

**OFFICE OF THE MUNICIPAL ENGINEERING  
OFFICER**

## 1. SECURING A BUILDING PERMIT

Building Permit is required prior to construction, erection, alteration, major repair, renovation or conversion of any building/structure.

<b>Office of Division:</b>	Municipal Engineering Office (Building Official)			
<b>Classification:</b>	Simple; Technical			
<b>Type of Transaction</b>	G2G-Government to Government; G2C- Government to Citizen			
<b>Who may Avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Forms		Office of the Building Official		
Title of Property (TCT) Certified Xerox		Office of the Registry of Deeds		
Tax Declaration and Certificate of Real Property Tax		Municipal Treasurer's Office and Municipal Assessors office		
Zoning Clearance		Municipal Planning Office		
Barangay Construction Permit		Office of the Barangay Council		
Fire and Safety Clearance		Bureau of Fire Protection Office		
Certificate of Const. Safety and Health Program		Dept. of Labor and Employment (DOLE)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present/Submit the following: a. Application Form (duly signed and sealed Building, Sanitary, Plumbing, electrical, Mechanical, Architectural Forms)	1. Verifies the validity, authenticity of the PRC Identification Card, signatures and prepare endorsement letter to Bureau of Fire and Safety Protection Office (BFP)	None	6 minutes	Engr. Fiel L. Montallana

<ul style="list-style-type: none"> <li>b. Lot Plan with Certification of geodetic engineer</li> <li>c. Site Development Plan</li> <li>d. Building Plans</li> <li>e. Bill of Materials</li> <li>f. Specifications</li> <li>g. Title of Property (TCT)-Certified Xerox by the Register of Deeds</li> <li>h. Latest Tax Declaration and Certificate of Real Property Tax</li> </ul>	<p>2. Evaluation and Assessment are done by the following:</p> <ul style="list-style-type: none"> <li>Civil Engineer- Line and grade, structural plans and related documents</li> <li>a. Architect-architectural plans and related documents</li> <li>b. Sanitary Engineer/Master Plumber-plumbing/sanitar</li> </ul>	<p>It depends on Floor Area of the Building, Electrical, Mechanical, Electronics and Plumbing Installation of the building</p>	<p>1-day</p>	<p>Ar. Alan M. Luzuriaga</p> <p>Engr. Merphie M. Asaytuno</p>
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<ul style="list-style-type: none"> <li>Payments, Latest Tax Receipt</li> <li>i. Structural Design Computation</li> <li>j. Plate Load Test Analysis for 3storey with attic, mezzanine/roof deck/penthouse</li> <li>k. Soil boring test result for 4-storeys and above or 3storeys and above with attic/mezzanine/ro of deck/penthouse</li> <li>l. Clearance from other government existing agencies regulatory functions.</li> </ul>	<ul style="list-style-type: none"> <li>y plans and related documents</li> <li>c. Mechanical Engineer-mechanical plans and related documents</li> <li>d. Electrical Engineer-electrical plans and related documents</li> <li>e. Line and Grade verification. to establish and determine setbacks.</li> </ul>			<p>Ms. Salvacion M. Alamares</p> <p>Ar. Angelo Lindio</p>
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	<p>3. Inquire about the results of evaluation and assessments after a day. If no deficiencies, proceed to step 10</p> <p>a. If all requirements are complied with and in order, an order of payment is issued</p> <p>b. Proceed to the Mun. Treasurer's Office and pay the required fees and wait for the Official Receipt (OR)</p> <p>c. Go back to the Mun. Engineering Office and submit your OR</p> <p>d. Technical Staff process the plans and</p>		3 minutes	
	<p>e. Building Official approves the building permit</p> <p>f. The building permit is issued and/or released</p>		1DAY, 9 MINUTES	
	Total			
<b>End of transaction</b>				

## 2. SECURING OCCUPANCY PERMIT

This Certificate of Use/Occupancy is issued /granted pursuant to Section 309 of the National Building Code (PD 1096) It is required after the completion of the structure. It is also required if there are changes in the existing use or occupancy of a building, structure or portion thereof (As-built plan if there is a revision)

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<b>Who may Avail</b>	<b>All</b>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
One(1) set of Approved Building Permit Plans	From the Owner/Applicant
Certificate of Completion duly notarized	From the Owner/applicant
Logbook of Building construction sign and sealed by the Architect or Civil Engineer	From the Owner/applicant
Application for Certificate of Occupancy	From the Owner/applicant
Fire Safety Evaluation Clearance	Bureau of Fire and Protection Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present/Submit the following: a. Approved Building Permit Plans b. Certificate of Completion duly notarized c. Logbook of building	1. The staff in-charge reviews/evaluates the validity, authenticity of the PRC IDs presented who signed and sealed in the forms and the construction entries in the logbook and ask a sketch plan location of the exact site/address	None	10 minute	Engr. Fiel L. Montallana Municipal Engineer

