqm in floor area, provided they are completely detached from any other building and previously approved by Land Asset Management Department.

#### 2. REPAIRS

Repair works not affecting or involving any structural member, such as replacement of deteriorated roofing sheets or tiles, downspouts, facias, ceilings, and on sidings with the same construction materials the total cost of which does not exceed 5,000.00 pesos.

#### 3. PAINTING WORKS

Exterior and/or repainting of the housing unit, provided the exterior color matches the existing finish.

For all the above works, a request letter with scope of works and estimated cost will suffice.

### BUILDING PERMIT REQUIREMENTS

1. Renovation, Addition and Alteration permit application, the occupant should submit (as applicable) the following in seven (7) sets:
  - 1.1 Letter from the occupant
  - 1.2 Duly filled-up permit application forms signed and sealed by the concerned architect/engineer and the occupant.
  - 1.3 Seven (7) sets of plans for permanent works to include Site Plan/Civil plans showing the exact location of project, including parking areas, driveways, sheds, etc. (Signed and sealed by a local licensed civil engineer), lot plan (Signed and sealed by a local Geodetic Engineer), Architectural Plans (signed and sealed by a local licensed Architect), Structural Plans (signed and sealed by a local licensed civil/structural engineer), Electrical Plans (signed and sealed by a local licensed professional electrical engineer), Sanitary/plumbing plans (signed and sealed by a local licensed sanitary engineer/master plumber), Mechanical plans (signed and sealed by a local professional mechanical engineer).
  - 1.4 Seven (7) sets of construction specifications of the project jointly signed and sealed by the architect/Engineer in charge of the construction and signed by the contractor (if done through contract) and confirmed by the Occupant.
  - 1.5 Seven (7) sets of bill of materials/estimates signed and sealed by the corresponding licensed architect and/or engineer.
  - 1.6 Seven (7) sets of computation and design analysis duly signed and sealed by a civil/structural engineer in case of civil structural works and/or electrical or mechanical engineer as applicable.
  - 1.7 Two (2) sets of Photocopy of PRC I.D. and PTR of corresponding licensed Architect/Engineer involved on the project.
  - 1.8 Updated GSIS Insurance
2. Repair/repainting/landscaping permit application, the occupant should submit (as applicable) the following in seven (7) sets:
  - 2.1 Letter from the occupant with the corresponding scope of work.
  - 2.2 Bill of materials/estimated repair cost.
  - 2.3 Landscaping plan (if any).
  - 2.4 Updated GSIS Insurance

3. Building permit fee shall be charged based on the latest edition of the National Building Code (Annex B).

4. Fines and penalties shall be charged for those occupants violating the SBMA Construction Guidelines (Annex C).

6. Temporary power and water connection- Temporary power and water connection shall be applied by the developer/occupant to Land Asset Management Department (LAMMD).

For temporary power application, the request shall contain the temporary power layout. The request together with the attached plan will be endorsed by LADD to Regulatory Group-Building Permit & Safety Department (RG-BPSD) for approval. Likewise, RG-BPSD will forward the approval to Subic Enerzone Corporation for installation of temporary power supply.

For temporary water application, the occupant shall secure the necessary forms to Subicwater and Sewerage Company (Subicwater). The duly filled-up form will be submitted by the applicant to LADD for approval. The approved application form will be used as basis of Subicwater for the tapping of temporary water supply.

7. Construction Worker's ID – The Occupant/Contractor shall be responsible for securing Pass and ID for construction workers from SBMA Pass Processing & Control Department thru the Land and Asset Development Department.

8. Access Restrictions – As a rule, all construction workers shall not be allowed access entry into the housing area beyond 5 PM. No works shall be allowed on Sunday. Work outside these hours shall require prior notification and clearance from SBMA. Any misdemeanor of said workers shall be the responsibility of the Occupant and/or its Contractors. Only two (2) stay-in workers are allowed in every project.

