

OFFICE OF THE  
MUNICIPAL ENGINEER

<b>SERVICE NAME: ISSUANCE OF PERMITS (Building Permit and Other Ancillary Permit).</b>	
Classification: Highly Technical	
Type of Transaction: G2C - Government to Citizens	
Who may avail: All Age of Majority	
CHECKLIST OF REQUIREMENT	WHERE TO SECURE
Document # 1 A copy of Building Permit Form and other Ancillary Permit Form together with the list of requirements	Municipal Engineering Office
<p>Document # 2 Other Documents</p> <p>2.1 Five (5) copies of Building Permit Form with notary &amp; Other Ancillary Permit Form signed and sealed by the duly licensed architect or engineers</p> <p>2.2 Five (5) sets of Building Plans signed and sealed by the design professionals:</p> <ul style="list-style-type: none"> <li>- Architectural Plan</li> <li>- Structural Plan</li> <li>- Sanitary Plan/ Plumbing Plan</li> <li>- Electrical Plan</li> <li>- Mechanical Plan</li> </ul> <p>2.3 Five (5) copies of other documents signed and sealed by the design professionals:</p> <ul style="list-style-type: none"> <li>- Electrical Design Analysis</li> <li>- Bill of Materials</li> <li>- Design Analysis</li> <li>- Specifications</li> </ul> <p>2.4 Photocopy of the proof of land ownership:</p> <p>-Title of Property/Transfer Certificate Title/Deed of Sale/Lease Contract/Contract to Sell.</p>	Municipal Engineering Office

2.5 Photocopy of Latest Tax Declaration and Certificate of Real Property Tax Payment  2.6 Photocopy of Zoning/Locational Clearance  2.7 Barangay Clearance  2.8 Photocopy of PRC ID and PTR of Professionals who signed and sealed the plans and in-charge of construction		Municipal Engineering Office		
Document # 3 A copy of the Official Receipt of Building Permit and other Ancillary Permit		Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a copy of building permit form and other ancillary permit form together with the list of requirements.	1.1 Interview the client and ask for the purpose of the Building Permit.	Based on PD 1096 (National Building Code of the Philippines) using BFPAU Software(NCBDO MEMORANDUM CIRCULAR NO. 1)	2 minutes	ENGR. FRESHNEL M. CONCEPCION <b>Municipal Engineer</b>
	1.2 Provide a copy of building permit form and other ancillary permit form together with the list of requirements.		1 minute	Engr. Edzen S. Mendoza <b>Engineer I</b>
	1.3 Provides assistance to the client and asked for clarifications.		3 minutes	Kristine Diane F. Ablog <b>Engineering Aide</b>
	1.4 Advice the client to proceed to MPDC Office for locational clearance.			<u>Rommel P. Reolizo</u> <b>Building Inspector</b>
2. Submit the complete set of documents	2.1 Receive the submitted requirements and		3 minutes	ENGR. FRESHNEL M. CONCEPCION

and requirements.	check if there are any discrepancies or errors.			<b>Municipal Engineer</b>
	2.2 The Building Official (BO) verify and pre assess the submitted requirements.		30 minutes	Engr. Edzen S. Mendoza <b>Engineer I</b>
2.1 Bring the complete plans and documents endorsed by the Office of the Building Official to the Zoning Officer.	2.3 The Office of the Building Official endorsed to the Zoning Officer one (1) set of complete Building Plans, Bill of Materials, Specifications, Land Title and other documents.		Duration depends on the time frame of the Zoning Officer	Kristine Diane F. Ablog <b>Engineering Aide</b>
	2.4 Site verification and inspection of the Building Inspector together with the Zoning Inspector.		1 day	<u>Rommel P. Reolizo</u> <b>Building Inspector</b>
2.2 Submit a copy of Zoning Clearance and an official receipt of zoning clearance fee.	2.5 Receive the submitted copy of Zoning Clearance and official receipt of zoning clearance fee.		3 minutes	
2.3 Bring the complete plans and	2.6 The Office of the Building Official endorsed to the Municipal Bureau of Fire Protection one		Duration depends on the time frame of the Municipal Bureau of Fire	

documents endorsed by the Office of the Building Official to the Municipal Bureau of Fire Protection.	(1) set of complete Building Plans, Bill of Materials, Specifications and other documents.		Protection	
2.4 Submit a copy of Fire Clearance and an official receipt of fire clearance fee.	2.7 Receive the submitted copy of Fire Clearance and official receipt of fire clearance fee.		3 minutes	
	2.8 Verifications, Recommendations and Final Evaluation for Approval of the Building Official of the Building Plans, Forms and other documents.		1 day	
	2.9 Prepare for the Order of Payment of Building Permits and other Ancillary Permits.		15 minutes	
	2.10 The Office of the Building Official notify the client about the findings and Order of Payment.		1 minute	
3. Receive the Order of Payment of the Building Permit and other Ancillary Permit.	3.1 Receive the Order of Payment of the Building Permit and other Ancillary Permit.  3.2 Advised the client to proceed to		1 minute	<b><u>ENGR. EDZEN S. MENDOZA</u></b> <b>ENGINEER I</b>  <b><u>KRISTINE DIANE F. ABLOG</u></b> <b>MEO CLERK</b>