construction and sealed by the Architect or Civil Engineer	for scheduled inspection of the group			
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<p>d. Application for Certificate of Occupancy</p>	<p>2. Building inspector/staff conduct actual inspection of the completed building or structure and check if it is in accordance with the approved plans and specifications. (to be scheduled)</p> <p>2.2 Preparation of inspection report (if there are no deviations/violations). If there are deviations, applicant will be given a list that needs some corrections or required documents. Submit as-built plans.</p> <p>2.2 Submit corrected documents and asked inspector if submitted documents are in order</p>	<p>none</p>	<p>1-2 days</p>	<p>Ar. Alan M. Luzuriaga Acting Building Official</p> <p>Engr. Merphie M. Asaytuno OBO-Electrical</p> <p>Ms. Salvacion M. Alamares OBO-Records &amp; Management</p>
	<p>3. Staff-in-charge prepares an Order of Payment containing an assessment of fees to be paid</p> <p>3.1 Proceed to the MTO and pay the required fees</p> <p>3.2 Submit Official Receipt to the staff-</p>	<p>It depends on the total cost of the building</p>	<p>10 minutes</p>	<p>Ar. Angelo Lindio OBO-Plumbing</p>

	<p>in-charge who then prepares the Certificate and processes the documents for final approval of the Building Official</p> <p>3.3 Staff-in-charge endorse said documents to the Bureau of fire Protection (BFP)</p>			
Submit Certificate of Completion Clearance from Bureau of Fire Protection (BFP)	4. Prepare the Occupancy Permit for final approval of the Building Official and release to the applicant	none	10 minutes	
	Total		<b>1-2 DAYS, 30 MINUTES</b>	
<b>End of transaction</b>				

### 3. SECURING OTHER PERMITS

The Municipal Engineering Office (MEO) issue other permits required before the renovation, construction or demolition of any structure.

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<b>Who may Avail</b>	<b>All</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Electrical Permit Form	Municipal Engineering Office	
Sanitary/Plumbing Permit Form	Municipal Engineering Office	
Fencing Permit Form	Municipal Engineering Office	
Demolition Permit Form	Municipal Engineering Office	
Excavation and Ground Preparation Permit Form	Municipal Engineering Office	
Sign Permit Forms	Municipal Engineering Office	
Wiring Permit Form	Albay Power Electric Co. (APEC)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>Submit the requirements applicable for the permit applying for:</b></p> <p><b>TYPES OF PERMITS</b>            Electrical Permit            Requirements:</p> <ul style="list-style-type: none"> <li>a. Electrical Permit Application Form signed by a professional Electrical Engineer</li> <li>b. Electrical Plans</li> <li>c. Electrical Specifications</li> <li>d. Electrical Analysis</li> <li>e. Bill of Materials and Cost Estimates</li> <li>1. Sanitary/Plumbing Permit                Requirements:               <ul style="list-style-type: none"> <li>a. Sanitary/Plumbing Permit Application Form signed by a Sanitary or Master Plumber</li> <li>b. Sanitary/Plumbing</li> </ul> </li> </ul>	<p>The staff incharge reviews/evaluates the validity, authenticity of the PRC IDs presented who signed and sealed in the permit forms applying.</p>	<p>None</p>	<p>3 minute</p>	<p>Engr. Fiel L. Montallana</p>
	<p>The technical staff evaluates and assesses the plans and documents submitted if the requirements have been complied with like building code, referral codes, laws and ordinances</p>	<p>none</p>	<p>12 minute</p>	<p>Ar. Alan M. Luzuriaga</p> <p>Engr. Merphie M. Asaytuno</p>