# ANNEX B

## Building Permit Fees

**NEW SCHEDULE OF FEES AND OTHER CHARGES OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)**

1. *Bases of assessment*
  - a. Character of occupancy or use of building/structure
  - b. Cost of construction
  - c. Floor area
  - d. Height
2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

**Table II.G.1. On Fixed Cost Of Construction Per Sq. Meter**

LOCATION	GROUP		
	All Cities and Municipalities	A, B, C, D, E, G, H, I	F
P10, 000		P8, 000	P6, 000

3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

a. Division A-1

	Area in sq. meters	Fee per sq. meter
i.	Original complete construction up to 20.00 sq. meters.....	P 2.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction.....	2.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	3.40
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	4.80
v.	Above 100.00 sq. m to 150 sq. meters.....	6.00
vi.	Above 150.00 sq. meters.....	7.20

Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor area = 75.00 sq. meters  
 Therefore area bracket is 3.a.iv.  
 Fee = P 4.80/sq. meter  
 Building Fee = 75.00 x 4.80 = P 360.00

b. Division A-2

	Area in sq. meters	Fee per sq. meter
i.	Original complete construction up to 20.00 sq. meters.....	P 3.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction.....	3.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	5.20
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	8.00
v.	Above 150.00 sq. meters.....	8.40

c. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

	Area in sq. meters	Fee per sq. meter
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i.	Up to 500.....	P	23.00
ii.	Above 500 to 600.....		22.00
iii.	Above 600 to 700.....		20.50
iv.	Above 700 to 800.....		19.50
v.	Above 800 to 900.....		18.00
vi.	Above 900 to 1,000.....		17.00
vii.	Above 1,000 to 1,500.....		16.00
viii.	Above 1,500 to 2,000.....		15.00
ix.	Above 2,000 to 3,000.....		14.00
x.	Above 3,000.....		12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 3,200 sq. meters:

*	First 500 sq. meters @ 23.00.....	P	11,500.00
	Next 100 sq. meters @ 22.00.....		2,200.00
	Next 100 sq. meters @ 20.50.....		2,050.00
	Next 100 sq. meters @ 19.50.....		1,950.00
	Next 100 sq. meters @ 18.00.....		1,800.00
	Next 100 sq. meters @ 17.00.....		1,700.00
	Next 100 sq. meters @ 16.00.....		8,000.00
	Next 500 sq. meters @ 15.00.....		7,500.00
	Next 1,000 sq. meters @ 14.00.....		14,000.00
	Last 200 sq. meters @ 12.00.....		2,400.00
	<b>Total Building Fee</b>	<b>P</b>	<b>53,100.00</b>

d. Divisions C-2/D-1, 2, 3

	Area in sq. meters		Fee per sq. meter
i.	Up to 500.....	P	12.00
ii.	Above 500 to 600.....		11.00
iii.	Above 600 to 700.....		10.20
iv.	Above 700 to 800.....		9.60
v.	Above 800 to 900.....		9.00
vi.	Above 900 to 1,000.....		8.40
vii.	Above 1,000 to 1,500.....		7.20
viii.	Above 1,500 to 2,000.....		6.60
ix.	Above 2,000 to 3,000.....		6.00
x.	Above 3,000.....		5.00

NOTE: Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

4. **Electrical Fees**

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

a. Total Connected Load (kVA)

		Fee	
i.	5 kVA or less.....	P	200.00
ii.	Over 5 kVA to 50 kVA.....	P	200.00 + P 20.00/kVA
iii.	Over 50 kVA to 300 kVA.....		1,100.00 + 10.00/kVA
iv.	Over 300 kVA to 1,500 kVA.....		3,600.00 + 5.00/kVA
v.	Over 1,500 kVA to 6,000 kVA.....		9,600.00 + 2.50/kVA
vi.	Over 6,000 kVA.....		20,850.00 + 1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

		Fee	
i.	5 kVA or less.....	P	40.00
ii.	Over 5 kVA to 50 kVA.....	P	40.00 + P 4.00/kVA
iii.	Over 50 kVA to 300 kVA.....		220.00 + 2.00/kVA
iv.	Over 300 kVA to 1,500 kVA.....		720.00 + 1.00/kVA
v.	Over 1,500 kVA to 6,000 kVA.....		1,920.00 + 0.50/kVA
vi.	Over 6,000 kVA.....		4,170.00 + 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

c. Pole/Attachment Location Plan Permit

i.	Power Supply Pole Location.....	P	30.00/pole
ii.	Guying Attachment.....	P	30.00/attachment

This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
Residential	P 15.00	P 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

5. Mechanical Fees



a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i.	Refrigeration (cold storage), per ton or fraction thereof.....	P	40.00
ii.	Ice Plants, per ton or fraction thereof.....		60.00
iii.	Packaged/Centralized Air Conditioning Systems:		
	Up to 100 tons, per ton.....		90.00
iv.	Every ton or fraction thereof above 100 tons.....		40.00
v.	Window type air conditioners, per unit.....		60.00
vi.	Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent.....		40.00
vii.	In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.		

