



Municipal Engineering Office Frontline Services



1. Issuance of Program of Works for Barangay Funded Project

Office:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen/G2B-Government to Business			
Who may Avail:	Barangay Funded Projects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Request letter</i>		<i>Barangay Captain</i>		
<i>Copy of the Annual Budget and Certificate of Availability of Funds</i>		<i>Barangay Treasurer</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>1. Client request letter from the client</i>	<i>1. Receive request letter</i>	<i>None</i>	<i>5 minutes</i>	<i>Staff Office of the Municipal Engineer</i>
	<i>1.1 Conduct Site Inspection</i>	<i>None</i>	<i>4-8 hrs.</i>	<i>Staff Office of the Municipal Engineer</i>
	<i>1.2 Preparation of Program of Works and Sketch Plan</i>	<i>None</i>	<i>24 hrs.</i>	<i>Staff Office of the Municipal Engineer</i>
<i>2. Claim approved Program of Works</i>	<i>2. Issuance of Program of Works and Sketch Plan</i>	<i>None</i>	<i>5 minutes</i>	<i>Staff Office of the Municipal Engineer</i>
	TOTAL :		<i>32 hrs. and 10 min.</i>	

Note: Site Inspection depends on the schedule day, time travel to the site, Canvass of Materials and waiting time not included in the process.

2. Issuance of Project Inspection Report

Office:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen/G2B-Government to Business			
Who may Avail:	Barangay Funded Projects			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Request letter</i>		<i>Barangay Captain</i>		
<i>Copy of the Certificate of Project Completion and Acceptance, Labor Payroll, Pictures</i>		<i>Barangay Treasurer</i>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>1. Client request letter from the client</i>	<i>1. Receive request letter</i>	<i>None</i>	<i>5 minutes</i>	<i>Staff Office of the Municipal Engineer</i>
	<i>1.1 Conduct Site Inspection</i>	<i>None</i>	<i>1-3 hrs.</i>	<i>Staff Office of the Municipal Engineer</i>
	<i>1.2 Preparation of Project Inspection Report</i>	<i>None</i>	<i>1-3 hrs.</i>	<i>Staff Office of the Municipal Engineer</i>



2. Claim approved Project Inspection Report	2. Issuance of Project Inspection Report	None	5 minutes	Staff Office of the Municipal Engineer
TOTAL:			6 hrs. And 10 min	

Note: Site Inspection depends on the schedule day, time travel to the site and waiting time not included in the process.

3. Issuance of Demolition Permit

The systematic dismantling or destruction of a building/structure, in whole or in part.

Office:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen/G2B-Government to Business			
Who may Avail:	Building Owner			
CHECKLIST OF EQUIREMENTS		WHERE TO SECURE		
Lot title (5 Copies photocopy)		National Land Titles and Deed Registration Administration		
Subdivision Plan/Sketch Plan/Locational Plan (1 Original, 4 Photocopy)		Licensed Architect of Civil Engineer (Private)		
Barangay Clearance (5 Copies photocopy)		Barangay hall /Office of the Barangay Captain		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up Demolition Permit Form and requirements	1. Receive accomplished Demolition Permit Form 1.1 Review & Evaluate documents as to its completeness. 1.2 Assess & print of Order of Payment	None	15 minutes	Staff Office of the Municipal Engineer
2. Pay required fees at the Treasurer's Office	2. Issue Official Receipt	Based on the National Building Code of the Philippines of PD 1096	3 minutes	Revenue Collection Clerk Office of the Municipal Treasurer
	2.1 Received Official Receipt, Logbook Entry & Preparation of Demolition Permit Form	None	15 minutes	Staff Office of the Municipal Engineer
	2.2 Approve Demolition Permit	None	2 minutes	Staff Office of the Municipal Engineer



3. Claim approved Demolition Permit	3. Release approved Demolition Permit	None	5 minutes	Staff Office of the Municipal Engineer
TOTAL:			40 minutes	

Note: Waiting time not included in the process

Demolition Permit is covered under National Building code of the Philippines of PD 1096

4. ISSUANCE OF BUILDING PERMIT

A Building Permit is issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition, or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and its Implementing Rules and Regulations.

