

Herbert M. Bautista mpa mnsa

EXECUTIVE ORDER NR 17-B
Series of 2014

**EXPANDING EXECUTIVE ORDER 17-A, SERIES OF 2013, DATED 20 NOVEMBER 2013
IN RELATION TO ONE STOP SHOP PROCESSING OF BUILDING PERMITS FOR
WAREHOUSES**

WHEREAS, the objective of this One Stop Shop is to eliminate red tape and establish a centralized receiving, simultaneous processing and releasing of applications of building permits, including clearances, especially for warehouses not more than two (2) storeys high and with Total Floor Area (TFA) less than 2000 sqm.;

WHEREAS, the implementation of this Building Permit One Stop Shop System, responds to the city government's commitment to leap frog the ranking of Quezon City in terms of Ease of Doing Business;

NOW, THEREFORE, I, HERBERT M. BAUTISTA, Mayor of Quezon City, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. COVERAGE. To implement the provisions of this Order, it is the avowed policy of the City Government to expand the coverage of Executive Order Nr. 17-A, Series of 2013, to include in the One Stop Shop process warehouses with the following conditions:

- 1.1 Warehouses not more than two (2) storey high;
- 1.2 Total floor area is less than 2,000 sqm.

SECTION 2. LEAD OFFICE. The Department of the Building Official (DBO) is hereby designated as the Lead Office in the implementation of the provisions of this Order.

SECTION 3. PROCESS FLOW; WAREHOUSE BUILDING PERMITS. In the reception, evaluation, processing and releasing of Building Permits for Warehouses, the Department of the Building Official (DBO), the City Planning and Development Office (CPDO) and the Bureau of Fire Protection-QC (BFP) are ordered to strictly enforce the following process flow:

ACTIVITY NUMBER	OFFICE	REQUIRED ACTION	DAYS
1	APPLICANT	Submit complete application documents to QCDBO	1
2	DBO	Evaluate completeness of documents If complete, receive application - Indorse to CPDO - Indorse to BFP If incomplete - return to Applicant	1

ACTIVITY NUMBER	OFFICE	REQUIRED ACTION	DAYS
3	CPDO	Evaluate compliance to zoning ordinance Complied - Indorse back to DBO - Attach order of payment Not complied - Indorse back to QC DBO - Attach notice of non compliance	4
	BFP	Evaluate compliance to the Fire Code of the Philippines Complied - Indorse back to QC DBO - Attach order of payment Not complied - Indorse back to QC DBO - Attach notice of non compliance	
	DBO	Evaluate compliance to NBC Complied - Prepare order of payment Not complied - Prepare notice of non compliance	
COMPLIANT APPLICATIONS			
4	DBO	If evaluation from the three (3) offices are compliant, inform the applicant to get the Order of Payment and pay the fees to the City Treasurer's Office together with the Contractors Tax.	1
5	APPLICANT	Get the Orders of Payment and pay to the City Treasurer's Office. Submit Official Receipts (ORs) to DBO: - Fire Regulatory Fee - Locational Clearance Fee - Building Permit Fee - Contractors Tax	1
6	DBO	<ul style="list-style-type: none"> Submit OR for Locational Clearance Fee to CPDO – Get Locational Clearance and one (1) set of approved architectural plans from CPDO Submit OR for Fire Regulatory Fees, copy of LC and two (2) sets of approved architectural plans to BFP for stamping and signatures – Get FSIC and the three (3) sets of approved architectural plans stamped and signed by BFP signatories. 	2
7	DBO	Print Building Permit and Ancillary Permits for signature of the City Building Official	2
8	APPLICANT	Claim building permit and clearances	1
TOTAL			12
NON-COMPLIANT APPLICATIONS			
	DBO	If evaluation from any of the three offices are non-compliant, return documents to the Applicant for the necessary corrections.	
	APPLICANT	Go back to Step No. 1. Resubmit documents to the DBO.	

SECTION 4. DESIGNATION OF OFFICIAL SIGNATORIES. Implementing offices of this Order shall issue the appropriate Orders, copy furnished the Building Official, designating their authorized signatories, other than the Head of Office: Provided, however, that the authorized signatory shall not be more than one (1) and is a career employee of the office concerned: Provided, finally, that the authorized signatories specimen signatures are also indicated for record and comparison purposes.

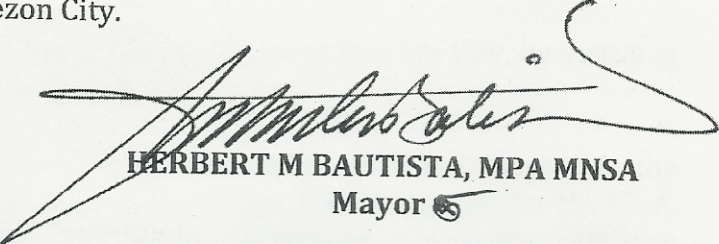
SECTION 5. DISSEMINATION. A copy this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority (MMDA) for information and guidance, pursuant to Sec 455(xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.

