



MUNICIPAL ENGINEERING OFFICE

Frontline Services



Service 1. Processing of Building Permit and Ancillary Permits

No person, firm or corporation, including any agency or instrumentality of the government shall erect, construct, alter, repair move, convert or demolish any building or structure 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 is located or the building work is to be done.

Office or Division:	Municipal Engineering Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Applicant/ Lot Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Building Permit		
<p>A. For Construction, Addition, Alteration and Renovation</p> <p>1. Five(5) sets duly accomplished application form</p> <p>2. Five (5) xerox copy of Certified True Copy of</p> <ul style="list-style-type: none"> • Original Certificate of Title (OCT) • Transfer Certificate of Title (TCT) • Tax Declaration • Current Tax Receipt <p>2. a. In case the applicant is not the registered lot owner (one copy each)</p> <ul style="list-style-type: none"> • Contract of Lease or Deed of Absolute Sale <ul style="list-style-type: none"> - Certified Machine Copy of OCT/TCT - Certified Machine Copy of Tax Declaration - Current Tax Receipt • or Written Consent duly Notarized 	<p>Municipal Engineering Office</p> <p>Owner's Document Owner's Document Assessor's Office Treasurer's Office</p> <p>Owner's Document ROD</p> <p>Treasurer's Office MEO/ Owner</p>	
<p>3. Five (5) sets of Plans (Architectural & Structural) (Duly signed & sealed by an Architect/ Engineer, Professional Electrical Engineer, Master Plumber and signed by the owner)</p> <ul style="list-style-type: none"> • <u>Location Plan</u> should be within half-kilometer radius for Residential Building & 100 Km. for Commercial, Industrial & Institutional at any convenient scale showing prominent landmarks or major thoroughfares for any reference. • Site development and/or location plan at 1:200 m standard or any convenient scale for large-scale development showing position of building in relation to lot. 	<p>Designing Engineer/ Architect</p>	



<p>4. Five (5) sets of Bill of Materials (duly signed & sealed by an Architect/Engineer, Electrical & Master Plumber & conformed by the owner)</p>	<p>Designing Engineer/ Architect</p>
<p>5. Five (5) sets of specification (duly signed & sealed by an Architect/Engineer & conformed by the owner) 6. Five (5) sets of Structural Design Analysis in case of multi-storey building (duly signed & sealed by an Architect/Engineer)</p>	<p>Designing Engineer/ Architect Designing Engineer/ Architect</p>
<p>7. Boring or load test for building 3-storey & higher 8. Previous approved plan or permit in case of addition, alteration & renovation 9. Certification regarding structural stability of existing foundation in case of addition 10. Mayor's Permit for building construction 11. Barangay Clearance</p>	<p>Materials Engineer Owner's Document Structural Engineer Mayor's Office Office of the Barangay Captain</p>
<p>12. Clearances from other government agencies exercising regulatory functions such as: (a) Nueva Valencia Zoning Administrator- for zoning clearance(MPDC) (b) DPWH/PEO-for structures located along National/Provincial Roads (c) Dept. of Education-for educational buildings (d) Action center for Infrastructure Development-for warehouse, hotels, motels, cinema & theater, shopping center (e) Air Transportation Office-for building exceeding 45.0 meters in height</p>	<p>MPDO DPWH</p>



<p>(f) Energy Regulatory Board-for gas stations</p> <p>(g) DENR (E.C.C.)-for construction along coastal area, timberland, rice mill, poultry, ice plant, piggery, coliseum, resorts, funeral homes, high rise building/structures, commercial/industrial establishments & other related establishments</p> <p>(h) DOLE-for industrial establishments (MOA dated May 21, 1997)</p>	<p>DENR</p> <p>DOLE</p>
<p>13. Logbook</p> <p>14. Fire Department Clearance</p>	<p>Designing Engineer</p> <p>BFP</p>
<p>B. Renewal</p> <ol style="list-style-type: none"> 1. Duly accomplished Building & Plumbing application forms 2. Xerox copies of previous approved plan & pertinent document <p>C. For construction of Public/Private Building establishment for Public Use (see the Municipal Engineering Office</p>	<p>MEO</p> <p>Owner's Document MEO</p>
<p>II. Sanitary/Plumbing Permit</p>	
<ol style="list-style-type: none"> 1. Duly accomplished application form 2. For installation of 3 units up to 20 units- isometric lay-out duly signed & sealed by a Master Plumber 3. For installation of 2 units up to 20 units- isometric lay-out, design analysis, technical report & specifications duly signed & sealed by a Sanitary Engineer 	<p>MEO</p> <p>Designing Engineer</p> <p>Designing Engineer</p>
<p>III. Repair Permit</p>	
<ol style="list-style-type: none"> 1. Duly accomplished application form, sketch & location and the backside thereof 2. Xerox of Real Estate Tax receipt for Land Improvement 3. Duly signed & sealed application form by an Architect/Engineer for repair works involving structural parts 4. Certification from a competent Structural Engineer regarding structural stability for the building three-storey & higher Previous permit number of the subject building 	<p>MEO</p> <p>Treasurer's Office</p> <p>Structural Engineer</p> <p>Structural Engineer</p>
<p>IV. Demolition Permit</p>	
<ol style="list-style-type: none"> 1. Duly accomplished application form with sketch & location at the backside thereof 	



