



Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor



EXECUTIVE ORDER No. 04-A
Series of 2025

**AN ORDER ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 392-2024**

**AN ORDINANCE REGULATING THE CONSTRUCTION OF PRIVATE GARAGES,
CARPORTS, SHEDS, AGRICULTURAL BUILDINGS, AND OTHER TEMPORARY
STRUCTURES MADE OF LIGHT MATERIALS IN THE CITY OF BACOOR,
CAVITE, AND PROVIDING PENALTIES FOR VIOLATIONS HEREOF**

WHEREAS, Section 16 of R.A. No. 7160 provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare including the promotion of safety of its constituents and provision of adequate transportation facilities;

WHEREAS, the Sangguniang Panlungsod enacted and passed City Ordinance No. 392-2024, entitled "An Ordinance Regulating the Construction of Private Garages, Carports, Sheds, and Agricultural Buildings, and Other Temporary Structures Made of Light Materials in the City of Bacoor, Cavite and Providing Penalties for Violations Hereof," to safeguard lives and property by ensuring that private garages, carports, shed, and other ancillary structures made of light materials are built in accordance with the safety standards;

WHEREAS, the City Government of Bacoor recognizes the need to issue an Implementing Rules and Regulations pertinent to the above-mentioned Ordinance;

WHEREAS, the Office of the City Mayor of Bacoor, in coordination with the concerned city government offices, issued the above-mentioned Implementing Rules and Regulations that shall govern City Ordinance No. 392-2024;

NOW, THEREFORE, I, STRIKE B. REVILLA, City Mayor of Bacoor, Cavite, by virtue of the powers vested in me by law, do hereby order for the adoption and implementation of the Revised Implementing Rules and Regulations of City Ordinance No. 392-2024 herein attached.

Section 1. Implementing Rules and Regulations (IRR). Attached herein are the Implementing Rules and Regulations of City Ordinance No. 392-2024, which shall form part of this Executive Order. This shall be known as the "Implementing Rules and Regulations of City Ordinance No. 392-2024." All affected offices and departments are hereby ordered to adopt the said implementing rules and regulations and be guided accordingly. Strict compliance and observance of all city government officials and employees to this Implementing Rules and Regulations is hereby ordered.



E.O. No. 04-A, Series of 2025
Page 1 of 2

Address: Bacoor Government Center, Bacoor Blvd.,
Brgy. Bayanan, City of Bacoor, Cavite
Trunkline: 434-1111
Website: www.bacoor.gov.ph



Cert. no. 24/181809



Republic of the Philippines
Province of Cavite
CITY OF BACOOR
Office of the City Mayor



Section 2. Repealing Clause. All previously issued orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

Section 3. Separability Clause. In the event that any provision found herein shall be judicially or administratively declared illegal or infirm, the remaining provisions shall remain in full force and effect.

Section 4. Effectivity Clause. This Executive Order shall take effect immediately upon its signing and remain in full force and effect until repealed, revoked, or amended accordingly.

SO ORDERED.

DONE this 10th day of April 2025 in the City of Bacoor, Province of Cavite.


STRIKE B. REVILLA
City Mayor





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



**THE IMPLEMENTING RULES AND REGULATIONS OF
CITY ORDINANCE NO. 392-2024 SERIES OF 2024**

OR

**"AN ORDINANCE REGULATING THE CONSTRUCTION
OF PRIVATE GARAGES, CARPORTS, SHEDS, AND
AGRICULTURAL BUILDINGS AND OTHER TEMPORARY
STRUCTURES MADE OF LIGHT MATERIALS IN THE
CITY OF BACOR, CAVITE AND PROVIDING
PENALTIES FOR VIOLATIONS HEREOF."**

**Rule I
GENERAL PROVISIONS**

Section 1. Title. – This shall be the Implementing Rules and Regulations ("IRR" of City of Bacoor Ordinance No. 392-2024, Series of 2024, entitled the "Sheds, Garages, Carports, and other Ancillary Buildings Regulation Ordinance" also known as the "Ordinance." Henceforth, the IRR shall be referred to as the "Rules."

Section 2. Purpose. – This IRR is promulgated to prescribe the procedure and guidelines for the effective implementation of Bacoor City Ordinance No. 392-2024, Series of 2024 ("the Ordinance").

Section 3. Scope and Application. – This IRR shall apply to the construction of all sheds, garages, carports, agricultural buildings, and other ancillary buildings made of light or indigenous materials in the City of Bacoor, Cavite.

Section 4. Implementing Offices. The City Engineering Office and the Office of the Building Official, under the direct supervision of the Office of the City Mayor and the Office of the City Administrator, shall assume primary responsibility for ensuring the implementation of the Ordinance and compliance with the standards for design and construction of the "Sheds, Garages, Carports, and other Ancillary Buildings Regulation Ordinance". Other city government departments, units, or offices may be called upon by the directive of the City Mayor to provide auxiliary support in the effective implementation of both the Ordinance and these Rules.