SECTION 6. SEPARABILITY CLAUSE. The provisions of this Executive Order are hereby declared separable and in the event that any such provision is declared unconstitutional, the other provisions which are not affected thereby shall remain in full force and effect.

SECTION 7. REPEALING CLAUSE. All other orders, rules and regulations or parts thereof which are inconsistent with the provisions of this Executive Order are hereby amended or modified accordingly.

SECTION 8. EFFECTIVITY. This Order shall take effect immediately and shall remain in full force and effect unless amended or rescinded in writing.

DONE, 27 MAY 2014, Quezon City.


HERBERT M BAUTISTA, MPA MNSA
Mayor



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR



Herbert M. Bautista mpa mnsa

OFFICE ORDER NO. 72
Series of 2014

DIRECTING RELEVANT DEPARTMENTS AND OFFICES IN QUEZON CITY TO FORMULATE FURTHER REFORMS RELATING TO EASE OF DOING BUSINESS IN QUEZON CITY

WHEREAS, it is the policy of the Quezon City Government to encourage the growth of the economy of the city through the entry and expansion of business, as well as to support the dynamism of the construction sector of the city;

WHEREAS, as the benchmark city for Ease of Doing Business in the Philippines and in furtherance of this policy, Quezon City bears the more intense pressure to undertake reforms to further ease doing business in this city;

WHEREAS, the continuing reforms must take the form of immediate, medium and long-term modifications and improvements, as well as solutions, in systems and processes, as well as the formulation of new or amended policies that affect aspects of doing business in the city for components in the system that the local government is responsible for, with the end in view of providing more convenience to those who transact with the city government in terms of applying for business permits and construction permits;

NOW, THEREFORE, I, HERBERT M. BAUTISTA, Mayor of Quezon City, by virtue of the powers vested in me, do hereby order the following offices and departments to detail all the steps; logistical, funding and other requirements; as well as draft the policy direction necessary to initiate the below-stated reform programs to ease doing business in Quezon City:

1. Business Permits and Licensing Office (BPLO)
2. City Treasurer's Office (CTO)
3. City Planning and Development Office (CPDO)
4. Quezon City Information Technology and Development Office (QCITDO)
5. Department of the Building Official (DBO)
6. City Assessor's Office (Assessor)
7. Communications Coordination Center (CCC)

For programs involving computer systems development, the Quezon City Information Technology and Development Office shall be the lead office; for projects involving revisions/amendments to the Revenue Code of Quezon City, the City Treasurer's Office shall be the lead office, for approval of the City Council; for the project to draft the Quezon City Local Building Regulations Code, the lead department is the Department of the Building Official. All should fully cooperate to ensure the operability of the proposed systems and processes.

The Bureau of Fire Protection is enjoined to participate actively in the streamlined processes in support of national goals.

The aforementioned departments/offices may engage the assistance/advice of the City Legal Department and Liquor Licensing Regulatory Board Chairman, Alberto M Galarpe, whenever necessary.

The following shall be the programs/projects for study and formulation:

1. Review and redefinition of the role of the barangay in business and building permitting, as provided for in the Local Government Code of 1991, as amended;
2. Review of the Revenue Code to study the possibility of advanced payment of local clearance fees (up to 3 years), so as to ease the annual requirement for businesses to secure and pay for their locational clearances every year;
3. Development of the capacity for the Quezon City Government to enable online applications for new business registration, integrating the processes for locational clearance applications, fire inspection and health inspection systems, and electronic payment systems.

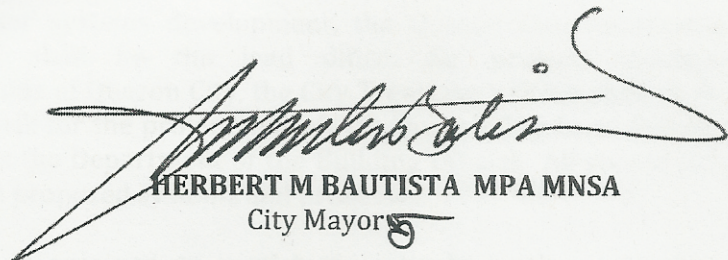
The system must include the development of a Knowledge Center on Zoning, which means that the following information materials will be available online to guide the applicant (the Zoning Map, Guidelines/Frequently Asked Questions for locating a business, New Comprehensive Zoning Ordinance).

4. Development of a tracking system for both Business Permits Applications and Construction Permit Applications. This should enable the management to determine where the bottlenecks in the process are and who is responsible for it.
5. Development of an electronically linked system on the process for property registration, involving the issuance of tax declarations and tax clearance from the City Assessor and City Treasurer's Offices.
6. Drafting of an ordinance that will provide for the Quezon City Local Building Regulations Code, for the approval of the City Council. The Code will provide for a comprehensive guide for building standards for structures in QC and a streamlined permitting system as a response to ease of doing business concerns, while also responding to issues of disaster risk resiliency and Green Building compliance in QC.

All other offices and departments should provide full support and cooperation for the effective development of the above stated projects.

This Order shall take effect immediately.

Issued, 27 MAY 2014, Quezon City.


HERBERT M BAUTISTA MPA MNSA
City Mayor