

Municipal Engineering Office
(External)

1. Issuance of Building Permit

Building permit is an official approval issued by the local government agency/ building official that allows you or your contractor to proceed with a construction or remodeling project on your property. It is intended to ensure that the project plans to comply with local standards for land use, zoning, and construction. Required under the National Building Code of the Philippines (P.D. 1096).

Office / Division:	MUNICIPAL ENGINEERING OFFICE
Classification:	SIMPLE
Type of Transaction:	GSC - Client is the transacting public , G2G - Client is a government employee or another government agency
Who may avail:	Any person, firm or corporation including any agency or instrumentality of the government who will construct, erect, alter, repair (major), renovate, or convert any building or structure
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.) 5 sets Blueprint of Plan & Sealed signed by the Engineer or Architect with Xerox copy of license ID & PTR with 3 signature;	Applicant's Engineer / Architect
2.) 5 sets Bill of Materials & Cost Estimates;	Applicant's Engineer / Architect
3.) 5 sets Analysis / Specification	Applicant's Engineer / Architect
4.) 5 pcs Tax Declaration or Deed of Sale (Xerox Copy);	Assessor's Office
5.) 2 pcs Brown Envelop (Long) & 1 logbook w/ Accomplished Forms: a. Building Permit Form with CTC num. & date of issue; b. Sanitary & Plumbing Permit ; c. Application for Electrical Permit ; d. Fencing Permit (Reuirements: Lot Plan (Blueprint), - Tax Declaration) ;	for Forms - secure from Municipal Engineering Office
6.) Barangay Clearance for Building Permit/Fencing Permit;	Barangay (Location of Building/Lot))
7.) Zoning Clearance (from Municipal Planning and Development Coordinator)	Municipal Planning and Development Coordinator
8.) FSIC (from BFP);	Bureau of Fire Protection
9.) Construction Safety & Health Program approved by DOLE Regional Office (*3 storey bldgs. & commercial bldgs.)	Department of Labor and Employment

10.) *DOH Clearance (for Tower Permit only); 11.) *ECC Clearance (for Tower Permit / Commercial); 12.) *SB RESOLUTION (for Tower Permit / Commercial)		Department of Health Department of Environment and Natural Resources Sangguniang Bayan (SB)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application forms and requirements checklist	1. Issue forms together with the checklist	none	2 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
2. Submit the requirements to the assigned personnel	2. Accepts/Review and assess the documents submitted	none	5 mins	<i>Draftsman III (in-charge for Building Permits) - Municipal Engineering Office</i>
	2.1 (MEO person-incharge will review the documents, endorse for inspection to BFP & assessed the fees) Note: provided all required documents are complete and complied	none	20 mins	<i>Draftsman III (in-charge for Building Permits) ; Mechanical Permit reviewed by Mechanical Engineer; verified/reviewed & approved by Building Official - Municipal Engineering Office</i>
3. Payment of required amount/fees	3. Accepts payment & issue O.R.	Varies (computation as indicated in the National Building Code)	3 mins	<i>Municipal Treasurers Office (Cashier/ Collecting Officer) - Municipal Treasurers Office</i>
4. Claim the Building Permit	4. Issue Building Permit, Record to Logbook	none	3 mins	<i>Draftsman III (in-charge for Building Permits) - Municipal Engineering Office</i>

TOTAL	33 minutes
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Note:

*For Zoning Clearance – transact with MPDC Office;

*For Fire Code Fee – transact with Bureau of Fire Office

(The owner/contractor must display the building permit number written in a piece of plywood or tarpaulin in the construction site.)

2. Issuance of Occupancy Permit

An Occupancy Permit is a document issued by Building Official that serves as a proof that the structure built completed all the building work and suitable for occupation. Required under the National Building Code of the Philippines (P.D. 1096).

