MUNICIPAL ENGINEERING OFFICE

SERVICE CATEGORY

MUNICIPAL ENGINEERING SERVICES

1. BUILDING PERMIT APPLICATION

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 therefore from the Building Official assigned in the place where the subject building is located or the building work is to be done.

OFFICE / DIVISION:	Municipal Engineering Office
CLASSIFICATION :	Simple
TYPE OF TRANSACTION:	G2C - Government to Citizens; G2B - Government to Business; G2G - Government to Government
WHO MAY AVAIL:	Any person, firm, or corporation including any agency or instrumentality of the government desiring to obtain building permit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Unified Application Form for Building Permit	1. LGU Castillejos - MEO
2. Proof of Ownership	
2.1 Owner of the Lot	Owner
2.1.a Photocopy of Original/ Transfer Certificate of Title (OCT/TCT), on file with the Registry of Deeds	Owner
2.1.b Photocopy of Tax Declaration	Owner
2.1.c Photocopy of Latest Current Tax Receipt	
2.2 Not the Registered Lot Owner	

(Additional requirements) 2.2.a Deed of Absolute Sale, Deed of Donation, or Contract of Lease 3. Complete sets of Design Plans duly signed and sealed by licensed professionals (6 copies)	
i. Geodetic Engineer, in case of lot survey plans;	Geodetic Engineer
ii. Architect, in case of architectural documents;	Civil Engineer/ Architect
iii. Civil Engineer, in case of civil/ structural documents;	Civil Engineer
iv. Professional Electrical Engineer, in case of electrical documents;	Professional Electrical Engineer
v. Professional Mechanical Engineer, in case of mechanical documents;	Professional Mechanical Engineer
vi. Sanitary Engineer, in case of sanitary documents;	Sanitary Engineer
vii. Master Plumber, in case of plumbing documents;	Master Plumber
viii. Electronics Engineer, in case of electronic documents.	Electronics Engineer
3.1 Photocopy of PRC License and PTR (must be signed and sealed by licensed professionals	Engineer/ Architect
3.2 Bill of Materials and Specifications (6 copies)	Engineer/ Architect
3.3 Design Analysis (for 2-Storey and above structures)	Engineer
3.4 Boring and Load Tests (for 3-storey and higher)	Engineer
4. Clearances 4.1 Barangay clearance on the legality of the construction to be	Barangay

undertaken 4.2 Zoning and Locational Clearances 4.3 SB Resolution (when necessary) 4.4 Whenever necessary clearances from National Agencies	 MPDO Sangguniang Bayan Office Respective Agencies

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Duly Notarized Building Permit Application Forms and all the required documents indicated in the checklist of requirements.	1.1 Receive and evaluate the submitted documents	None	30 minutes	**ABRAHAM P. EDROSOLAM** Admin Aide III
	1.2 Prepare endorsement letters and endorse to other agencies for evaluation on zoning and locational clearances, BFP fire safety evaluation certificate (FSEC), and DPWH clearance if construction is along National Road	None	30 minutes	**CYRUS RAVEN C. CORPUS** Admin Aide III **STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES** Technical Assistant
	1.3 Assess building plans and compute order of payment.	None	30 minutes	**STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES**

				Technical Assistant
2. Pay the computed amount of fees at the Municipal Treasury Office	2.1 Issuance of Official Receipt for Building Permit	As per new schedule of fees and other charges (PD 1096)	15 minutes	**Treasury Personnel Municipal Treasury Office**
3. Receive the Approved Building Permit	3.1 Receive issued clearances from other agencies	None	5 minutes	**ABRAHAM P. EDROSOLAM** Admin Aide III **CYRUS RAVEN C. CORPUS** Admin Aide III **STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES** Technical Assistant
	3.2 Approval and signing of the plans and forms by the Building Official	None	15 minutes 5 minutes	**ENRIQUE C. CLARIN** Municipal Engineer

	3.3 Record and issue the building permit	None		**ABRAHAM P. EDROSOLAM** Admin Aide III **CYRUS RAVEN C. CORPUS** Admin Aide III **STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES** Technical Assistant
TOTAL:			**2 hours and 10 minutes**	

2. OCCUPANCY PERMIT APPLICATION

No building or structure shall be used or occupied and no charge in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefore as provide in the National Building Code.

OFFICE / DIVISION:	Municipal Engineering Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C - Government to Citizens; G2B - Government to Business; G2G - Government to Government
WHO MAY AVAIL:	All clients who constructed structures within the jurisdiction of the municipality.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Submit duly Accomplished Occupancy Forms and requirements	LGU Castillejos - MEO Owner

2. Construction Logbook and As-Built Plans (if applicable) 3. Original Building Permit		Owner		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit duly accomplish Occupancy Forms and requirements	1.1 Verify submitted documents and conduct inspection for Occupancy Permit	None	30 minutes	**ABRAHAM P. EDROSOLAM** Admin Aide III **STEPHANIE GRACE MON** Engineer I
	1.2 Prepare endorsement letter to Bureau of Fire Protection for Fire Safety Inspection Certificate (FSIC)	None	15 minutes	**ABRAHAM P. EDROSOLAM** Admin Aide III **CYRUS RAVEN C. CORPUS** Admin Aide III **STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES** Technical Assistant
	1.3 Compute order of payment.	None	15 minutes	**STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES**

				Technical Assistant
2. Pay the computed amount of fees at the Municipal Treasury Office and secure FSIC at BFP Office	2.1 Issuance of Official Receipt for Occupancy Permit	As per new schedule of fees and other charges (PD 1096)	15 minutes	**Treasury Personnel Municipal Treasury Office**
3. Receive the Certificate of Occupancy	3.1 Receive official receipt and issued clearances from other agencies.	None	5 minutes	**ABRAHAM P. EDROSOLAM** Admin Aide III **CYRUS RAVEN C. CORPUS** Admin Aide III **STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES** Technical Assistant
	3.2 Approval and signing of Certificate of	None	10 minutes	**ENRIQUE C. CLARIN** Municipal Engineer

	Occupancy by the Building Official 3.3 Record and issue the Certificate of Occupancy	None	5 minutes	**ABRAHAM P. EDROSOLAM** Admin Aide III **CYRUS RAVEN C. CORPUS** Admin Aide III **STEPHANIE GRACE M. MON** Engineer I **STEVEN MAYNARD B. ANDRES** Technical Assistant
TOTAL:			**1 hour and 35 minutes**	