

Office of the Municipal Engineer

CITIZEN'S CHARTER

OFFICE OF THE MUNICIPAL ENGINEER

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Municipal Engineer
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FRONTLINE SERVICES

- A. *Issuance of Building Permit*
- B. *Issuance of Occupancy Permit*
- C. *Issuance of Certificate of Final Inspection*
- D. *Issuance of Fencing Permit*
- E. *Issuance of Demolition Permit*
- F. *Issuance of Excavation Permit*
- G. *Annual Inspection*
- H. *Municipal and Barangay Infrastructure Project*

A. Issuance of Building Permit

A building permit is required prior to construction, alteration, major repair, 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 or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

REQUIREMENTS:

- a. *Working Drawings (5 sets) signed by: Civil Engineer or Architect, Electrical Engineer & Sanitary Engineer*
- b. *Bill of Materials/Cost Estimate (5 sets)*
- c. *Specifications (5 sets)*
- d. *Structural Analysis (for 2 storey buildings and above)*
- e. *Affidavit of Consent (if the applicant is not the lot owner)*
- f. *Certified True Copy of Tax Declaration (3 copies)*
- g. *Latest Tax Receipt (3 copies)*
- h. *Long folder*

FEE/S: See Schedule of Fees

Steps or Process		Duration/Processing Time	Staff-in -Charge
Client	Service Provider		
Secure application form: a. Building Permit b. Sanitary Permit c. Electrical Permit	Give list of requirements and advise client of the steps/procedures to be followed	5 minutes	Engr. Jefferson G. Abenes
Submit duly accomplished application form and requirements	Assess the application and supporting documents Compute the corresponding fee and issue order of payment	25 minutes	Engr. Jefferson G. Abenes
Pay the Building Permit Fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Photocopy the official receipt and submit to the Office of the Building Official	Compile Photocopied Official Receipt to the Applicants File	5 minutes	Engr. Jefferson G. Abenes
Submit Transmittals to the following Office concerned	Prepare Transmittals to the following Office concerned; Bureau of Fire for Fire Safety Municipal Planning and Development Office for the Zoning Prepare the document to be signed by the OBO	15 minutes	Engr. Jefferson G. Abenes Engr. Ricarte G. Tadeja
Return receiving copy of transmittals to the Office of the Building Official	Compile receiving copy of transmittals to the Applicants File	5 minutes	Engr. Jefferson G. Abenes
	Processing of Building Permit	15 days	Engr. Jefferson G. Abenes Engr. Ricarte G. Tadeja
Return to the Office of the Building Official after the Processing of Building Permit	Log and issue the Building Permit to the client	5 minutes	Engr. Jefferson G. Abenes

B. Issuance of Occupancy Permit

An occupancy permit is required before any building or structure is used or occupied or if there is any change in the existing use or occupancy classification of a building or any portion thereof. The permit is usually secured after the completion of a structure.

REQUIREMENTS:

- a. Certificate of Completion
- b. Construction Log book, as built plans and specifications
- c. Building inspection sheet
- d. Original Building Permit

FEE/S: See Schedule of Fees

Steps or Process		Duration/Processing Time	Staff-in -Charge
Client	Service Provider		
Secure application form	Give list of requirements and advise client of the steps/procedures to be followed	5 minutes	Engr. Jefferson G. Abenes Ronald Tirso Orpilla
Submit duly accomplished application form and requirements	Verify the documents submitted	10 minutes	Engr. Jefferson G. Abenes Ronald Tirso Orpilla
	Compute the corresponding fee and issue order of payment	10 minutes	Engr. Jefferson G. Abenes Ronald Tirso Orpilla
Pay the Occupancy Permit Fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Photocopy the official receipt and submit to the Office of the Building Official	Compile Photocopied Official Receipt to the Applicants File	5 minutes	Engr. Jefferson G. Abenes Ronald Tirso Orpilla

			Alternate
Submit Transmittal Letter to the Bureau of Fire Protection	Issue notification letter to the Bureau of Fire Protection to conduct Final Fire Safety Inspection	5 minutes	Engr. Jefferson G. Abenes Engr. Ricarte G. Tadeja Ronald Tirso Orpilla
	Verify and Conduct Building Inspection	3 hours	Engr. Ricarte G. Tadeja Engr. Jefferson G. Abenes Engr. Cesar C. Dumpit Ronald Tirso Orpilla
	Processing of Occupancy Permit	1 day	Engr. Jefferson G. Abenes Engr. Ricarte G. Tadeja Ronald Tirso Orpilla
Return to the Office of the Building Official after the Processing of Building Permit	Log and issue the Occupancy Permit to the client	5 minutes	Engr. Jefferson G. Abenes Ronald Tirso Orpilla

