

## OFFICE OF THE MUNICIPAL ENGINEER

### *SERVICE RENDERED: Issuance of Building Permits*

#### Schedule of Availability of Service:

8:00 AM – 5:00 PM with no noon break  
Monday - Friday

#### Who May Avail of the Service:

People applying for Building Permits

(Electrical, Sanitary, Plumbing, Mechanical, Electronics, Architectural, Structural, Fencing & Signage's)

#### What are the Requirements:

- 1) Plans and specifications (5 Sets Each)
- 2) Structural analysis
- 3) Tax Declaration (Xerox)
- 4) Latest Lot Tax Receipt (Xerox)
- 5) Land Title (Xerox)
- 6) Estimates 5 sets
- 7) Duly accomplished building permits forms
- 8) Zoning Compliance Certificate
- 9) Fire Clearance
- 10) Other Clearances from other Agencies; if required

**Duration:** more than 1 day

#### How to Avail of the Service:

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Submit documents to Engineering Office	Receive and verify all documents submitted for completeness. Prepare and issue endorsement for the issuance of Fire Clearance. Site inspection Start review as to compliance to National Building Code (PD1096)	4 hours	Leo Cacapit / Engr. Angel Soriano / Engr. Vladimir Torres	Plans and specifications, Structural analysis, Estimates, Tax Declaration, Tax Receipt (Latest), Zoning Clearance, Other Clearances From National Agencies
2 <sup>nd</sup>	Submit endorsement to Bureau of Fire Protection and wait for the issuance of Fire Clearance.	Fire Marshall Office review and evaluate as to requirements of PD1011.	10 minutes	Leo Cacapit / Mary Ann Osias	1 Endorsement Letter, 1 Set Building Plans, 1 Set Estimates 1 Set Specifications
3 <sup>rd</sup>	Submit Fire Clearance to the Building Official's Office and accept order of payment to be paid at Treasury Office	Received Fire Clearance and other clearances. Issue order of payment for Building Permit Fees.	10 minutes	Leo Cacapit	Fire Clearance Certificate order of payment

4 <sup>th</sup>	Submit payment receipt. Received 1 set approved Building Plan and permits	Verify official receipt and record. Issue approved Building Permits and Plans	10 minutes  <b>TOTAL: 4 hours:30 minutes</b>	Leo Cacapit / Engr. Vladimir Torres	
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**OFFICE OF THE MUNICIPAL ENGINEER / BUILDING OFFICIAL****SERVICE RENDERED:** *Certificate of Occupancy for New Building***Schedule of Availability of Service:**

8:00 AM – 5:00 PM with noon break

Monday - Friday

**Who May Avail of the Service:**People applying for Certificate of Occupancy for New Building

(Electrical, Sanitary, Plumbing, Mechanical, Electronics, Architectural, Structural, Fencing &amp; Signage's)

**What are the Requirements:**

- 1) Certificate of Completion Sealed/Signed by Engr. in charge/designers (notarized)
- 2) As built plan in case of revisions
- 3) Construction logbook

**Duration:** 2 hours and 20 minutes**How to Avail of the Service:**

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>st</sup>	Submit all required documents to the Office of Building Official	Accept and review documents for completeness Endorsement to Bureau of Fire for Fire Clearance	10 minutes	Leo Cacapit / Mary-Ann Osias / Engr. Vladimir Torres	Fees shall be computed based on the assessment from National Building Code
2 <sup>nd</sup>	Submit endorsement to Bureau of Fire Protection and wait for the issuance of Fire Clearance.	Inspection of the building as to -Architecture -Mechanical -Structural -Sanitary -Electrical -Plumbing -Others	2 hours	Leo Cacapit / Engr. Angel Soriano / Engr. Vladimir Torres	
3 <sup>rd</sup>	Submit Fire Clearance. Pay Certificate of Occupancy Fees Received Occupancy Permit	Accept the clearance and issue payment order for occupancy Issue Occupancy Permit	10 minutes	Leo Cacapit / Mary-Ann Osias / Engr. Vladimir Torres	
			<b>TOTAL: 2 hours and 20 minutes</b>		

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**OFFICE OF THE MUNICIPAL ENGINEER / BUILDING OFFICIAL**

**SERVICE RENDERED:** *Certificate of Occupancy for Old Building*

**Schedule of Availability of Service:**

8:00 AM – 5:00 PM with noon break

Monday - Friday

**Who May Avail of the Service:**

People applying for Certificate of Occupancy for Old Building

(Electrical, Sanitary, Plumbing, Mechanical, Electronics, Architectural, Structural, Fencing & Signage's)

**What are the Requirements:**

- 1) Fire Clearance
- 2) Old Certificate of Occupancy

**Duration:** 2 hours and 20 minutes

**How to Avail of the Service:**

<b>Steps</b>	<b>Applicant / Client</b>	<b>Service Provider / Office Activity</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in charge</b>	<b>Required documents / Fees</b>
1 <sup>st</sup>	Submit all required documents to the Office of Building Official	Accept and review documents Issue order of payment	10 minutes	Leo Cacapit / Engr. Angel Soriano / Engr. Vladimir Torres	Fees shall be computed based on the assessment from National Building Code
2 <sup>nd</sup>	Pay to cashier Occupancy Permit Fee and present to Building Official Permit	Record Issue Occupancy Permit	10 minutes	Leo Cacapit / Engr. Angel Soriano / Engr. Vladimir Torres	
		Actual inspection of the building	2 hours	Leo Cacapit / Engr. Angel Soriano / Engr. Vladimir Torres	
			<b>TOTAL: 2 hours and 20 minutes</b>		

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