<ol style="list-style-type: none"> 2. Xerox of latest Real Estate Tax Receipt for Land Improvement 3. Certification from the Engineer-in-Charge of demolition works stating that the same still not structurally affect the remaining adjacent structure 	<p>Designing Engineer</p>
<p>V. Sidewalk/Signboard</p>	
<ol style="list-style-type: none"> A. Sidewalk (enclosure, repair & scaffolding) <ol style="list-style-type: none"> 1. Duly accomplished application form with sketch & location at the backside thereof 2. Xerox copy of previous permit of the aforementioned permits in case of renewal B. Signboard <ol style="list-style-type: none"> 1. Duly accomplished application form with sketch & location at the backside thereof 2. For sign exceeding 4.00 sq. m. of signboard area <ol style="list-style-type: none"> a. Five (5) sets of plans duly signed & sealed by an Architect/Engineer b. Structural Design computation duly signed & sealed by an Architect/Engineer 3. Contract of Lease in case the applicant is not the building or lot owner 4. Clearances from other agencies concerned if required 5. Xerox copy of latest Municipal License for cinema billboards 6. Xerox copy of previous permit (for renewal) 	<p>MEO MEO</p> <p>Designing Engineer</p> <p>Structural Engineer</p> <p>Owner</p> <p>Owner</p>
<p>CONTENTS OF WORKING PLANS</p>	
<p>A. PERMANENT STRUCTURE</p> <p>Page 1-Perspective View, Vicinity Map & Site Development Plan (5 copies-blue print)</p> <p>Page 2-Floor Plan, Four (4) Elevations, Longitudinal & Cross-Sections, Foundation Plan, Detail of Column Footing, Wall Footing, Columns & Beams (5 copies-blue print)</p> <p>Page 3-Roof Framing Plan, Detail of Trusses, Detail & Schedule of Doors & Windows, Ceiling Plan (5 copies-blue print)</p> <p>Page 4-Plumbing & Sanitary Plan with specifications (5 copies-blue print)</p> <p>Page 5-Electrical Plan with specifications (5 copies-blue print)</p>	<p>Designing Engineer</p>



<p>B. SEMI-PERMANENT STRUCTURE Page 1-Perspective View, Floor Plan, Vicinity Map, Site Development Plan & Four (4) elevations Page 4-Plumbing & Sanitary Plan with specifications Page-5 Electrical Plan with specifications</p>	<p>Designing Engineer</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and forms for the application of Building and Ancillary permits.	Provide forms and explain checklist of requirements		5 minutes	Utility Worker/ Building Official Municipal Engineering Office
2. Submit all required documents	Check/ verify documents if all forms are completely filled up and with affix signatures		10 minutes	Utility Worker/ Municipal Engineering Office
3.	Prepare endorsement letter attached with plan, bill of materials, specifications and structural design analysis (two- storey or higher) to the BFP for review and evaluation as to Fire Safety requirements of the Fire Code of the Phil. (RA 9514- New Fire Code of the Philippines of 2008) Forward endorsement letter to ME/ BO for signature.		5 minutes	Utility Worker/ Municipal Engineer/ Building Official Municipal Engineering Office
4. Submit endorsement letter from MEO to the BFP for review and evaluation as to Fire Safety requirements of the Fire Code of the Phil. (RA 9514- New Fire Code of the Philippines of 2008)	Release endorsement letter		1 minute	Utility Worker/ Municipal Engineering Office



5.	Record in logbook and affix assigned application number of building and ancillary permit. Assess fees to be paid by the client.		15 minutes	Utility Worker/ Municipal Engineering Office
6. Wait for the review and approval of the BFP. Upon approval submit Fire Safety Evaluation Clearance to MEO and pay Building Permit fees to MTO.	Check FSEC submitted and advise client to pay corresponding fees stated in order of payment at MTO	As stated in the order of payment	5 days and 2 minutes	Utility Worker/ Municipal Engineering Office
7. Present OR to MEO for approval of documents.	Check OR record in logbook & affix assigned approved number of building & Ancillary permit. Forward all documents for approval of ME/ BO.		10 minutes	Utility Worker/ Municipal Engineer/ Building Official Municipal Engineering Office
8. Receive owner's copy of documents	Segregate and release documents. Inform client to post building permit number, and Ancillary Permits in a board in front of construction site.		2 minutes	Utility Worker/ Municipal Engineering Office
END OF TRANSACTION	TOTAL		5 days, 50 minutes	



Service 2. Issuance of Occupancy Permit

No building or structure shall be used or occupied & no change is the existing used or occupy classification of a building or structure or portion shall be made until the building official has issued a certificate of occupancy.

