

ENGINEERING OFFICE

1. Issuance of Building Permit

2. Issuance of Ancillary Permits

- a. Architectural Permit
- b. Civil/Structural Permit
- c. Electrical Permit
- d. Mechanical Permit
- e. Sanitary Permit
- f. Plumbing Permit
- g. Electronics Permit

3. Issuance of Accessory Permits

- a. Ground Preparation and Excavation
- b. Encroachment of Foundation to Public Area
- c. Fencing
- d. Sidewalk Construction
- e. Temporary Sidewalk Enclosure and Occupancy
- f. Erecting
- g. Repair/Renovation
- h. Removal of Sign
- i. Demolition

A. ABOUT THE SERVICES

To safeguard Life, Health, Property and Public Welfare, consistent with the principles of sound environmental management and control; and to this end, make it the purpose to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy and maintenance.

B. REQUIREMENTS

1. Duly accomplished prescribed application form/s
2. Proof of Ownership
 - a. Certified True Copy of OCT/TCT
 - b. Tax Declaration
 - c. Current Real Property Tax Receipt

d. In case the applicant is not the registered owner of the lot, in addition to the above: duly notarized copy of the Contract of Lease or Deed of Absolute Sale or Consent Letter from the owner.

3. 5 Sets of survey plans, design plans, specifications and other documents prepared, signed and sealed by a duly licensed and registered professionals.

4. Architectural Documents

- a. Architectural Plans/Drawings
- b. Architectural Interiors/Interior Design
- c. Plans and Specific Locations of all accessibility facilities of scale of at least 1:100
- d. Detailed Design of all such Accessibility Facilities
- e. Fire Safety Documents
- f. Other Related Documents

5. Civil/Structural Documents

- a. Site Development Plan
- b. Structural Plan
- c. Structural Analysis and Design except for one storey and single detached building or structure
- d. Boring and Load Test for buildings/structures of three (3) storey and higher
- e. Seismic Analysis
- f. Other Related Documents

6. Electrical Documents

Electrical Plans and Technical Specifications

7. Mechanical Documents

8. Sanitary Documents

9. Plumbing Documents

10. Electronic Documents

11. Geodetic Documents

12. Clearance from other Agencies

- a. Locational Clearance –Municipal Zoning Administration
- b. Whenever necessary, written clearances shall be obtained from various authorities exercising and enforcing regulatory functions:

- i. Department of Public Works and Highways (DPWH)
- ii. Air Transportation Office (ATO)
- iii. Housing and Land Use Regulatory Board (HLURB)
- iv. Department of Tourism (DOT)
- v. Local Government Unit (LGU)
- vi. Department of Environment and Natural Resources (DENR)
- vii. Department of Transportation and Communication (DOTC)
- viii. Department of Interior and Local Government (DILG)
- ix. Department of Education (DepEd)
- x. National Water Resources Board (NWRB)
- xi. Department of Agrarian Reform (DAR)
- xii. Department of Agriculture (DA)
- xiii. Department of Labor and Employment (DOLE)
- xiv. National Housing Authority (NHA)
- xv. National Council for the Welfare of Disabled Persons (NCWDP)

C. FEES

Based on the National Building Code of the Philippines (P.D. 1096)

D. DURATION

- D.1 Building Permit – 1 hour & 40minutes
- D.2 Occupancy Permit – 1 hour & 38 minutes
- D.3 Others – 45 minutes

E. AVAILABILITY OF THE SERVICE

Monday to Friday 8:00am – 5:00pm

- Issuance of Application Forms
- Receive Application Documents
- Assess/Evaluate Documents
- Preparation of Permits
- Issuance/Release of Permits

Monday to Friday – as needed

Site Inspection

HOW TO AVAIL OF THE SERVICE (Building Permit)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Secure forms & Inquire requirements	Issuance application forms & list of requirements	10 minutes	Admin. Aide III	None	Bldg./Structural/Electrical/Plumbing/Sanitary/Mechanical
2	Submit accomplished Application Forms together with Set of Plans & Estimates	Evaluate Application Forms and Set of Plans/Estimates and assess payment	30 minutes	Draftsman 1B/ Admin. Aide III	None	Bldg./Structural/Electrical/Plumbing/Sanitary/Mechanical
3	Pay permit fees	Accept payment and issue OR	5 minutes	Treasury Staff	Based on area	
4	Submit other required documents/clearances such as Permit Fees, Zoning, Locational, Fire & SB Checklists, etc.	Review/Check Permit Fees/Documents/Clearances presented/Site Inspection	45 minutes	Draftsman 1B/ Admin. Aide III	none	
5	Wait for Approval	Present/Submit all documents/clearances to the Municipal Engineer for further evaluation & approval	15 minutes	Admin. Aide III/Municipal Engineer	none	
6	Claim Permit	Release Permit	5 minutes	Admin. Aide III	none	
End of Transaction (1 hour and 50 minutes excluding securing clearances from other agencies and site inspection)						

HOW TO AVAIL OF THE SERVICE (Occupancy Permit)

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORMS
1	Submit accomplished Application Forms	Evaluate Application Forms and Set of Plans/Estimates and assess payment	20 minutes	Draftsman 1B/Admin. Aide III	None	Certificate of Completion/Occupancy Permit
2	Pay permit fees	Accept payment and issue OR	5 minutes	Admin. Aide III (MTO)	Based on area	
3	Submit other required documents such as Construction Logbook, Fire Clearance & Pictures	Review/Check Permit Fees/Documents/Clearances presented	30 minutes	Draftsman 1B/Admin. Aide III	none	
4	Request for Inspection	Actual Site Inspection	30 minutes	Draftsman 1B /Electrician/ Admin. Aide III	none	
5	Wait for Approval	Present/Submit documents/clearances to the Municipal Engineer for further evaluation & approval	10 minutes	Municipal Engineer	none	
6	Claim Permit	Release Permit	3 minutes	Admin. Aide	none	
End of Transaction (1 hour and 38 minutes excluding securing clearances from other agencies)						