Office / Division:	MUNICIPAL ENGINEERING OFFICE
Classification:	SIMPLE
Type of Transaction:	GSC - Client is the transacting public, G2G - Client is a government employee or another government agency
Who may avail:	any person who will use or occupy any building or structure / any person who will change on the existing use or occupancy classification of a building, structure, or any portion thereof.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. 3 copies of Notarized Application Form (Application for Certificate of Occupancy) ; Certification of Completion (Building Completion) , Certificate of Final Electrification Inspection together with 1 copy of Logbook of building construction and Inspection Sheet and signed and sealed by the Architect or Civil Engineer 3 copies of As Built Plan (Blue Print) Final Fire Safety Inspection (Certification from Fire Department) 3 copies of valid IDs of involved professionals		Mun. Engineering Office applicant's arch or engineer applicant's arch or engineer Bureau of Fire Protection owner's arch or engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Secure application forms & requirements' checklist	1. Issue forms together with the checklist	none	3 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
2. Submit requirements to the assigned personnel	2. Accepts/Review and assess the documents submitted	none	5 mins	<i>Draftsman III (in-charge for occupancy Permits) - Municipal Engineering Office</i>
	2.1 (MEO person-incharge will review the documents & issue order of payments) Note: Provided all necessary documents are complied	none	20 mins	<i>Draftsman III (in-charge for Occupancy Permits) ; verified/reviewed & approved by Building Official - Municipal Engineering Office</i>
3. Payment of required amount/fees	3. Accepts payment & issue O.R.	Varies (computation as indicated in the National Building Code)	3 mins	<i>Municipal Treasurers Office (Cashier/ Collecting Officer) - Municipal Treasurers Office</i>
	3.1 (MEO make endorsement letter to BFP for building inspection, and once the BFP issued the FSIC; the application will be approved if found to be complete and in order)	none	10 mins	<i>Draftsman III (in-charge for Occupancy Permits) ; BFP for issuance of FSIC; Building Official for approval of Occupancy Permit - Municipal Engineering Office</i>
4. Claim the Occupancy Permit	Issue Occupancy Permit, Record to Logbook	none	3 mins	<i>Draftsman III (in-charge for occupancy Permits) - Municipal Engineering Office</i>
TOTAL			44 minutes	

3. Issuance of Fencing Permit

All concerned citizen are required to secure Fencing Permit before fencing be made as required under the National Building Code of the Philippines (P.D. 1096).

Office / Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	GSC - Client is the transacting public , G2G - Client is a government employee or another government agency			
Who may avail:	Any person, firm or corporation including any agency or instrumentality of the government who will construct fence.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Fencing Permit Application Form • Bill of Materials and Cost Estimates • Fencing Plan / Lot plan with Certification of a Geodetic Engineer that the proposed fence will not encroach on adjoining properties. • Transfer Certificate of Title (TCT) or Deed of Sale / Lease Contract / Contract of Sell (If the TCT is not of the owner / applicant) • Updated Real Property Tax Declaration/ Certificate of Real Property Tax Payment • Barangay Clearance 		Municipal Engineering Office applicant applicant applicant Assessor's Office/ Municipal Treasurers Office Barangay (location of Lot)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Fencing Permit Application Form	1. Issue forms together with the checklist	none	2 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
2. Submit duly accomplished application form together with the complete requirements	2. Accepts/Review and assess the documents submitted	none	5 mins	<i>Draftsman III (in-charge for Fencing Permits) - Municipal Engineering Office</i>

	2.1 (MEO will review and assess the fencing plan and other docs submitted) Note: Provided all necessary documents are complied	none	20 mins	<i>Draftsman III (in-charge for Fencing Permits) ; verified/reviewed & approved by Building Official - Municipal Engineering Office</i>
3. Proceed to Municipal Treasurers Office and pay the corresponding fees	3. Accepts payment & issue Official Receipt.	Varies (computation as indicated in the National Building Code)	3 mins	<i>Municipal Treasurers Office (Cashier/ Collecting Officer) - Municipal Treasurers Office</i>
4. Claim Fencing Permit	4. Issue Building Permit, Record to Logbook	none	3 mins	<i>Draftsman III (in-charge for Fencing Permits) - Municipal Engineering Office</i>
TOTAL			33 minutes	

4. Issuance of Signage Permit

A permit granted by the Building Official to an applicant allowing him to install/attach display signs on a structure. Required under the National Building Code of the Philippines (P.D. 1096).