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

- 1.10 kW per ton, for compressors up to 5 tons capacity.
- 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- 3.50 kW per ton, for compressors up to 50 tons capacity.
- 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
- i. 3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

- 0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
- 0.80 kW per ton, for above 5 up to 50 tons capacity.
- 0.70 kW per ton, for compressors above 50 tons capacity.

b. Escalators and Moving Walks, funiculars and the like:

i.	Escalator and moving walk, per kW or fraction thereof.....	P	10.00
ii.	Escalator and moving walks up to to 20.00 lineal meters or fraction thereof.....		20.00
iii.	Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....		10.00
iv.	Funicular, per kW or fraction thereof.....		200.00
	(a) Per lineal meter travel.....		20.00
v.	Cable car, per kW or fraction thereof.....		40.00
	(a) Per lineal meter travel.....		5.00

c. Elevators, per unit:

i.	Motor driven dumbwaiters.....	P	600.00
ii.	Construction elevators for material.....		2,000.00
iii.	Passenger elevators.....		5,000.00
iv.	Freight elevators.....		5,000.00
v.	Car elevators.....		5,000.00

d. Boilers, per kW:

i.	Up to 7.5 kW.....	P	500.00
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ii.	Above 7.5 kW to 22 kW.....	700.00
iii.	Above 22 kW to 37 kW.....	900.00
iv.	Above 37 kW to 52 kW.....	1,200.00
v.	Above 52 kW to 67 kW.....	1,400.00
vi.	Above 67 kW to 74 kW.....	1,600.00
vi.	Every kW or fraction thereof above 74 kW.....	5.00

NOTE: (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.  
 (b) Steam from this boiler used to propel any prime-mover is exempted from fees.  
 (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e.	Pressurized water heaters, per unit.....	P	200.00
f.	Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof.....		60.00
g.	Automatic fire sprinkler system, per sprinkler head.....		4.00
h.	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:		
i.	Every kW up to 50 kW.....	P	25.00
ii.	Above 50 kW up to 100 kW.....		20.00
iii.	Every kW above 100 kW.....		3.00
i.	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet.....	P	20.00
j.	Gas Meter, per unit.....	P	100.00
k.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher.....	P	4.00
l.	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:		
i.	Up to 50 kW.....	P	10.00
ii.	Above 50 kW to 100 kW.....		12.00
iii.	Every above 100 kW or fraction thereof.....		3.00
m.	Pressure Vessels, per cu. meter or fraction thereof.....	P	60.00
n.	Other Machinery/Equipment for commercial/Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof.....	P	60.00
o.	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal metres or fraction thereof.....	P	10.00
p.	Weighing Scale Structure, per ton or fraction thereof.....	P	50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

6. *Plumbing Fees*

a. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".

b. Every fixture in excess of one unit:

i.	Each water closet.....	P	7.00
ii.	Each floor drain.....		3.00
iii.	Each sink.....		3.00
iv.	Each lavatory.....		7.00
v.	Each faucet.....		2.00
vi.	Each shower head.....		2.00

c. Special Plumbing Fixtures:

i.	Each slop sink.....	P	7.00
ii.	Each urinal.....		4.00
iii.	Each bath tub.....		7.00
iv.	Each grease trap.....		7.00
v.	Each garage trap.....		7.00
vi.	Each bidet.....		4.00
vii.	Each dental cuspidor.....		4.00
viii.	Each gas-fired water heater.....		4.00
ix.	Each drinking fountain.....		2.00
x.	Each bar or soda fountain sink.....		4.00
xi.	Each laundry sink.....		4.00
xii.	Each laboratory sink.....		4.00
xiii.	Each fixed-type sterilizer.....		2.00

d. Each water meter..... P 2.00

i.	12 to 25 mm Ø.....	P	8.00
ii.	Above 25 mm Ø.....		10.00

e. Construction of septic tank, applicable in all Groups

i.	Up to 5.00 cu. meters of digestion chamber.....	P	24.00
ii.	Every cu. meter or fraction thereof In excess of 5.00 cu. meters.....		7.00

