

CITY ENGINEERING OFFICE

1. SECURING REQUIREMENTS FOR BUILDING/EIP/OCCUPANCY PERMITS & OTHERS

Service Information	The City Engineering Office personnel process the needed documents/forms upon request of the applicant
OFFICE CLASSIFICATION TYPE OF TRANSACTION WHO MAY AVAIL	CITY ENGINEERING OFFICE SIMPLE G2C- Government to Citizen Any individual or entity applying for Building Permit
CHECKLIST OF REQUIREMENTS * Form (requirements listings)	WHERE TO SECURE Engineering Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry requirements	Give the list of the requirements	none	1 minute	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado

2. SECURING BUILDING PERMIT

Service Information	A BUILDING PERMIT is required prior to construction, erection, alteration, major, repair, or renovation or conversion of any building structure owned by government or private entities. The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the building permit or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.
OFFICE CLASSIFICATION TYPE OF TRANSACTION WHO MAY AVAIL	CITY ENGINEERING OFFICE SIMPLE G2C- Government to Citizen Any individual or entity applying for Building Permit
5 Sets of Plan in Blue Print (Duly Signed by Professionals) * Architectural * Structural * Sanitary * Electrical * Mechanical (if needed) Other requirements	WHERE TO SECURE Engineering Office Engineering Office Engineering Office Engineering Office Engineering Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to secure bldg. permit	Evaluate and review the submitted documents and prepare the Letter of Endorsement to Fire Protection (BFP)	none	3 minutes	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado
2. Submit FSEC to CEO Pay Bldg. permit fees	Assess Bldg. permit fees and advise client to pay at the CTO	Base on Bldg	5 minutes	Engr. Robert D. Pascua Engr. Archie M. De Gracia

Receive the Bldg. permit	Approval and issuance of Building Permit	Bldg. Code	5 minutes	Engr. Osmund Gabayan Engr. Keisha Jane Apelado
--------------------------	--	------------	-----------	---

3. SECURING ELECTRICAL INSTALLATION PERMIT (EIP - FOR SMALL SCALE DWELLING UNITS ONLY) AND OTHER PERMITS.

Service Information	ASIDE FROM a Building Permit, the Official/City Engineer issues other permits that are require before the renovation, construction or demolition of any structure.
OFFICE CLASSIFICATION TYPE OF TRANSACTION WHO MAY AVAIL	CITY ENGINEERING OFFICE SIMPLE G2C- Government to Citizen Any individual or entity applying for Building Permit
CHECKLIST OF REQUIREMENTS * Barangay Clearance (EIP) * Photocopy of Latest Real Property Tax OR (EIP) * Applications form and other forms as may be required(3 copies) * Cedula (CTC) * Lot Plan/s (fencing) * Picture/s (demolition) * Letter Request * Assessment from CEO * Official Receipt (OR) * Permit papers and other documents	WHERE TO SECURE Engineering Office Engineering Office Engineering Office Engineering Office Engineering Office Engineering Office Engineering Office Engineering Office Engineering Office Engineering Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to secure permit	Evaluate and review the submitted documents. Prepare letter of Indorsement to BFP	none	3 minutes	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado
2. Submit FSEC Pay assess fees Received permit	Assess fees and issue order of payment Approval and issuance of the permit	Base on Bldg. Code	1 minute	Engr. Robert D. Pascua Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado

4. SECURING BUILDING OCCUPANCY PERMIT

Service Information	An OCCUPANCY PERMIT is required by the Building Official/City Engineer as provided by the National Building Code of the Philippines that no building or structure shall be used or occupied and no change in the existing use or occupance classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupance.
----------------------------	--

OFFICE CLASSIFICATION TYPE OF TRANSACTION WHO MAY AVAIL	CITY ENGINEERING OFFICE SIMPLE G2C- Government to Citizen Any individual or entity applying for Building Permit
---	---

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

* Approved Building Permit (Photocopy)	Engineering Office
* Certificate of Completion (from Engineering Office)	Engineering Office
* Fire Safety Inspection Cert.& Occupance Permit (BFP)	Engineering Office
* CFEI	Engineering Office
* Assessment from CEO	Engineering Office
* Official Receipt (OR)	Engineering Office
* Permit papers and other documents	Engineering Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to secure permit	Verify and evaluate the submitted documents Assess fees (if documents are complete) and advise client to pay the corresponding fees	none	5 minutes	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado
2. Pay corresponding fees at the CTO and submits OR to CEO	Prepare the permit	Base on Bldg. Code	3 minutes	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado
3. Receive the permit	Approval and issuance of the permit	none	1 minute	Engr. Robert D. Pascua

**5. SECURING ANNUAL BUILDING INSPECTION CLEARANCE/CERTIFICATE
(FOR BUSINESS LICENSE ONLY)**

Service Information	Business Enterprises are required to secure building inspection approval from the City Engineer's Office before the start of commercial operations and during the annual renewal of business permits. This is part of the process for securing a business license/Mayor's Permit.			
OFFICE CLASSIFICATION TYPE OF TRANSACTION WHO MAY AVAIL	CITY ENGINEERING OFFICE SIMPLE G2C- Government to Citizen Any individual or entity applying for Building Permit			
CHECKLIST OF REQUIREMENTS Application Form Assessment Form Previous Year's Clearance	WHERE TO SECURE Engineering Office Engineering Office Engineering Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present application BPLO form and other requirements	Assess fees (Site inspection will be conducted for new applicants by schedule)	none	2 minutes	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado
2. (For NEW business applicants) Received copy of inspection report	Prepare inspection report and furnished a copy to applicant	none	10 minutes	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado

3. Pay corresponding fees and submits OR	Prepare clearances/permit	Base on assess fee	3 minutes	Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado
4. Receive the clearance/ permit	Approval and Issuance of permit/clearance permit		2 minutes	Engr. Robert D. Pascua Engr. Archie M. De Gracia Engr. Osmund Gabayan Engr. Keisha Jane Apelado