



Office of the Municipal Engineering
Frontline Services



1. ISSUANCE OF BUILDING PERMIT

To facilitate processing, please take note of the following before submitting the plans and other requirements above to the Municipal Engineering Office:

- Requirements of the Revised 2005 National Building Code (PD 1096) & its Implementing Rules and Regulations
- Requirement of the referral codes (Architectural Code, Philippines Electrical Code (PEC), Revised Plumbing Code, and Structural Code (NSCP) Mechanical Engineering Code (PSME).
- If setback/yard requirements are not met on the sides and at the back/ rear the Firewall extending up to at least 1 meter from the roof level shall be provided. It shall be indicated on the site development plan with owner's conformity.
- All revision/addition made in the plans shall be provided for hotels, restaurant, eateries, terminals, gasoline stations, auto repair shops, bakeries and other similar establishments
- All revisions/ additional made in the plans shall have an acknowledgement of the designer.
- Special power of attorney? Authority to construct shall be provided if the owner is not the signatory in all application forms, plans and documents. • Forms and letters, plans, Specifications, Bill of materials and cost Estimated and other pertinent documents must be signed and sealed by the designer and signed by the owner

Office or Division:	Office of the Municipal Engineering	
Classification	Highly Technical	
Type of Transaction:	G2B – Government to business entity, G2C – Government to transacting public	
Who may avail:	All Individuals, Groups and Corporation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Location/sketch Plan of Electrical Layout for 1-9		Electrical Engineer
Electrical Permit (NBC Form No. A-03)		Electrical Engineer
Electrical Plans		Electrical Engineer
Electrical Specifications		Electrical Engineer
Bill of Material and Cost Estimates		Electrical Engineer

CLIENT STEPS	AGENCY ACTION	FEEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Present the required documents (Building Permit) to any member of the building staff	1.1 Verifies all the necessary documents	Depending upon the electrical loadings applied	5 MINUTES	Engineering Staff Engineering Office
2 After the documents/requirement and or corrections have been found to be complete and in order, secure an order of payment	2.1 Issues an order of payment		3 MINUTES	Engineering Staff Engineering Office
3 Present the order of payment to the Treasurer's Office and pay the required fees. Secure an official receipt and have it photocopied	3.1 Receives payment and issues official receipt		3 MINUTES	Revenue Collector Treasurer's Office
4 Go back to the Municipal Advises client to the Municipal Engineering Office and submit photocopy of the official receipt	4.1 Advises client to comeback after one working day to claim the certificate of final electrical inspection		2 MINUTES	Engineering Staff Engineering Office
5 Secure approved Certificate of Final Electrical Inspection	5.1 Release approved certificate of final electrical inspection		2 MINUTES	Engineering Staff Engineering Office
TOTAL			15 MINUTES	



2. GRANTING PERMIT SUPPLEMENTARY TO A BUILDING PERMIT

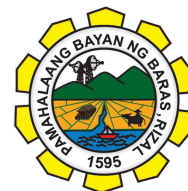
The ancillary permits duly signed and sealed by the corresponding professionals and the plans and specifications shall be submitted together with duly notarized application for Building permit. The building permit is null and void if not accompanied by the ancillary permit. The prescribed Ancillary and other Accessory Permits/forms shall likewise be used whenever applicable. Ancillary Permits are the following:

- Architectural permit
- Civil/Structural Permit
- Electrical Permit
- Mechanical Permit
- Sanitary Permit
- Plumbing Permit
- Electronics Permit

Accessory Permit: Accessory permit are issued by the Building Official for accessory part of the project with very special functions or use which are indicated in the plans and specification that the building permit application.

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CHECKLIST OF REQUIREMENTS	
Barangay Clearance	Barangay Hall
Title / Tax Declaration	Assessor's Office
Deed of Sale (In casenot Owner)	Client
Latest Tax Receipt	Treasurer's Office
Zoning Clearance	Municipal Planning and Development Office
Plans / Vicinity Map	Client
Bill of Materials	Client
Other Clearance from national agencies	Various National Agencies (LRA, RD Etc.)

CLIENT STEPS	AGENCY ACTION	FEE TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Request for the appropriate permit forms from any member of the Building Staff	1.1 Issues appropriate permit and gives briefing on the service	Depending upon the cost of construction, character of occupancy, floor area, height of the structure and all the ancillary	10 MINUTES	Engineering Staff Engineering Office
2 Accomplish the forms and submit the same along with other requirements	2.1 Assess and evaluates the submitted documents and verifies completeness of plans		15 MINUTES	Engineering Staff Engineering Office
3 Inquire about the results of evaluation and assessment one day after the submission of documents	3.1 Informs the client whether the documents and requirements are complete and whether plans and documents require correction		15 MINUTES	Engineering Staff Engineering Office
4 Submit all corrected documents/additional requirements for review	4.1 Receives and review submitted documents		20 MINUTES	Engineering Staff Engineering Office
5 After the documents have been found to be complete and in order, secure an order of payment	5.1 Issues an order of payment		10 MINUTES	Engineering Staff Engineering Office
6 Proceed to the Municipal Treasurer's Office, present the order of payment and pay the required fees. Secure an Official receipt.	6.1 Receives payment and issues official receipt		5 MINUTES	Revenue Collector Treasurer's Office
7 Go back to the Municipal Engineering Office and present the official receipt. Take care of advice on the date of release of the permit	7.1 Advise the client of the date of release of the permit			Engineering Staff Engineering Office
8 On the appointed date, go back to the Municipal Engineering Office and secure permit	8.1 Release the approved permit		10 MINUTES	Engineering Staff Engineering Office
TOTAL			85 MINUTES	



3. ISSUANCE OF ELECTRICAL PERMIT/CERTIFICATE OF ELECTRICAL INSPECTION

A certificate of Final Electrical Inspection (CFEI) is required before any building/structure is used or occupied. It is usually secured after the completion of electrical installation and is a requirement in securing power service from the MERALCO.

It is also required if there is any change in the existing use or occupancy

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Location/sketch Plan of Electrical Layout for 1-9		Electrical Engineer		
Electrical Permit (NBC Form No. A-03)		Electrical Engineer		
Electrical Plans		Electrical Engineer		
Electrical Specifications		Electrical Engineer		
Bill of Material and Cost Estimates		Electrical Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Present the required documents (Building Permit) to any member of the building staff	1.1 Verifies all the necessary documents	Depending upon the electrical loadings applied	5 MINUTES	Engineering Staff Engineering Office
2 After the documents/requirement and or corrections have been found to be complete and in order, secure an order of payment	2.1 Issues an order of payment		3 MINUTES	Engineering Staff Engineering Office
3 Present the order of payment to the Treasurer's Office and pay the required fees. Secure an official receipt and have it photocopied	3.1 Receives payment and issues official receipt		3 MINUTES	Revenue Collector Treasurer's Office
4 Go back to the Municipal Advises client to the Municipal Engineering Office and submit photocopy of the official receipt	4.1 Advises client to comeback after one working day to claim the certificate of final electrical inspection		2 MINUTES	Engineering Staff Engineering Office
5 Secure approved Certificate of Final Electrical Inspection	5.1 Release approved certificate of final electrical inspection		2 MINUTES	Engineering Staff Engineering Office
TOTAL			15 MINUTES	