Office or Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Residents/ Non- residents wanted to construct any type of structural in this Municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Approved Building Permit & Ancillary Permits (3 photo copies)	Owner's Document
2. Approved Plumbing Permit (3 photo copies)	Owner's Document
3. Approved Electrical Permit (3 photo copies)	Owner's Document
4. Fire Safety Inspection Certification for Building Evaluation (3 photo copies)	Bureau of Fire Protection
5. Certificate of Completion (1 set)	Municipal Engineering Office
6. Logbook	
7. Fire Safety Occupancy Certificate (Original Copy)	Bureau of Fire Protection
8. 2 copies Pictures (front, rear, left side and right side views of the building)	Owner's Document
9. Job Order	GUIMELCO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements and Certificate of Completion form	Provide form and explain checklist of requirements		2 minutes	Utility Worker/ Municipal Engineering Office
2. Forward all required documents	Check documents if all forms are completely filled up and with affixed signatures. Prepare order of payment.		5 minutes	Utility Worker/ Municipal Engineer/ Building Official Municipal Engineering Office



3. Pay corresponding fees at MTO	Provide client order of payment for occupancy fee.	PD 1096	3 minutes	Utility Worker/ Municipal Engineering Office
4. Present OR.	Record OR No. and date issued. Prepare endorsement letter to BFP. Forward endorsement letter for signature of ME/ BO		5 minutes	Utility Worker/ Municipal Engineer/ Building Official Municipal Engineering Office
5. Forward the endorsement letter to Bureau of Protection (BFP) .Wait for the review and approval of the BFP.	Release endorsement letter to client		5 minutes	Utility Worker/ Municipal Engineering Office
6. Submit Fire Safety Installation Clearance and Fire safety inspection Certificate to MEO and wait for the approval of the Zoning Administrator and the Municipal Building Official	Prepare and assign use/ occupancy permit number.		5 days and 10 minutes	Utility Worker/ Municipal Engineering Office
7.	Forward occupancy permit for signature of Zoning Administrator.		3 minutes	Utility Worker/ Municipal Engineering Office & Zoning Administrator
8.	Forward occupancy permit for signature of ME/ BO		2 minutes	Utility Worker/ Municipal Engineer/ Building Official Municipal Engineering Office



9. Receive occupancy permit.	Segregate and release occupancy permit. Advise client to post use/ occupancy permit		3 minutes	Utility Worker/ Municipal Engineering Office
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-END OF TRANSACTION-



Service 3. Issuance of Electrical Permit (Residential Building made of Light Materials)

Traditional indigenous family dwelling intended for the used 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 are exempted from the building permit fee only. They have to apply for electrification of the structure.

Office or Division:	Municipal Engineering Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Applicant/ Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Barangay Clearance (3 copies)		Office of the Barangay Captain
2. Job Order (3 copies original)		GUIMELCO
3. Sketch Plan (3 copies original)		
4. Land Ownership Requirement		
a. Xerox copy of Certificate of Title (3 copies)		Owners' Document
b. Xerox copy of Tax Declaration (3 copies)		Assessor's Office
c. Consent of Lot Owner duly notarized if the applicant is not the registered owner (3 copies)		Office of the Municipal Engineer
d. Lot Plan		Assessor's Office
5. Mayor's Permit (3 copies original)		Office of the Mayor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request list of requirements	Explain requirements needed. Provide consent form if the applicant is not the registered owner.		2 minutes	Utility Worker Municipal Engineering Office
2. Forward all required documents	Check documents submitted if all data needed is completely filled-up & with affix signature.		5 minutes	Utility Worker Municipal Engineering Office
3.	Conduct site inspection & verification		½ day	Utility Worker Municipal Engineering Office
4. Forward documents & pay corresponding fees at MTO. Secure Mayor's Permit.	Provide Clients with the documents submitted and advise to pay corresponding fees at the MTO & secure Mayor's Permit	As provided under P.D. 1096	5 minutes	Utility Worker Municipal Engineering Office
5. Present OR, Mayor's Permit & supporting documents	Prepare, check OR & Mayor's Permit issued. Record in logbook, assigned Electrical Permit number & date applied and forward documents for approval of ME/ BO		5 minutes	Utility Worker/ Municipal Engineer/ Building Official Municipal Engineering Office
6. Receive Owner's Copy	Segregate/ release documents. Advise client to proceed to BFP/ GUIMELCO.		2 minutes	Utility Worker Municipal Engineering Office

-END OF TRANSACTION-