7. *Electronics Fees*

a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data

image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications..... P 2.40 per port

b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/

- receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location ..... P 1,000.00 per location
- c. Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically-controlled apparatus or devices, whether located indoor or outdoors..... P 10.00 per unit
- d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected ..... P 2.40 per outlet
- e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected ..... P 2.40 per termination
- f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities ..... P 1,000.00 per location
- g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception..... P 1,000.00 per structure
- h. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. .... P 50.00 per unit

i. Poles and attachment:

i. Per Pole (to be paid by pole owner).....	P	20.00
ii. Per attachment (to be paid by any entity who attaches to the pole of others) .....		20.00
j. Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above .....	P	50.00 per unit

8. Accessories of the Building/Structure Fees

a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).

b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.

c. Bank and Records Vaults with interior volume up to 20.00 cu. meters.....	P	20.00
i. In excess of 20.00 cu. meters.....		8.00

d. Swimming Pools, per cu. meter or fraction thereof:

i. GROUP A Residential.....	P	3.00
ii. Commercial/Industrial GROUPS B, E, F, G.....		36.00
iii. Social/Recreational/Institutional GROUPS C, D, H, I.....		24.00
iv. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.		
v. Swimming pool shower rooms/locker rooms:		
(a) Per unit or fraction thereof .....	P	60.00
(b) Residential GROUP A.....		6.00
(c) GROUP B, E, F, G, .....		18.00
(d) GROUP C, D, H, .....		12.00

e. Construction of firewalls separate from the building:

i. Per sq. meter or fraction thereof.....	P	3.00
ii. Provided, that the minimum fee shall be .....		48.00

f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:

Use or Character of Occupancy	Self-Supporting	Tylon (Guyed)
i. Single detached dwelling units.....	P 500.00	P 150.00
ii. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	2,400.00	240.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00

iii.	Educational/Recreational//Institutional, (Groups C, D, H, I) up to 10.00 meters in height.....		1,800.00	120.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....		120.00	12.00
g.	Storage Silos, up to 10.00 meters in height.....	P		2,400.00
i.	Every meter or fraction thereof in excess of 10.00 meters.....			150.00
ii.	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule			
h.	Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:			
i.	Smokestacks, up to 10.00 meters in height, measured from the base.....	P		240.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....			12.00
ii.	Chimney up to 10.00 meters in height, measured from the base.....			48.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....			2.00
i.	Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas .....	P		48.00
j.	Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume .....			12.00
k.	Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters.....			12.00
i.	Every cu. m or fraction thereof in excess of 2.00 cu. meters.....	P		12.00
ii.	For all other than Groups A and B up to 10.00 cu. meters.....			480.00
	(a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters.....			24.00
l.	Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume.....	P		7.00
m.	Construction of reinforced concrete or steel tanks except for Commercial/Industrial Use:			
i.	Above ground, up to 10.00 cu. meters.....	P		480.00
	Every cu. m or fraction thereof in excess of 10.00 cu. meters.....			480.00
ii.	Underground, up to 20.00 cu. meters.....			540.00
	Every cu. meter or fraction thereof in excess of 20.00 cu. meters.....			24.00
n.	Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:			

i.	Underground, per cu. meter or fraction thereof of excavation.....	P	3.00
ii.	Saddle or trestle mounted horizontal tanks) per cu. meter or fraction thereof of volume of tank.....		3.00
iii.	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.		
n.	Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:		
i.	Construction of permanent type.....	P	10.00
ii.	Construction of temporary type.....		5.00
iii.	Inspection of knock-down temporary type, per unit .....		24.00
p.	Construction of buildings and other accessory structures within cemeteries and memorial parks:		
i.	Tombs, per sq. meter of covered ground areas.....	P	5.00
ii.	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area .....		5.00
iii.	Totally enclosed mausoleums, per sq. meter of floor area .....		12.00
iv.	Totally enclosed mausoleums, per sq. meter of floor area .....		5.00
v.	Columbarium, per sq. meter.....		18.00
9.	<i>Accessory Fees</i>		
a.	Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters.....	P	24.00
i.	Every meter or fraction thereof in excess of 10.00 meters.....		2.40
b.	Ground Preparation and Excavation Fee		
i.	While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.		
(a)	Inspection and Verification Fee .....	P	200.00
(b)	Per cu. meters of excavation .....		3.00
(c)	Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit .....		50.00
(d)	Per cu. meter of excavation for foundation with basement.....		4.00
(e)	Excavation other than foundation or basement, per cu. meter.....		3.00