C. Issuance of Certificate of Final Inspection

REQUIREMENTS:

- a. Certificate of Final Electrical Inspection (CFEI) Form
- b. Tax Declaration (photocopy)
- c. Affidavit of Consent (*if the applicant/proponent is not the lot owner*)
- d. Original Building Permit

FEE/S:

Commercial/Institutional - Php 146.00

Residential - Php 80.00

Steps or Process		Duration/Processing Time	Staff-in -Charge
Client	Service Provider		
Secure requirements	Verify the documents submitted and issue order of payment	5 minutes	Engr. Cesar C. Dumpit

Pay corresponding fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Photocopy the official receipt and submit to the Office of the Building Official	Compile Photocopied Official Receipt to the Applicants File Sketch the location of the inspection	10 minutes	Engr. Cesar C. Dumpit Engr. Cesar C. Dumpit
	Electrical Inspection	15 minutes / applicant	Engr. Cesar C. Dumpit Wilfredo Madayag
	Approval of Certificate of Final Electrical Inspection (CFEI)	10 minutes	Engr. Cesar C. Dumpit Engr. Ricarte G. Tadeja
Return to the Office of the Building Official after the Electrical Inspection	Issue the certificate to the client	5 minutes	Engr. Cesar C. Dumpit

D. Issuance of Fencing Permit

REQUIREMENTS:

- a. Working Drawings **(5 sets) to be signed by Civil Engineer/Architect**
- b. Bill of Materials/Cost Estimate **(5 sets)**
- c. Specifications **(5 sets)**
- d. Affidavit of Consent **(if the applicant/proponent is not the lot owner)**
- e. CTC of Tax Declaration **(3 copies)**
- f. Latest Tax Receipt **(3 copies)**
- g. Lot Plan
- h. Long Folder

FEE/S: See Schedule of Fees

Steps or Process		Duration/Processing Time	Staff-in -Charge
Client	Service Provider		
Secure application form	Give list of requirements and advise client of the steps/procedures to be followed	<i>5 minutes</i>	Engr. Jefferson G. Abenes Gerry Balancio Alternate
Submit duly accomplished application form and requirements	Verify the documents submitted	<i>10 minutes</i>	Engr. Jefferson G. Abenes Gerry Balancio Alternate
	Compute the corresponding fee and issue order of payment	<i>10 minutes</i>	Engr. Jefferson G. Abenes Gerry Balancio Alternate Gerry Balancio Alternate
Pay the Fencing Permit Fee at the Municipal Treasury Office	Issue official receipt	<i>5 minutes</i>	Treasury Personnel
Photocopy the official receipt and submit to the Office of the Building Official	Compile Photocopied Official Receipt to the Applicants File	<i>5 minutes</i>	Engr. Jefferson G. Abenes Gerry Balancio Alternate
	Verify and Conduct Building Inspection	<i>1 hour</i>	Engr. Ricarte G. Tadeja Engr. Jefferson G. Abenes Gerry B Balancio

	Processing of Fencing Permit	2 days	Engr. Jefferson G. Abenes Engr. Ricarte G. Tadeja Gerry Balancio
Return to the Office of the Building Official after the Processing of Building Permit	Log and issue the Fencing Permit to the client	5 minutes	Engr. Jefferson G. Abenes Gerry Balancio Alternate

E. Issuance of Demolition Permit

REQUIREMENTS: Application Letter

FEE/S: See Schedule of Fees

Steps or Process		Duration/ Processing Time	Staff-in -Charge
Client	Service Provider		
Secure application letter	Interview applicant	5 minutes	Engr. Jefferson G. Abenes
	Conduct Inspection	1 hour	Engr. Ricarte G. Tadeja Engr. Jefferson G. Abenes Gerry B Balancio
	Compute the corresponding fee and issue order of payment	10 minutes	Engr. Jefferson G. Abenes
Pay the Fencing Permit Fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Photocopy the official receipt and submit to the	Compile Photocopied Official Receipt to the Applicants File	5 minutes	Engr. Jefferson G.