<ul style="list-style-type: none"> <li>Plan</li> <li>c. Sanitary/Plumbing Specifications</li> <li>d. Sanitary/Plumbing analysis</li> <li>e. Bill of Materials and Cost Estimates</li> <li>2. Fencing Permit Requirements: <ul style="list-style-type: none"> <li>a. Fencing Permit Application Form</li> <li>b. Fencing Plan</li> <li>c. Bill of Materials and Cost Estimates</li> <li>d. Lot Plan with Certification of a Geodetic Engineer that the</li> </ul> </li> </ul>	<p>If the documents are in order, the applicant is instructed to pay the required fees. Proceed to the MTO and pay the required fees and an Official Receipt will be issued Submit the Official Receipt to the MEO Staff The staff-incharge processes the plan and documents for</p>	<p>It depends on the total cost of the building</p>	<p>15 minutes</p>	<p>Ms. Salvacion M. Alamares</p> <p>Ar. Angelo Lindio</p> <p>Martin M. Anaban</p>
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<p>proposed fence will not encroach on adjoining properties</p> <p>e. Transfer Certificate of Title (CTC)-Certified Xerox by the Register of Deeds</p> <p>f. Deed of Sale/Lease Contract/Contract to Sell (if TCT is not in the name of the owner/applicant)</p> <p>g. Updated Real Property Tax Declaration - Xerox by the Mun. Assessor.</p> <p>h. Certificate of Real Property Tax-Xerox</p> <p>3. Demolition Permit Requirements</p> <p>a. Demolition Permit Form</p> <p>b. Sketch plan or area to be demolished</p> <p>c. Certificate of Real Property Tax Payment</p> <p>d. Certificate Transfer Title</p> <p>4. Excavation and Ground Preparation Permit Requirements:</p> <p>a. Accomplished Permit Form</p> <p>b. For DAWD/Prime Water connection purposes, present accomplished DAWD application Form. Apply for</p>	<p>the final approval of the building official</p> <p>The Building Official / Municipal Engineer approves the Permit and releases it to the applicant</p>			
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<p>Excavation Permit with MEO</p> <p><b>5. Sign Permit Requirements:</b></p> <ul style="list-style-type: none"> <li>a. Sign Permit Form</li> <li>b. Building Permit Form whenever there is a concrete/steel structure</li> <li>c. Structural Analysis</li> <li>d. Zoning Clearance</li> <li>e. Permit Form (DPWH Form 96001-E) whenever there is an electrical connection</li> <li>f. Clearance on high tension wires</li> <li>f. Sketch Plan of Signage/s to be installed</li> <li>g. Location/vicinity plan</li> <li>h. DPWH Clearance (for national roads/highways)</li> </ul> <p><b>6. Wiring Permit Requirements:</b></p> <ul style="list-style-type: none"> <li>a. Permit for Temporary/Final Connection signed by a Professional Electrical Engineer</li> </ul> <p>Electrical/Sketch Plan</p>				
	Total		<b>30 MINUTES</b>	
<b>End of transaction</b>				

**4. OTHER FRONTLINE SERVICES**

<b>Office of Division:</b>	<b>Municipal engineering Office ( Building Official)</b>
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<b>Type of Transaction</b>		<b>G2G-Government to Government; G2C Government to Citizen</b>		
<b>Who may Avail</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Resolution stating the project		Barangay Council Office		
List of INFRA Project		Municipal Planning Office		
Business Permit Application		Business & License Permit Office		
Wiring Permit Form		Municipal Engineering Office/APEC Office(IIEE)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>For Barangay Level:</b> Submit Barangay resolution stating the name of project and project cost - <b>For LGU Projects:</b> Submit list of Infra projects - project cost - charge to if: 20% or GF	<u><b>CONSTRUCTION SECTION</b></u> Conduct Site inspection and prepares plans & program of work for: - FLOOD CONTROL & WATER SYSTEM - ROADS & BRIDGES - VERTICAL CONST. /BUILDING - Drafting Section	None	14 days  20 days 30 days 15 days	Engr, Fiel Montallana Ar. Angelo Lindio Mr. Noel Mayores Ar. Romeo Azores Mr. Jamer Polvorido
	<u><b>MAINTENANCE SECTION</b></u> Repairs/clean concrete drainage, manhole and earth canal - Removed construction debris	None	Daily (External service)	Glennjoy Mirandilla and the MEO Laborers (Canal Boys)
Submit documents for compliance	<u><b>ADMINISTRATIVE SECTION</b></u> -Receives, Issues, Prepare & Records communication - File and Bookbinds documents	None	5 minutes	Rose Manjares  MEO Staff
	<u><b>MOTORPOOL SECTION</b></u> Delivers requested government vehicles and heavy equipment	None	(external services)	Rogelio Boarao Tomas Lotivio, Jr. Moises M. Miabuna

<p>Submit duly accomplished Business permit application</p> <p>Submit Permit for Temporary Connection Form signed and sealed by Professional Electrical Engineer PEE with sketch plan of electrical installation</p>	<p><b><u>ELECTRICAL SECTION</u></b></p> <p><b>1. Issue/process Annual Business Permit</b> (Electrical clearance)</p> <p>a. New ( to conduct site inspection)</p> <p>b. Renewal</p> <p>2. Issue Wiring Permit (Permit for Temporary Connection)</p> <p>3. <b>Maintenance of Streetlights and Parks &amp; Monuments</b> - monitor of streetlights and inspection of defective bulbs for repair/replacement and proper maintenance and switching on-off of streetlight in poblacion area - maintains the proper upkeep of lighting and other related electrical matter especially during dated activities/occasions at Daraga Covered Court</p>	<p>It depends on Electrical Load and installation</p> <p>Res.- P 286.00</p> <p>Comm.P358.00</p> <p>none</p>	<p>2-3 days 5 minutes</p> <p>10 minutes</p> <p>External services</p>	<p>Ar. Alan Luzuriaga</p> <p>Ms. Rose manjares</p> <p>Engr. Merphie Asaytuno</p> <p>Martin M. Anaban</p> <p>Jereto M. Malate</p> <p>Martin M. Anaban</p> <p>Other MEO Staff</p>
	<p>Total</p>		<p><b>30 MINUTES</b></p>	
<p><b>End of transaction</b></p>				