Office / Division:	MUNICIPAL ENGINEERING OFFICE
Classification:	SIMPLE
Type of Transaction:	GSC - Client is the transacting public , G2G - Client is a government employee or another government agency
Who may avail:	applicant for Signage Permit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Sign Permit Form	Municipal engineering Office
Building permit form whenever there is a concrete/ steel structure	owner's copy of Building permit or secure Building permit from Municipal Engineering Office
Structural Analysis (If constructed on top of the Building)	applicant
Zoning Clearance	Municipal Planning and Development Coordinator

Permit Form (DPWH Form No. 96-001-E) whenever there is an electrical connection Fire Clearance (If there is an electrical connection) Sketch Plan of signage/s to be installed/erected Location / Vicinity Plan DPWH Clearance (for national roads/ highways)		Department of Public Works and Highways Bureau of Fire Protection applicant applicant Department of Public Works and Highways		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure sign permit form and requirements checklist	1. Issue forms together with the checklist	none	2 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
2. Submit the requirements to the assigned personnel	2. Accepts/Review and assess the documents submitted	none	5 mins	<i>Draftsman III (in-charge for Signage Permits) - Municipal Engineering Office</i>
	2.1 MEO assigned personnel will review and assess the application, and issue order of payment. (Note: Provided all necessary documents are complied)	none	10 mins	<i>Draftsman III (in-charge for Fencing Permits) ; verified/reviewed & approved by Building Official - Municipal Engineering Office</i>
3. Payment of required amount/fees	3. Accepts payment & issue Official Receipt	Varies (computation as indicated in the National Building Code)	3 mins	<i>Municipal Treasurers Office (Cashier/ Collecting Officer) - Municipal Treasurers Office</i>
4. Claim the Demolition Permit Permit	4. Issue Signage Permit, & Record to Logbook	none	3 mins	<i>Draftsman III (in-charge for Signage Permits) - Municipal Engineering Office</i>

TOTAL	23 minutes
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5. Issuance of Wiring Permit

An Electrical Wiring Permit is a requirement for installing, replacing, removing, connecting, disconnecting or repairing electrical works except replacing fuses, receptacles, switches and utilization equipment.

Office / Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	GSC - Client is the transacting public , G2G - Client is a government employee or another government agency			
Who may avail:	applicant for wiring permit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt		Mun. Treasurer's Office		
2. Certificate of Final Electrical Inspection / Completion form signed by Professional Electrical Engineer		APEC / Professional Electrical Engineer (PEE)		
3. Vicinity Map		Professional Electrical Engineer (PEE)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Wiring Permit and submit the requirements like the certificate of final electrical inspection/ completion form signed by professional electrical engineer (PEE)	1. receives request and assess application	none	2 mins	<i>Municipal Engineering Office Staff/ Electrician - Municipal Engineering Office</i>
2. Payment of required amount/ wiring fees	2. Accepts payment & issue O.R.	P 20.00 - for Residential ; P40.00 - for Commercial	3 mins	<i>Municipal Treasurers Office (Cashier/ Collecting Officer) - Municipal Treasurers Office</i>

	2.1 MEO/ Electrician will prepare the wiring permit, noted by Municipal Engineer. (Note: Provided all necessary documents are complied)	none	5 mins	<i>Electrician 1 ; Electrician II ; Municipal Engineer - Municipal Engineering Office</i>
3. Claim the Wiring Permit	3. Issue Wiring Permit, Record to Logbook	none	1 min	<i>Municipal Engineering Office Staff/ Electrician - Municipal Engineering Office</i>
TOTAL			11 minutes	

6. Annual Building Inspection

Business establishment are required to secure Building Inspection Approval from the Municipal Engineer's Office before start of commercial operations

Office / Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	GSC - Client is the transacting public			
Who may avail:	Business Establishments (owner of business)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Name of Business Establishment, Owner/ proprietor, Building name, location of building, owner of building		applicant/owners information on DTI or licensing form from Treasurer's office		
2. Official Receipt for privately owned building		Mun. Treasurer's Office (cashier/collecting clerk)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for inspection of the building/ Certificate of Building Inspection	List/record the business information like : Type & Name of Business Establishment, Owner/ proprietor, Building name, location of building, owner of building. And issue order of payment	none	2 mins	<i>Municipal Engineering Office Staff (assigned in BOSS-Business One-Stop-Shop) - Municipal Engineering Office</i>
2. Payment of required amount	Accepts payment & issue Official Report	Varies (computation as indicated in the National Building Code)	3 mins	<i>Municipal Treasurers Office (Cashier/ Collecting Officer) - Municipal Treasurers Office</i>
	Municipal Engineering Office Inspectors will inspect the building/ schedule for inspection; or if the building was already inspected, Municipal Engineering Office staff will check the records of inspected buildings and prepare the inspection report)	none	2 hrs if for inspection, depending on the location of bldg / or 3mins if already inspected	<i>Municipal Engineering Office Inspectorate team will conduct the inspection of the building; Noted /Approved by Building Official - Municipal Engineering Office</i>
3. Accepts / claim Certificate of Building Inspection	Issue Inspection Report & Certificate of Annual Inspection, and Record to Logbook	none	3 mins	<i>MEO Staff - Municipal Engineering Office</i>
TOTAL				

