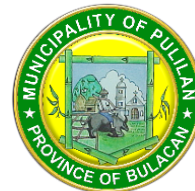




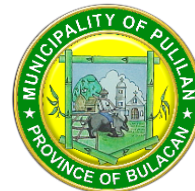
ENGINEERING OFFICE
EXTERNAL SERVICE



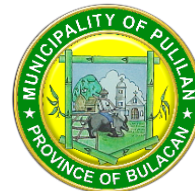
A. BUILDING PERMIT (RESIDENTIAL)

A Building Permit is a document issued by the Building Official to an applicant/owner to proceed with construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work of a specific project/ building/structure or portions thereof.

Office or Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Building Applicant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance for Building Permit (Original Copy)		Barangay Hall		
2. Proof of Lot Ownership (Original Copy)		Applicant		
3. Locational or Zoning Clearance (Original Copy)		Municipal Planning & Development Office		
4. Construction Safety & Health Program (Original Copy)		DOLE		
5. 4 sets of Survey Plans, Design Plans & its related documents (Original Copy)		Applicant		
6. If necessary: Clearances from concerned agencies (Original Copy)		Concerned Agencies (DPWH, NIA, DENR, ETC.)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and documentation requirements	1.1 Receive and record application	None	15 minutes	<i>Engineer I Clerk</i> (Municipal Engineering Office)
	1.2 Review, evaluate, assess plans & issue order of payment	As per schedule of National Building	1 Day	<i>Mun. Engineer Engineer II Engineer I</i> (Municipal Engineering Office)
	1.3 Endorse to BFP for review & recommendations		3 minutes	<i>Clerk</i> (Municipal Engineering Office)
	1.4 Upon notice from BFP issue order of payment		3 minutes	<i>Clerk III</i> (Municipal Engineering Office)
2. Receive Order of Payment and pay corresponding fees and charges	2.1 Receive payment & issue receipt	Code of the Philippines	3 minutes	<i>Revenue Collection Officer</i> (Treasury Office)



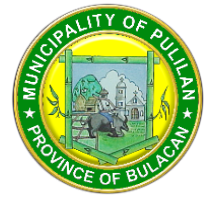
3. Present proof of payment	3.1 Prepare Building Permit		10 minutes	Clerk (Municipal Engineering Office)
	3.2 Approve by the Building Official/ Affix Signature of Local Chief Executive		5 minutes	Municipal Mayor Mun. Engineer (Municipal Engineering Office)
	3.3 Release the Permit		3 minutes	Clerk (Municipal Engineering Office)
	TOTAL:		1 Day & 49 minutes	



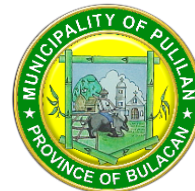
B. CERTIFICATE OF OCCUPANCY

Occupancy Permit also known as Certificate of Occupancy is a document approved and issued by the respective City/ Municipal/Building Official before using the structure.

Office or Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Certificate of Occupancy Applicant			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished application forms (Original Copy)			Municipal Engineering Office	
2. Three (3) copies of duly notarized Certificate of Completion (Original Copy)			Applicant	
3. Certificate of Electrical Completion (Original Copy)			Applicant	
4. As Built Plan (Original Copy)			Applicant	
5. Construction Logbook (Original Copy)			Applicant	
6. Fire Safety Inspection Certificate (Original Copy)			Bureau of Fire Protection	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and documentation requirements	1. Receive and record application	None	2 minutes	<i>Engineer I Clerk (Municipal Engineering Office)</i>
2. Receive of Order of Payment	2. Inspect, evaluate, assess fees & issue order of payment	As per schedule of National Building Code of the Philippines	2 hours (depends on the proximity of the area)	<i>Mun. Engineer Engineer II Engineer I (Municipal Engineering Office)</i>
3. Payment of Fees and Charges	3. Receive payment and issue OR.	As per schedule of National Building Code of the Philippines	3 minutes	<i>Revenue Collection Clerk I (Treasury Office)</i>
4. Claim the Building Permit	4.1 Prepare Occupancy Permit	None	5 minutes	<i>Clerk (Municipal Engineering Office)</i>
	4.2 Approved by the Building Official/ Affix Signature of	None	5 minutes	<i>Municipal Mayor Mun. Engineer</i>



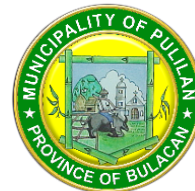
	Local Chief Executive			(Municipal Engineering Office)
	4.3 Release the Permit	None	2 minutes	<i>Clerk</i> (Municipal Engineering Office)
	TOTAL:		2 Hours & 17 minutes	



C. CERTIFICATE OF ELECTRICAL INSPECTION AND WIRING PERMIT

A Certificate issued by the Building Official to the applicant/owner as a requirement for the installation of power lines to a building/structure and certifies the completeness of the installation of all electrical wirings.

Office or Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	CEI and Wiring Applicant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Yellow Card (Original Copy)		Meralco		
2. Barangay Electrical/Wiring Clearance (Original Copy)		Barangay Hall		
3. Written Agreement (optional) (Original Copy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1. Receive and record request.	None	2 minutes	<i>Engineer II Electrician I Driver I (Municipal Engineering Office)</i>
	2. Inspect and prepare inspection report.	None	2 hours (depends on the proximity of the area)	<i>Engineer II Electrician I Driver I (Municipal Engineering Office)</i>
	3. Evaluate, assess fees and issue order of payment	None	5 minutes	<i>Mun. Engineer (Municipal Engineering Office)</i>
2. Pay the corresponding fee.	4. Receive payment and issue receipt	As per schedule of National Building Code of the Philippines	3 minutes	<i>Revenue Collection Clerk (Treasury Office)</i>
3. Return to Engineering Office for the processing and releasing	5. Prepare CEI and Wiring Permit	None	5 minutes	<i>Engineer II Electrician I Driver I (Municipal Engineering Office)</i>



	6. Approve the Building Official/ Affix signature of Local Chief Executive	None	5 minutes	<i>Municipal Mayor and Mun. Engineer (Municipal Engineering Office)</i>
	7. Release the CEI & Wiring Permit	None	2 minutes	<i>Engineer II Electrician I Driver I (Municipal Engineering Office)</i>
	TOTAL:	NONE	2 hours & 20 minutes	