



## D. OFFICE OF THE MUNICIPAL ENGINEER

### 1. ISSUANCE OF BUILDING PERMIT

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building/structure is located or to be done. The prescribed application for building permit form (NBC Form B-01) shall be used by all applicants.

<b>Office/Division:</b>	Office of the Municipal Engineer / Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Barangay Clearance, 1-original copy	Barangay Hall	
Construction Safety and Health Program (CoSHP), 1-original copy	DOLE RO6	
Zoning/Locational Clearance, 1-original copy, notarized	MPDO/Local Zoning Officer	
Clearance/s from Other Agencies/Authorities exercising and enforcing regulatory functions affecting structure/s, 1-original copy	DPWH, HLURB, DOT, PPA, DepEd, DENR, DoTR, DOTC, NTC, DOH, PhilVolcS, MWSS, DA, DOLE, NHA, NCWDP, NWRD, DAR, DILG, ATO	
Certificate Copy of Tax Declaration/TCT/Contract of Lease; 1. In case the applicant is the Registered Owner of the lot, the following documents are required: 1.1 Certified True Copy of TCT, 1-photocopy 1.2 Tax Declaration, 1-photocopy 1.3 Current Real Property Tax Receipt, 1-photocopy 2. In case the applicant is NOT the registered owner of the lot, the following documents are required: 2.1 Duly notarized copy of the <i>Contract of Lease</i> , or <i>Duly notarized copy of Deed of Absolute Sale</i> , or <i>Duly notarized copy of Contract of Sale</i> , 1-original copy	Office of the Municipal Assessor Office of the Municipal Treasurer	
Application for Building Permit duly notarized, 5-sets original	Office of the Building Official	
Building Plan( <i>Vicinity Map and Site Development Plan indicated</i> ), 5-sets - ARCHITECTURAL - STRUCTURAL	Design Professionals,duly signed and sealed ( <i>Architect, Civil Engineer, Professional Electrical Engineer, Master Plumber/Sanitary Engineer,</i>	



<ul style="list-style-type: none"> <li>- SANITARY/PLUMBING</li> <li>- ELECTRICAL</li> <li>- MECHANICAL</li> <li>- ELECTRONICS</li> </ul>		Mechanical, Professional Electronic Engineer)		
Bill of Materials & Estimates and Specification, 5-sets		Design Professionals, duly signed and sealed(Architect or Civil Engineer)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	<b>Russel A. Gardose</b> Building Official
2. Submit the required documents for assessment and evaluation  <i>*Make sure to secure the Order of Payment that will be issued</i>	2.1. Receive the required documents and check for completeness 2.2. Process and Evaluate 2.3. Issue Order of payment	Building Fee: <i>Floor Area x Area Bracket (per Sq.m.)</i> <i>*note: Assessment is based on Character of Occupancy or Use of Building/structure</i>	30 minutes	<b>Russel A. Gardose</b> Building Official
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment  <i>*Make sure to secure Official Receipt that will be issued upon payment</i>	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt		6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
4. Return to the Office of Building Official for endorsement to Municipal Fire Marshall (BFP) for evaluation, review and/or recommendations with respect to fire safety and control requirements.	4.1. Endorsement Applicant to Municipal Fire Marshall		5 minutes	<b>Russel A. Gardose</b> Building Official
5. Return to the Office of Building Official for Issuance of Building	5.1. Accept the Issued Fire Safety Evaluation Clearance		10 minutes	<b>Russel A. Gardose</b> Building Official



Permit	5.2 Issue Building Permit			
	<b>TOTAL:</b>			

**2. ISSUANCE OF ELECTRICAL PERMIT (FOR TRADITIONAL INDIGENOUS FAMILY DWELLING)**

As used in the Code, the term “traditional indigenous family dwelling” means a dwelling intended for the use and occupancy by the family of the owner only and constructed of native materials such as bamboo, nipa, logs, or lumber, the total cost of which does not exceed fifteen thousand pesos (P 15,000.00).

