



HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT

External Services

5. REVIEW / EVALUATION OF HOUSING PLANS AND SITE DEVELOPMENT PLANS OF NHA HOUSING PROJECTS (for Contractors/Developers) <i>Assistance for review of prepared plans upon the request of concerned Regional Offices. Assistance for review of prepare plans may be requested from HTRRD. However, mandatory review shall be required for projects: a) with areas 30 hectares and above, b) with multi-storey buildings, and c) for housing for victims of calamities and emergency situations. It is encouraged to be required of projects that deviate from the standard models or when the site is considered complicated due to its topography or other such features.</i>	
Office or Division:	HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT
Classification:	COMPLEX
Type of Transaction:	G2B
Who may avail:	CONTRACTORS/ DEVELOPERS WHO HAVE CONTRACTS WITH NHA NEEDING REVIEW
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COVERSHEET - <i>1 original copy in 20 x 30</i>	CONTRACTORS/ DEVELOPERS WHO PREPARES THE PLANS
INDEX OF DRAWINGS - <i>1 original copy in 20 x 30</i>	
ARCHITECTURAL DRAWINGS - <i>1 original copy in 20 x 30</i>	
STRUCTURAL DRAWINGS - <i>1 original copy in 20 x 30</i>	
SANITARY/ PLUMBING DRAWINGS - <i>1 original copy in 20 x 30</i>	
ELECTRICAL DRAWINGS - <i>1 original copy in 20 x 30</i>	
MECHANICAL DRAWINGS - <i>1 original copy in 20 x 30</i>	
ELECTRONICS DRAWINGS - <i>1 original copy in 20 x 30</i>	
DESIGN ANALYSES AND COMPUTATIONS - <i>1 set of photocopy</i>	
A. STRUCTURAL	
B. PLUMBING	
C. ELECTRICAL	
D. MECHANICAL	
E. ELECTRONICS	
TECHNICAL SPECIFICATIONS - <i>1 set of photocopy</i>	
COST ESTIMATES - <i>1 set of photocopy</i>	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Contractors/ Developers requests and forwards plans and related documents for review and evaluation to HTTRD	1.1 Receives plans and documents	None	2 hrs	HTTRD Administrative Officer
		1.2 Reviews/ evaluates plans and gives comments/findings based on submitted documents <i>Note: Two (2) Teams are in-charge of the review process. Reviews of more than 2 simultaneous projects shall be handled on a first-in first out basis</i>	None	2 days	HTTRD Evaluator (2 Teams): Architectural- Architect Structural- Structural/ Civil Engineer Plumbing- Sanitary Engineer Electrical- Electrical Engineer Mechanical- Mechanical Engineer
		1.3 Prepares report and submits to the immediate supervisor for validation <i>Note: Additional 5 days shall be given for reviews needing amendment/revision prior to approval of HTTRD Manager</i>	None	1 day	Fire Protection- FP Expert
		1.4 HTTRD Manager signs approved documents and submits to HSSG Group Manager for endorsement to the NHA General Manager	None	2hrs	HTTRD Manager; HSSG Group Manager
		1.5 Group Manager endorses to the NHA General Manager for approval and signature thru the Assistant General Manager	None	6 hrs	HSSG Group Manager; NHA Assistant General Manager; NHA General Manager



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.6 NHA General Manager forwards signed documents to HTRRD	None	4 hrs	NHA General Manager
		1.7 HTRRD receives the approved and signed documents	None	30 mins	HTRRD Administrative Officer
2	Contractors/ Developers requesting review receives approved documents	2.1 Returns approved and signed documents to Requesting Contractors/ Developers with transmittal letter	None	1 hr 30 mins	HTRRD; Contractors/ Developers
		TOTAL	None	5 Days	

REVIEW / EVALUATION OF HOUSING PLANS AND SITE DEVELOPMENT PLANS OF NHA HOUSING PROJECTS is covered under RA 9485