- **ALTERATION**– Works in building/ structure involving changes in the materials used, partitioning, location/size of opening, structural parts, existing utilities and equipment but does not increase the building height and / or floor area.
- **ADDITION**-Any new construction which increases the height and / or floor area of existing building/ structures.
- **REPAIR**-Remedial work done on any damaged or deteriorated portion/s of building/ structure to restore to its original condition
- **RENOVATION**-Any physical change made on building/ structures to increase the value, quality, and/ or to improve the aesthetic

Office/Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen/G2B-Government to Business/G2G-Government to Government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Signed & Sealed Detailed Building Plan {Architectural, Structural, Electrical, Mechanical, Sanitary/Plumbing, Electrical, Lot Plan.} (1 set original for reference, 5 sets blue print)</i>	<i>Respective Licensed Professional Practitioner (Architect, Civil Engineer, Mechanical Engineer, Sanitary Engineer, Master Plumber, Geodetic Engineer)</i>
<i>Bill of Materials and Detailed Cost Estimate (1 original, 5 copies)</i>	<i>Respective Licensed Professional Practitioner (Civil Engineer)</i>
<i>Building Construction Specifications, duly signed and sealed (1 original, 4 copies)</i>	<i>Licensed Civil Engineer</i>
<i>Structural design/analysis for 2-storey and above structures (3 sets)</i>	<i>Licensed Civil Engineer/Structural Engineer</i>
<i>Soil Analysis (for 4-storey and above building/structures) (3 sets)</i>	<i>Licensed Civil Engineer/Structural Engineer</i>
<i>Duly accomplished Application Forms</i>	<i>Municipal Engineering Office</i>



<i>(Building, Electrical, Sanitary/Plumbing) (1 original, 5 copies)</i>	
<i>Photocopy of PRC ID and PTR (5 copies, affixing their signature in each copy)</i>	<i>Respective Licensed Professional Practitioner</i>
<i>Construction Logbook (1 pc)</i>	<i>Provided by the applicant, signed by Civil Supervising Engineer/Architect</i>
<i>Barangay Clearance (1 original for reference, 1 copy)</i>	<i>Barangay Hall - where the building/structure is to be constructed</i>
<i>Fire Safety Evaluation Clearance (1 original for reference, 1 copy)</i>	<i>Bureau of Fire Protection-Vinzons</i>
<i>Proof of Ownership of Lot, including real property tax receipt (1 original for reference, 1 copy)</i>	<i>To be provided by the applicant; lot title can be secured from National Land Titles & Registry of Deeds</i>
<i>Consent/Authorization (if applicant is not the lot owner)</i>	<i>To be provided by the applicant/owner</i>
<i>Expanded Envelope, Long (2 pcs)</i>	<i>To be provided by the applicant/owner</i>
<i>Locational Clearance (1 original, 1 copy)</i>	<i>Municipal Planning & Development Office</i>
<i>In case project is along National Road, secure permit from DPWH</i>	<i>Department of Public Works & Highway</i>
<i>In case of additional, alteration, repair and renovation</i> <ul style="list-style-type: none"> <i>• Previous Approved Plan or Permit</i> <i>• New set of Building Plan (1 set original, 5 sets copies)</i> <i>• Certification regarding structural stability of existing foundation (in case of addition)</i> 	<i>Client</i> <i>Respective Licensed Professional Practitioner</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>1. Secure building permit application</i>	<i>1. Provides necessary forms and checklist of requirements</i>	<i>None</i>	<i>5 min</i>	<i>Staff Office of the Municipal Engineer</i>
<i>2. Submits completely filled-up forms and supporting documents</i>	<i>2. Evaluates submitted documents as to completeness and correctness If documents are complete and in order, computes the amount to be paid by client proceed to step 4 If documents are in incomplete, returns to client for completion of requirements</i>	<i>None</i>	<i>1 hour 10 min.</i>	<i>Staff Office of the Municipal Engineer</i>
<i>3. Submits lacking documents/corrected plans for review</i>	<i>3. Reviews corrected plans and checks completeness of documents advise payment of building permit fee</i>	<i>Permit fees are computed based on the following:</i>	<i>30 min.</i>	<i>Staff Office of the Municipal Engineer</i>



4. Pays Building Permit fee	4. Issues Official receipt	<ul style="list-style-type: none"> •Type of Occupancy •Total floor area of the project •Cost of the Project •Height of Building/Structure 	5. min.	Staff MTO
5. Present OR to Building Official	5. Issues Building Permit	None	10 min.	Staff Office of the Municipal Engineer
6. Receives Building Permit			2 Hours	

5. ISSUANCE OF OCCUPANCY PERMIT

A Certificate of Occupancy is required before any building/structure is used or preoccupied. It is secured after the completion of the building/structure, or if there is any change in the existing use or occupancy classification of a building/structure on any portion thereof.