Section 5. Rules of Construction. In construing the provisions of this IRR, the following rules of construction shall be observed unless inconsistent with the manifest intent of the provision, or when applied, they would lead to absurd or highly improbable results.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



1. **General Interpretation.** – All words and phrases used in this IRR should be understood according to their usual meaning, but technical terms or those with specific meanings in this IRR should be interpreted accordingly.
2. **Gender and Number.** – Words indicating gender or number should be interpreted inclusively, acknowledging all gender identities and expressions and all numerical interpretations.
3. **Calculation of Time.** – When determining timeframes for actions as outlined in this IRR or related regulations, the first day is excluded, and the last day is included unless it falls on a Sunday or a holiday, in which case the following business day is considered the final day.
4. **References.** – Any mention of chapters, articles, or sections refers to those within this IRR unless otherwise specified.
5. **Resolution of Conflicts.** – In the event of conflicting provisions within different sections, each section's specific details should prevail.

Rule II
DECLARATION OF POLICY AND DEFINITIONS

Section 6. Declaration of Policy. It is the policy of the City Government of Bacoor to:

1. Regulate construction, maintenance, and use of sheds, garages, carports, and other ancillary buildings within the City of Bacoor;
2. Promote public safety, orderly urban development, and sustainable environment;
3. Ensure that all ancillary buildings and structures adhere to established standards, respect property boundaries, and are not hazardous to the community or impede public access.
4. Recognize the importance of balancing the practical needs of property owners with the welfare of a broader community and sustainable, orderly urban living.

Section 7. Definition of Terms. As used in these Rules, the following terms are hereby defined as follows:

1. Ancillary or Accessory Structures - structures that have a purpose that is subordinate or subservient to the purpose of the main building adjacent to it on the same lot.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



2. Agricultural Buildings - an edifice designed to store agricultural materials, equipment, or produce or to keep/shelter domesticated animals or pets such as, but not limited to, pet cages, chicken coops, and the like.
3. Carports - open-sided automobile shelters by the side of a building.
4. Garages - an enclosed room with a roof designed to shelter motor vehicles, bicycles, appliances, and household items from the elements.
5. Sheds are single-storied buildings made from light materials intended for storage, hobbies, as a workshop, or as an additional entertainment area. They typically serve as an outbuilding adjacent to or near a house.
6. Temporary Building Permit - A permit issued by the OBO for the construction of temporary structures, including sheds, garages, carports, agricultural buildings, and other ancillary buildings that are made of light or indigenous materials.

RULE III **GENERAL PROVISIONS**

Section 8. General Provisions. The following general provisions shall apply to the construction of all sheds, garages, carports, agricultural buildings, and other ancillary buildings in the City of Bacoor, Cavite:

1. All new sheds, garages, carports, agricultural buildings, and other ancillary buildings shall first require a review and approval by the Office of the Building Official (OBO) prior to their construction. A temporary building permit shall be issued by the OBO before the same can be constructed or installed.
2. No temporary building permit in relation to the construction of sheds, garages, carports, agricultural buildings, and other ancillary buildings shall be issued by the OBO without the submission by the applicant, contractor, or real property owner of the various requirements as hereinafter enumerated.
3. All temporary building permits issued by the OBO in violation of the Ordinance or its IRR shall be revoked by the City Mayor. The OBO personnel who signed the said permit shall be subjected to the appropriate administrative and criminal action as mandated by the Ordinance and by all applicable laws and government regulations.
4. All sheds, garages, carports, agricultural buildings, and other ancillary buildings that were constructed in violation of the Ordinance shall be demolished upon the written order of the City Mayor after compliance by the City Government officials concerned with the requirements of due process of law.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



Section 9. Exemptions. Sheds, garages, carports, agricultural buildings, and other ancillary buildings constructed by the City Government during public emergencies that are temporary in nature as certified and approved by the City Engineer and by the City Mayor are exempt from provisions of the Ordinance.

Section 10. Aesthetic Impact. No shed, garage, carport, agricultural building, or other ancillary buildings shall be constructed within the City of Bacoor without taking into consideration its impact on the aesthetic value of surrounding areas.

Section 11. Public Safety. Any of the said structures that were constructed in a way that will make the community or immediate surroundings where it will be erected into an eyesore, a blighted area, or a slum or that will in any way endanger public safety shall not be allowed by the OBO and shall be used as a ground for the demolition thereof upon the order of the City Mayor.

Section 12. Standards for design and construction. The standards for the design and construction of sheds, garages, carports, agricultural buildings, and other ancillary buildings to be constructed and/or installed in the City of Bacoor shall be as follows:

Size / Dimension:	Three (3) meters x five (5) meters minimum
Roofing requirements:	Galvanized Iron (G.I.) sheets
Setback requirements:	None
Access and Parking:	Should be connected to the road
Other necessary standards:	Provide firewall is shed is constructed on one (1) side

Section 13. Requirements. To secure a temporary permit for a fence, retaining wall, and screening, the property owner or possessor shall submit the following requirements:

1. Duly accomplished Application Form for Temporary Building Permit.
2. Appropriate building plan or sketch for constructing temporary ancillary structures made of light materials, which must include the following:
 - a. The intended use of the proposed temporary structure (e.g. fence, garage, shed, warehouse, or for agricultural use such as garden enclosures or animal cages).
 - b. The location, size, and dimension of the proposed temporary building.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



3. Photograph of the site and vicinity map. It should include a description of the surrounding, nearby community, landmarks, or streets of the property where the proposed temporary structure will be constructed.
4. Proof of ownership of, or authority to use, the real property where the temporary building will be built.
5. Barangay Clearance.
6. Affidavit of Undertaking, for other necessary terms and conditions regarding the building of retaining walls, screening, temporary fences, and other ancillary buildings.
7. Proof of payment of applicable fencing permit fee.