- (f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment ..... 250.00
- c. Fencing Fees:
- i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof..... P 3.00
  - ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof ..... 4.00
  - iii. Made of indigenous materials, barbed, chicken or hog wires, per linear meter..... 2.40
- d. Construction of Pavements, up to 20.00 sq. meters..... P 24.00
- e. In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like ..... P 3.00
- f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month ..... P 240.00
- i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters ..... P 12.00
- g. Erection of Scaffoldings Occupying Public Areas, per calendar month.
- i. Up to 10.00 meters in length..... P 150.00
  - ii. Every lineal meter or fraction thereof in excess of 10.00 meters ..... 12.00
- h. Sign Fees:
- i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area..... P 120.00
    - (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters..... 24.00
  - ii. Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00	P 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

- iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:



Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min. fee shall be P 124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P 72.00	P 38.00, min. fee shall be P 150.00
Others	P 12.00, min. fee shall be P 40.00	P 20.00, min. fee shall be P 110.00
Painted-on	P 8.00, min. fee shall be P 30.00	P 12.00, min. fee shall be P 100.00

i. Repairs Fees:

- i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups..... P 5.00
- ii. Alteration/renovation/Improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups ..... 5.00
- iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

j. Raising of Buildings/Structures Fees:

- i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
- ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

k. Demolition/Moving of Buildings/Structures Fees per sq. meter of area or dimensions involved:

- i. Buildings in all Groups per sq. meter floor area..... P 3.00
- ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences ..... 4.00
- iii. Structures of up to 10.00 meters in height..... 800.00
  - (a) Every meter or portion thereof in excess of 10.00 meters ..... 50.00
- iv. Appendage of up to 3.00 cu. meter/unit.... 50.00
  - (a) Every cu. meter or portion thereof in excess of 3.00 cu. meters..... 50.00
- v. Moving Fee, per sq. meter of area of building/structure to be moved ..... 3.00

10. *Certificates of Use or Occupancy (Table II.G.1: for fixed costing)*

a. Division A-1 and A-2 Buildings:

i.	Costing up to P150,000.00 .....	P	100.00
ii.	Costing more than P150,000.00 up to P400,000.00 .....		200.00
iii.	Costing more than P400,000.00 up to P850,000.00.....	P	400.00
iv.	Costing more than P850,000.00 up to P1,200,000.00.....		800.00
v.	Every million or portion thereof in excess of P1,200,000.00.....		800.00

b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

i.	Costing up to P150,000.00.....	P	200.00
ii.	Costing more than P150,000.00 up to P400,000.00 .....		400.00
iii.	Costing more than P400,000.00 up to P850,000.00.....		800.00
iv.	Costing more than P850,000.00 up to P1,200,000.00 .....		1,000.00
v.	Every million or portion thereof in excess of P1,200,000.00.....		1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:

i.	Costing up to P150,000.00 .....	P	150.00
ii.	Costing more than P150,000.00 up to P400,000.00 .....		250.00
iii.	Costing more than P400,000.00 up to P850,000.00.....		600.00
iv.	Costing more than P850,000.00 up to P1,200,000.00 .....		900.00
v.	Every million or portion thereof in excess of P1,200,000.00.....		900.00

d. Division J-1 Buildings/structures:

i.	With floor area up to 20.00 sq. meters.....	P	50.00
ii.	With floor area above 20.00 sq. meters up to 500.00 sq. meters .....		240.00
iii.	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters.....		360.00
iv.	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters .....		480.00
v.	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters.....		200.00
	With floor area above 10,000.00 sq. meters.....		2,400.00

e. Division J-2 Structures:

- i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.

ii.	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.		
iii.	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:		
	(a) First 10.00 meters of height from the ground	P	800.00
	(b) Every meter or fraction thereof in excess of 10.00 meters.....		50.00
f.	Change in Use/Occupancy, per sq. meter or fraction thereof of area affected .....	P	5.00

