



MUNICIPAL ENGINEERING OFFICE

EXTERNAL SERVICES

1. ISSUANCE OF BUILDING PERMIT

To follow the codes, standard and minimum requirement for a building such as National Building Code of the Philippines (PD 1096) and other laws that assure safety. If you are get caught of building a house without securing a permit, the building officials will forcefully stop the construction until your permit has been issued or released. You will receive a notice to apply for the mandatory building permit.

Office or Division:	Municipal Engineering Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Accomplished Application Forms	Complied by client or authorized representative	
Six (6) sets of plan, specification, Bill of materials & structural analysis if 2 storey above duly signed and sealed	Complied by client or authorized representative	
Zoning permit	MPDO	
Location Clearance from housing and land use regulatory board	MPDO	
Transfer Certificate of Title (2 photocopies)	Complied by client	
Tax declaration (2 photocopies)	Municipal Assessor's Office	
Current year Tax receipt	Municipal Treasurer's Office	
Lot plan	Complied by client	
Affidavit of consent from the registered lot owner (In case the application is not the registered lot owner)	Complied by client	
Contract of Sale or Lease or Deed of Sale (In case the application is not the registered	Complied by client	



lot owner)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure list of requirements	1. Brief the client regarding the requirements	Building Permit and other ancillary Permit (P.D. 1096) Department of Public Works and highway	5 minutes	ENGR. VICENTE C. MILLARES
2. Submit application for building permit and other requirements to the office of Building Official (OBO) for evaluation and processing	2. Receive and revise (if necessary) application on other supporting Documents		30 minutes	
	2.1. Inspect the area/building		1 hour	
	2.2. Receive, review and assess the different fees to be collected by the Treasurer's Office		15 minutes	
3. Pay the requires fees and present official receipt	3. Receive proof of payment		10 minutes	
	3.1. Release Building Permit			
TOTAL:		Fees based on National Building Code	2 hours	



2. ISSUANCE OF OCCUPANCY PERMIT

It is required before any building/structure is used or occupied. It is usually secured after the completion of a structure.

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
As- built Plans and Specification, duly signed and sealed by respective professional discipline		Complied by Client		
Daily Construction Works Logbook		Complied by Client		
Certificate of Completion, duly notarized		Office of the Municipal Engineer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the list of requirements	1. Brief the client regarding the requirements	Building Permit and other ancillary Permit (P.D. 1096) Department of Public Works and Highway	5 minutes	ENGR. VICENTE C. MILLARES
2. Submit application for building permit and other requirements to the office of Building Official (OBO) for evaluation and processing	2. Receive and revise (if necessary) application on other supporting documents		30 minutes	
	2.1. Inspect the area/building		1 hour	
	2.2. Receive, review and assess the different fees to be collected by the Treasurer's Office		15 minutes	
3. Pay the requires fees and present official	3. Receive proof of payment		10 minutes	



receipt				
	3.1.Release Building Permit			
TOTAL:		Fees based on National Building Code	2 hours	