<b>Office/Division:</b>	Office of the Municipal Engineer / Building Official
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Clearance, 1-original copy	Barangay Hall
Affidavit of Undertaking duly notarized, 2-original copy	Office of Building Official
Application for Electrical Permit, 3-original copy	Office of Building Official
Certificate of Final Electrical Inspection/Completion, 3-original copy	Office of Building Official
Building Plan( <i>Vicinity Map and Electrical Lay-out indicated</i> ), 3-sets - ELECTRICAL	Design Professionals,duly signed and sealed( <i>Professional Electrical Engineer</i> )

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	<b>Russel A. Gardose</b> Building Official
2. Submit the required documents for assessment and evaluation  <i>*Make sure to secure the Order of Payment that will be issued</i>	2.1. Receive the required documents and check for completeness 2.2. Process and Evaluate  2.3. Issue Order of payment	Electrical Fee: <i>Php 290.00</i>	10 minutes	<b>Russel A. Gardose</b> Building Official
3. Pay the required fees at the	3.1. Accept the payment based on the		6 minutes	



Municipal Treasurer's Office by showing the Order of Payment  <i>*Make sure to secure Official Receipt that will be issued upon payment</i>	Order of Payment <b>3.2.</b> Issue the Official Receipt			Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
<b>4.</b> Return to the Office of Building Official for endorsement to Municipal Fire Marshall (BFP) for evaluation, review and/or recommendations with respect to fire safety and control requirements.	<b>4.1.</b> Endorsement Applicant to Municipal Fire Marshall		5 minutes	<b>Russel A. Gardose</b> Building Official
<b>5.</b> Return to the Office of Building Official for Issuance of Electrical Permit	<b>5.1.</b> Accept the Issued Fire Safety Evaluation Clearance <b>5.2</b> Issue Electrical Permit		10 minutes	<b>Russel A. Gardose</b> Building Official
<b>TOTAL:</b>		<b>Php 290.00</b>		

<b>3. ISSUANCE OF OCCUPANCY PERMIT</b>	
No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building/structure is located or to be done. The prescribed application for building permit form (NBC Form B-01) shall be used by all applicants.	
<b>Office/Division:</b>	Office of the Municipal Engineer / Building Official
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Application of Certificate of Occupancy, 3-original copy	Office of Building Official
Certificate of Completion duly notarized, 3-original copy	Office of Building Official



Construction logbook, As-built plans and Specifications and the Building Inspection Sheet all signed by whoever is the contractor ( <i>if the construction is undertaken by contract</i> ) and signed and sealed by the Owner's duly licensed Architect or Civil Engineer who undertook the full time inspection and supervision of the construction works, 1-original copy		Building Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office	1. Give the Log Book to the client		2 minutes	<b>Russel A. Gardose</b> Building Official
2. Submit the required documents for assessment and evaluation  <i>*Make sure to secure the Order of Payment that will be issued</i>	2.1. Receive the required documents and check for completeness 2.2. Process and Evaluate 2.3. Issue Order of payment	Occupancy Fee: <i>Fixed Cost of Construction per sq.m.</i>  <i>*note: Assessment is based on submitted duly notarized Certificate of Completion (Total Cost of Building/Structure)</i>	30 minutes	<b>Russel A. Gardose</b> Building Official
3. Pay the required fees at the Municipal Treasurer's Office by showing the Order of Payment  <i>*Make sure to secure Official Receipt that will be issued upon payment</i>	3.1. Accept the payment based on the Order of Payment 3.2. Issue the Official Receipt		6 minutes	Eleazar M. Belloga <i>LRCO I</i> or Precious Christy Compas <i>Cashier- Designate</i>
4. Return to the Office of Building Official for endorsement to Municipal Fire Marshall (BFP) for evaluation, review and/or recommendations with respect to fire safety and control requirements.	4.1. Endorsement Applicant to Municipal Fire Marshall		5 minutes	<b>Russel A. Gardose</b> Building Official



5. Return to the Office of Building Official for Issuance of Building Permit	5.1. Accept the Issued Fire Safety Inspection Certificate 5.2 Issue Occupancy Permit		10 minutes	<b>Russel A. Gardose</b> Building Official
	<b>TOTAL:</b>			