11. Annual Inspection Fees

a. Divisions A-1 and A-2:

i.	Single detached dwelling units and duplexes are not subject to annual inspections.		
ii.	If the owner request inspections, the fee for each of the services enumerated below is .....	P	120.00
	Land Use Conformity		
	Architectural Presentability		
	Structural Stability		
	Sanitary and Health Requirements		
	Fire-Resistive Requirements		

b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

i.	Appendage of up to 3.00 cu. meters/unit.....	P	150.00
ii.	Floor area to 100.00 sq. meters.....		120.00
iii.	Above 100.00 sq. meters up to 200.00 sq. meters.....		240.00
iv.	Above 200.00 sq. meters up to 350.00 sq. meters.....		80.00
v.	Above three hundred 350.00 sq. meters Up to 500.00 sq. meters.....		720.00
vi.	Above 500.00 sq. meters up to 750.00 sq. meters.....		960.00
vii.	Above 750.00 sq. meters up to 1,000.00 sq. meters.....		1,200.00
viii.	Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters.....		1,200.00

c. Divisions C-1, 2, Amusement Houses, Gymnasias and the like:

i.	First class cinematographs or theaters.....	P	1,200.00
ii.	Second class cinematographs or theaters.....		720.00
iii.	Third class cinematographs or theaters.....		520.00
iv.	Grandstands/Bleachers, Gymnasias and the like.....		720.00

d.	Annual plumbing inspection fees, each plumbing unit .....	P	60.00
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e. Electrical Inspection Fees:

- i. A one time electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
- ii. Annual Inspection Fees are the same as in Section 4.e.

f. Annual Mechanical Inspection Fees:

i.	Refrigeration and Ice Plant, per ton:		
	(a) Up to 100 tons capacity .....	P	25.00
	(b) Above 100 tons up to 150 tons .....		20.00
	(c) Above 150 tons up to 300 tons .....		15.00
	(d) Above 300 tons up to 500 tons .....		10.00
	(e) Every ton or fraction thereof above 500 tons .....		5.00
ii.	Air Conditioning Systems:		
	Window type air conditioners, per unit .....	P	40.00
iii.	Packaged or centralized air conditioning systems:		
	(a) First 100 tons, per ton .....		25.00
	(b) Above 100 tons, up to 150 tons per ton .....		20.00
	(c) Every ton or fraction thereof above 500 tons .....		8.00
iv.	Mechanical Ventilation, per unit, per kW:		
	(a) Up to 1 kW .....	P	10.00
	(b) Above 1 kW to 7.5 kW .....		50.00
	(c) Every kW above 7.5 kW .....		20.00
v.	Escalators and Moving Walks; Funiculars and the like:		
	(a) Escalator and Moving Walks, per unit .....	P	120.00
	(b) Funiculars, per kW or fraction thereof .....		50.00
	(c) Per lineal meter or fraction thereof of travel .....		10.00
	(d) Cable Car, per kW or fraction thereof .....		25.00
	(e) Per lineal meter of travel .....		2.00
vi.	Elevators, per unit:		
	(a) Passenger elevators .....	P	500.00
	(b) Freight elevators .....		400.00
	(c) Motor driven dumbwaiters .....		50.00
	(d) Construction elevators for materials .....		400.00
	(e) Car elevators .....		500.00
	(f) Every landing above first five (5) landings for all the above elevators .....		50.00
vii.	Boilers, per unit:		
	(a) Up to 7.5 kW .....	P	400.00
	(b) 7.5 kW up to 22 kW .....		550.00
	(c) 22 kW up to 37 kW .....		600.00
	(d) 37 kW up to 52 kW .....		650.00
	(e) 52 kW up to 67 kW .....		800.00
	(f) 67 kW up to 74 kW .....		900.00
	(g) Every kW or fraction thereof above 74 kW .....		4.00
viii.	Pressurized Water Heaters, per unit .....	P	120.00
ix.	Automatic Fire Extinguishers, per sprinkler head .....	P	2.00
x.	Water, Sump and Sewage pumps for buildings/structures for commercial/Industrial purposes, per kW:		
	(a) Up to 5 kW .....	P	55.00
	(b) Above 5 kW to 10 kW .....		90.00