If the applicant has a representative, an authorization letter or a special power of authority must be submitted.

Section 14. Procedure for Application of a Temporary Building Permit.

1. The applicant shall submit to the Office of the Building Official (OBO) all documentary requirements as outlined in the preceding section.
2. The OBO frontline personnel shall verify the submitted documents for correctness and completeness. If any requirements are missing or incomplete, the applicant shall be informed and must address the deficiencies before proceeding.
3. Once all documentary requirements are evaluated and found complete, a site inspection will be scheduled for the following day.
4. The Inspector shall conduct the site inspection and prepare an inspection report with recommendations to proceed or for further compliance.
5. If the inspection finds everything in order, the assessment fees shall be computed and an order of payment will be prepared. Otherwise, the applicant will be informed of necessary corrections in the plan.
6. The applicant shall pay the required fees and must submit a copy of the official receipt.
7. Upon receipt of proof of payment, the OBO shall prepare the temporary building permit and release it to the applicant the approved permit.

Section 15. Applicable Temporary Building Permit Fee. The applicable fee for securing a temporary building permit shall be those indicated in the 2022 Bacoor Revenue Code and in the Citizen Charter of the Office of the Building Official.

Section 16. Special Considerations. The approval of applications shall take into consideration historical areas and environmental factors or locations that may not be compatible with the existing architectural character or pose hazards to the proposed construction project, especially if light materials are used.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



Section 17. Restrictions on Constructions. All sheds, garages, carports, or ancillary buildings shall not be constructed in a way that they block or encroach on public roads, sidewalks, or utility lines or at least must be least intrusive on the public thoroughfares, pathways, or access for persons with disabilities.

Section 18. Maintenance. Property owners shall ensure the regular maintenance and upkeep of the sheds, garages, carports, or other ancillary buildings to prevent these structures from becoming a hazard to public safety, neighboring properties, or the environment. This includes repairing any damage, reinforcing structural integrity, and addressing issues such as rust, decay, or instability.

RULE IV
PROHIBITED ACTS AND PENALTIES

Section 19. Prohibited Acts. The construction of sheds, garages, carports, agricultural buildings, and other ancillary buildings in the City of Bacoor, Cavite, without complying with the various provisions of the Ordinance and this IRR shall be deemed as violations hereof.

Section 20. Penalties.

1. Any City Government employee who violates the Ordinance and/or this IRR shall be preventively suspended for a period not exceeding six months upon the order of the City Mayor prior to the start of any investigation with regard to the said offense in accordance with pertinent civil service regulations. If found guilty, the employment of the said City Government employee shall be terminated as may be provided by law. The filing of the said administrative action against the said employee shall not bar the institution of the appropriate criminal action/s against him/her by the City Government through the City Legal Officer.
2. Any natural person of legal age not under the employment of the City Government who violates the Ordinance and/or this IRR shall, upon conviction by a court of law, pay a fine of Php 5,000.00 and shall be imprisoned for a period not less than 30 calendar days but not exceeding 90 calendar days.
3. Any juridical person who shall violate the Ordinance shall and/or this IRR, upon conviction by a court of law, be required to pay a fine of Php 5,000.00 for every day that the said corporation or partnership refused to comply with any order issued by the City Mayor with regard to the said violation.





Republic of the Philippines
Province of Cavite
CITY OF BACOR
Office of the City Mayor



RULE V
MISCELLANEOUS PROVISIONS

Section 21. Changes or Modifications of the Implementing Rules and Regulations. To appropriately administer the efficient and effective implementation of City Ordinance No. 392-2024, Series of 2024, the Office of the City Mayor, after consultation with the Office of the Building Official and other concerned city offices, may recommend to the Sangguniang Panlungsod amendments to said Ordinance, and consequently, this IRR.

Section 22. Automatic Review. The Sangguniang Panlungsod shall automatically review the Ordinance every two years from the date of effectivity hereof or whenever necessary.

Section 23. Repeal. All local rules or regulations that are inconsistent with or contrary to the provisions of this IRR are hereby repealed and modified accordingly.

Section 24. Separability. If any section or provision of this Implementing Rules and Regulations is declared invalid or unconstitutional by a court of competent authority, the remaining provision not affected thereby shall remain valid and continue to be in full force and effect.

Section 25. Effectivity. This Implementing Rules and Regulations shall take effect upon its approval.