Office of the Building Official			Abenes
	Processing of Demolition Permit	15 minutes	Engr. Jefferson G. Abenes Engr. Ricarte G. Tadeja
Return to the Office of the Building Official after the Processing of Building Permit	Log and issue the Demolition Permit to the client	5 minutes	Engr. Jefferson G. Abenes

F. Issuance of Excavation Permit

REQUIREMENTS: *Application Letter*

FEE/S:

A. For crossing streets with concrete pavement

1. For crossing concrete pavement (up to 12 sq.m.)..... **Php 2,000.00**

2. For crossing across base of streets with concrete pavement, per linear meter long (boring method)..... **Php 1,500.00**

B. For crossing streets with asphalt pavement

1. Minimum fee..... **Php 1,000.00**

2. Additional fee for each linear meter crossing streets (minimum width of excavation, 0.30 m)..... **Php 50.00**

C. For crossing streets with gravel pavement

1. Minimum fee..... **Php 1,000.00**

2. Additional fee for each linear meter crossing streets (minimum width of excavation, 0.30 m)..... **Php 50.00**

D. For crossing existing curbs and gutters resulting in the damage..... **Php 1,000.00**

E. Additional fee for every one week of delay in excess of the excavation period provided in the permit..... **Php 100.00**

Steps or Process		Duration/ Processing Time	Staff-in -Charge
Client	Service Provider		
Secure application letter	Interview applicant	5 minutes	Engr. Jefferson G. Abenes
	Conduct Inspection	1 hour	Engr. Ricarte G. Tadeja Engr. Jefferson G. Abenes

			Gerry B Balancio
	Compute the corresponding fee and issue order of payment	10 minutes	Engr. Jefferson G. Abenes
Pay the Fencing Permit Fee at the Municipal Treasury Office	Issue official receipt	5 minutes	Treasury Personnel
Photocopy the official receipt and submit to the Office of the Building Official	Compile Photocopied Official Receipt to the Applicants File	5 minutes	Engr. Jefferson G. Abenes
	Processing of Excavation Permit	15 minutes	Engr. Jefferson G. Abenes Engr. Ricarte G. Tadeja
Return to the Office of the Building Official after the Processing of Building Permit	Log and issue the Excavation Permit to the client	5 minutes	Engr. Jefferson G. Abenes

G. Annual Inspection

REQUIREMENTS: *Business Permit Application Form*

FEE/S: *See Schedule of Fees*

Steps or Process		Duration/ Processing Time	Staff-in -Charge
Client	Service Provider		
Secure Business Permit Application Form	Interview applicant	5 minutes	Engr. Cesar C. Dumpit Wilfredo Madayag Marie Mayo Anamarie Lacs Alternate
	Conduct Inpection	30 minutes	Engr. Cesar C. Dumpit

			Wilfredo Madayag
	Compute the corresponding fee and issue order of payment	<i>15 minutes</i>	Engr. Cesar C. Dumpit
Pay the Annual Inspection Fee at the Municipal Treasury Office	Issue official receipt	<i>5 minutes</i>	Treasury Personnel
Photocopy the official receipt and submit to the Office of the Building Official	Compile Photocopied Official Receipt to the Applicants File	<i>5 minutes</i>	Engr. Cesar C. Dumpit Marie Mayo Anamarie Lacsa Alternate
	Approval of Business Permit Application	<i>10 minutes</i>	Engr. Ricarte G. Tadeja
Return to the Office of the Building Official for the Business Permit Application (Releasing of Business Permit Application the following day)	Log and issue the Business Permit Application to the client	<i>5 minutes</i>	Engr. Cesar C. Dumpit Marie Mayo Anamarie Lacsa Alternate

H. Municipal and Barangay Infrastructure Project

REQUIREMENTS: Request Letter

Steps or Process		Duration/ Processing Time	Staff-in -Charge
Client	Service Provider		
Present Request Letter	Log Request Letter and queue the applicant for Interview with the Municipal Engineer	5 minutes	Corazon J. Ramoran Marie Mayo Anamarie Lacsas Alternate
	Conduct Inspection	2 hours	Engr. Ricarte G. Tadeja Engr. Jefferson G. Abenes Engr. Cesar C. Dumpit Ronald Tirso P. Orpilla Gerry B Balancio
	Estimate for the Project Proposal Drafts Working Drawing (ABC of Projects amounting to Php 100,000.00)	4 hours	Engr. Ricarte G. Tadeja Engr. Jefferson G. Abenes Engr. Cesar C. Dumpit Ronald Tirso P. Orpilla Gerry B Balancio
	Evaluation of Project Proposal	15 minutes	Engr. Ricarte G. Tadeja
Approval of Project Proposal		5 minutes	Municipal Mayor/ Barangay Captain