	(c) Every kW or fraction thereof above 10 kW.....	P	2.00
xi.	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:		
	(a) Per kW, up to 50 kW.....	P	15.00
	(b) Above 50 kW up to 100 kW.....		10.00
	(c) Every kW or fraction thereof above 100 kW.....		2.40
xii.	Compressed air, vacuum, commercial/institutional/industrial gases, per outlet.....	P	10.00
xiii.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher.....	P	2.00
xiv.	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,		
	(a) Per unit, up to 10 kW.....		100.00
	(b) Every kW above 10 kW.....		3.00
xv.	Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:		
	(a) Up to ½ kW.....	P	8.00
	(b) Above ½ kW up to 1 kW.....		23.00
	(c) Above 1 kW up to 3 kW.....		39.00
	(d) Above 3 kW up to 5 kW.....		55.00
	(e) Above 5 kW up to 10 kW.....		80.00
	(f) Every kW above 10 kW or fraction thereof.....		4.00
xvi.	Pressure Vessels, per cu. meter or fraction thereof.....	P	40.00
xvii.	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof.....	P	2.40
xviii.	Weighing Scale Structure, per ton or fraction thereof.....	P	30.00
xix.	Testing/Calibration of pressure gauge, per unit.....	P	24.00
	(a) Each Gas Meter, tested, proved and sealed, per gas meter.....		30.00
xx.	Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit.....	P	30.00

g. Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.

12. *Certifications:*

a.	Certified true copy of building permit.....	P	50.00
b.	Certified true copy of Certificate of Use/Occupancy.....		50.00
c.	Issuance of Certificate of Damage.....		50.00
d.	Certified true copy of Certificate of Damage.....		50.00
e.	Certified true copy of Electrical Certificate.....		50.00

# ANNEX C

## FINES AND PENALTIES

## **FINES AND PENALTIES**

**(for Violation of Construction Rules and Regulations)**

### **Major Violations**

- a. Unauthorized changes, modifications, alterations during construction in the plans and specifications submitted to SBMA for which it had issued building permits.
- b. Unauthorized changes in the type of construction from "more fire resistive" to "less fire-resistive".
- c. Non-compliance with order to abate or demolish.
- d. Non-compliance with a work stoppage order for construction/demolition without permit.
- e. Change in the existing use or occupancy without Certificate of Change of Occupancy/Use/Operation.
- f. Excavations left open without any work being done at the site for more than one hundred twenty (120) days.

### **Minor Violations**

- a. Failure to post Building Permit Construction information sign.
- b. Failure to provide or install appropriate safety measures for the protection of workers, inspectors, visitors, immediate neighbors, and pedestrians.
- c. Non-compliance with work stoppage order for alteration/addition/conversion/repair without permit.
- d. Use or occupancy of building/structure without appropriate Certificate of Occupancy.

## Schedule of Fines and Penalties

TYPE OF VIOLATION	NOTICE			
	1st	2nd	3rd	4th
Major Violation (a to f)	Warning	P10,000.00 fine	Suspension of housing privileges and legal action	
Minor Violation (a to b)	Warning	P5,000.00 fine	P8,000.00 fine	Suspension of housing privileges and legal action
Minor Violation (c to d)	Warning	P8,000.00 fine	P10,000.00 fine	Suspension of housing privileges and legal action

### Other Penalties and Surcharges

- a. Construction, installing, repairing, alteration or causing any change in the occupancy/use of any building/structure or part thereof or appurtenances thereto without any permit; surcharge of 100% of building permit fees; provided that, when work in building/structure is started pending issuance of Building Permit, surcharge shall be as follows:

Excavation for foundation	10% of building permit fees
Construction of foundation (including pile driving and laying of reinforcing bars)	25% of building permit fees
Construction of superstructure up to 2 meters above established grade	50% of building permit fees
Construction of superstructure above 2 meters	100% of building permit fees

Approved by SBMA Board of Directors pursuant to Board Resolution No. 07-12-2003 dated 11 January 2008.



f. Issuance of Certificate of Gas Meter Installation.....	P	50.00
g. Certified true copy of Certificate of Operation.....		50.00
h. Other Certifications.....		50.00

NOTE: The specifications of the Gas Meter shall be:

Manufacturer.....  
 Serial Number.....  
 Gas Type.....  
 Meter Classification/Model.....  
 Maximum Allowable Operating Pressure – psi (kPa).....  
 Hub Size - mm (inch).....  
 Capacity - m<sup>3</sup>/hr. (ft<sup>3</sup>/hr.).....