3.1 Submit a copy of the Official Receipt of the Building Permit.  3.2 Receive the Building Permit and other Ancillary Permit, Building plans.	Municipal Treasury Office for payment.		1 minute	<u>ROMMEL P. REOLIZO</u> <b>BUILDING INSPECTOR</b>
	3.3 Receive a copy of the Official Receipt of the Building Permit.		1 day	
	3.4 Preparation of Building Permit and Other Ancillary Permit, Approval and Releasing.  3.5 Record and Sign in the Logbook of Building Permits.			
Total			3 days, 1 hour and 3 minutes	

SERVICE NAME: ISSUANCE OF PERMITS (Occupancy Permit)				
Classification: Highly Technical				
Type of Transaction: G2C - Government to Citizens				
Who may avail: All Age of Majority				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 A copy of certificate of completion form		Municipal Engineering Office		
Document # 2 Other Requirements 2.1 Three (3) sets of Building Plans (As built) signed and sealed by the duly professionals  2.2 Five (5) copies of Certificate of Completion Form signed and sealed by the duly professionals with notary		Municipal Engineering Office		
Document #3 A copy of the Official Receipt of the FSIC of Occupancy Permit		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a copy of certificate of	1.1 Interview the	Based on PD	2 minutes	ENGR. FRESHNEL M.

completion form and the list of requirements.	<p>client and ask for the location of the structure.</p> <p>1.2 Provide a copy of certificate of completion permit form and the list of requirements.</p> <p>1.3 Provides assistance to the client and asked for clarifications.</p>	1096 (National Building Code of the Philippines) using BFAU Software(NCBDO MEMORANDUM CIRCULAR NO. 1)	<p>1 minute</p> <p>3 minutes</p>	<p><b>CONCEPCION Municipal Engineer</b></p> <p>Engr. Edzen S. Mendoza <b>Engineer I</b></p> <p>Kristine Diane F. Ablog <b>Engineering Aide</b></p> <p><u>Rommel P. Reolizo</u> <b>Building Inspector</b></p>
<p>2. Submit the complete set of documents and requirements.</p> <p>2.1 Bring the complete building plans (as built) endorsed by the Office of the Building Official to the Municipal Bureau of Fire Protection.</p>	<p>2.1 Receive the submitted requirements and check if there are any discrepancies or errors.</p> <p>2.2 The Building Official (BO) verify and pre assess the submitted requirements.</p> <p>2.3 The Office of the Building Official endorsed to the Municipal Bureau of Fire Protection one (1) set of complete Building Plans (As Built).</p> <p>2.4 Site verification and inspection of the Building Inspector together with the Building Fire Inspector.</p>		<p>3 minutes</p> <p>30 minutes</p> <p>Duration depends on the time frame of the Municipal Bureau of Fire Protection</p> <p>1 day</p>	<p><b>ENGR. FRESHNEL M. CONCEPCION Municipal Engineer</b></p> <p>Engr. Edzen S. Mendoza <b>Engineer I</b></p> <p>Kristine Diane F. Ablog <b>Engineering Aide</b></p> <p><u>Rommel P. Reolizo</u> <b>Building Inspector</b></p>

3. Submit a copy of the Official Receipt of the FSIC of Occupancy Permit.	3.1 Receive a copy of the Official Receipt of the FSIC of Occupancy Permit.  3.2 Verifications and Final Evaluation of the Building Official for the Occupancy Permit.  3.3 Prepare for the Order of Payment of Occupancy Permit and the Certificate of Occupancy.		1 minute   15 minutes   5 minutes	ENGR. FRESHNEL M. CONCEPCION <b>Municipal Engineer</b>  Kristine Diane F. Ablog <b>Engineering Aide</b>  <u>Rommel P. Reolizo</u> <b>Building Inspector</b>
4. A copy of the Official Receipt of Occupancy Permit and Certificate of Occupancy   4.1 Submit a copy of the Official Receipt of Occupancy Permit and Certificate of Occupancy.  4.2 Receive the Certificate of Occupancy and the Building plans (As Built).	4.1 Receive Order of Payment of Occupancy Permit and the Certificate of Occupancy.  4.2 Advised the client to proceed to Municipal Treasury Office for payment.  4.3 Receive a copy of the Official Receipt of Occupancy Permit and Certificate of Occupancy  4.4 Preparation of Certificate of Occupancy and Releasing.  4.5 Record and Sign in the Logbook of Occupancy Permits.		1 minute        1 minute        15 minute	ENGR. FRESHNEL M. CONCEPCION <b>Municipal Engineer</b>  Kristine Diane F. Ablog <b>Engineering Aide</b>  <u>ROMMEL P. REOLIZO</u> <b>BUILDING INSPECTOR</b>
Total			1 day, 1 hour and 17 minutes	