7. Barangay Project Monitoring & Inspection (Request for Program of Works)

Barangays implementing barangay projects will request for Program of Works from Engineering Office before implementation.

Office / Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G - Client is another government agency			
Who may avail:	Barangay Captains/ Sangguniang Kabataan Chairman implementing barangay infrastructure projects within the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project Title		Barangay's List of project / Municipal Planning and Development Coordinator		
2. Project appropriation approved by Municipal Budget Office / Municipal Planning and Development Coordinator		Municipal Budget Office / Municipal Planning and Development Coordinator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Program of Works (present project title and project cost)	1. Receive / accept request	none	3 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
	1.1 Municipal Engineering Office barangay project inspector will conduct site inspection, drafstman will prepare POW/ vicinity map or Plan)	none	20 mins or 2 hrs depending on the complexity of the project and location.	<i>Barangay Project Inspector; Draftsman I & Draftsman II, Check and verified by Municipal Engineer - Municipal Engineering Office</i>
2. Claim Program of Work	2. Issue POW, & Record to Logbook	none	2 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
TOTAL		None		

8. Barangay Project Monitoring & Inspection (Request for Project Inspection)

Barangays implementing barangay projects will request for Barangay Project Inspection from Engineering Office.

Office / Division:	MUNICIPAL ENGINEERING OFFICE
Classification:	SIMPLE
Type of Transaction:	G2G - Client is another government agency
Who may avail:	Barangay Captains/ SK Chairmen implementing barangay infrastructure projects within the municipality
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. For Materials:</p> <p>a. Request letter for inspection signed by the Brgy. Captain/SK Chairman.</p> <p>b. Certification of delivered Materials signed by Brgy. Councilors and Brgy. Captains/Accomplished certificate of delivered materials.</p> <p>c. voucher of delivered materials (actual cost of materials) attached to POW</p> <p>d. Documentation pictures of delivered materials with the brgy. Inpsector/s.</p> <p>e. Project Plan with vicinity map</p> <p>B. For Labor:</p> <p>a. Request letter for inspection signed by the Brgy. Captain/SK Chairman</p> <p>b. Accomplished Certificate of Project Completion signed by Brgy. Councilors and Brgy. Captain.</p> <p>c. POW (Program of Works)</p> <p>d. Documentation pictures with the Brgy. Inspector - before, during, and afetr the project implementation pasted in a bond paper properly labeled with the title of the project and location</p> <p>e. Barangay SWA (Statement of Work Accomplished)</p> <p>f. Labor Payroll</p>	<p>Barangay Captain/ SK Chairman</p> <p>Form from Municipal Engineering Office, accomplished by implementing barangay implementing barangay</p> <p>implementing barangay</p> <p>Municipal Engineering Office</p> <p>Barangay Captain/ SK Chairman</p> <p>Form from Municipal Engineering Office, accomplished by implementing barangay Municipal Engineering Office implementing barangay</p> <p>implementing barangay/ Brgy. Bookepper</p> <p>implementing barangay</p>

g. Project Plan with vicinity map		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Project Inspection (Materials/Labor) and Submit complete requirements needed.	1. Receive/ accept request and schedule project inspection	none	3 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
	2. MEO Brgy. Project Inspector will conduct actual project inspection, take pictures and prepare inspection report signed by Brgy. Inspector, Noted by Municipal Engineer. (Note: Provided all necessary documents are complied)	none	2 hrs or depending upon the complexity of the location of project	<i>Barangay Project Inspector; Municipal Engineer - Municipal Engineering Office</i>
2. Claim Project Inspection Report	Issue Project Inspection Report, & Record to Logbook	none	2 mins	<i>Municipal Engineering Office Staff - Municipal Engineering Office</i>
TOTAL		None		