Office/Division:		Municipal Engineering Office		
Classification:		Simple		
Type of Transaction:		G2C-Government to Citizen/G2B-Government to Business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notarized Application for Certificate of Occupancy (1 original, 3 copies)		Owner/Applicant		
Certificate of Completion of building/structure (1 original, 3 copies)		Respective Licensed Professional Practitioner		
Sanitary/Plumbing Certification (1 original, 3 copies)		Respective Licensed Professional Practitioner		
Final Electrical Inspection Certificate (1 original, 3 copies)		Respective Licensed Professional Practitioner		
Fire Safety inspection Certificate		Bureau of Fire Protection-Vinzons		
Logbook duly signed and sealed by supervising civil engineer and/or architect (1 original, containing right contents of construction monitoring)		Supervising Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for Certificate of Occupancy and submits the required documents	1. Evaluated documents as to completeness and correctness. If all requirements have been complied, schedule for inspection.	None	5 min	Staff Office of the Municipal Engineer
	1.1 Conducts site inspection for validation of documents	None	1 hour – 1 day (depending upon	Staff Office of the



	<i>submitted. If all the requirements have been complied, advises payment of fees</i>		<i>the location of the building/ structure</i>	<i>Municipal Engineer</i>
<i>2. Pays required fees presented by the building official</i>	<i>2. Issues official receipt</i>	<i>Permit fees are computed based on the following:</i> <ul style="list-style-type: none"> • <i>T</i> <i>ype of Occupancy</i> • <i>C</i> <i>ost of the Project</i> 	<i>3 min.</i>	<i>Staff MTO</i>
<i>3. Present the Official Receipt to the Building Official</i>	<i>3.Pre pares/Approves Certificate of Occupancy and certificate of Final Inspection</i>	<i>None</i>	<i>5. min.</i>	<i>Staff Office of the Municipal Engineer</i>
<i>4. Receives the Certificate of Occupancy and Certificate of Final Inspection</i>	<i>4. Releases the Certificate of Occupancy and Certificate of Final Inspection. Advised client to post Occupancy permit within three (3) days (for commercial/ industrial establishments only)</i>	<i>None</i>	<i>2 min.</i>	<i>Staff Office of the Municipal Engineer</i>

5. Issuance of Fencing Permit

Permit is required to all fencing structure to be constructed.

Office:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction	G2C-Government to Citizen/G2B-Government to Business			
Who may Avail:	Building Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Lot title (5 Copies photocopy)</i>		<i>National Land Titles and Deed Registration Administration</i>		
<i>Subdivision Plan/Locational Plan Original) Plan/Sketch (5Copies)</i>		<i>Licensed Architect of Civil Engineer (Private)</i>		
<i>Plans & Estimates (5 Copies Original)</i>		<i>Licensed Architect of Civil Engineer (Private)</i>		
<i>Barangay Clearance photocopy (5 Copies)</i>		<i>Barangay hall /Office of the Barangay Captain</i>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>1. Submit filled- up</i>	<i>1. Receive</i>	<i>None</i>	<i>15 minutes</i>	<i>Staff</i>



<i>Fencing Permit Form and requirements</i>	<i>accomplished Fencing Permit Form 1.1 Review & Evaluate documents as to its Completeness. 1.2 Assess & print of Order of Payment</i>			<i>Office of the Municipal Engineer</i>
<i>2. Pay required fees at the Treasurer's Office</i>	<i>2. Issue Official Receipt</i>	<i>Based on the National Building Code of the Philippines of PD 1096</i>	<i>3 minutes</i>	<i>Revenue Collection Clerk Office of the Municipal Treasurer</i>
	<i>2.1 Receive Official Receipt, Logbook entry & prepare Fencing Permit Form 2.2 Approve Fencing permit</i>	<i>None</i>	<i>15 minutes</i>	<i>Staff Office of the Municipal Engineer</i>
		<i>None</i>	<i>2 minutes</i>	
<i>3. Claim approved Fencing Permit</i>	<i>3. Release the approved Fencing Permit</i>	<i>None</i>	<i>5 minutes</i>	<i>Staff Office of the Municipal Engineer</i>
		<i>TOTAL:</i>	<i>40 minutes</i>	

Note: Waiting time not included in the process

Fencing Permit is covered under National Building code of the Philippines of PD 1096