CITY ENGINEER'S OFFICE

External Services

1. Issuance of Building Permit

All concerned citizens must secure a Building Permit prior to construction of buildings whether new or for renovation as required by the National Building Code of the Philippines (P.D. 1096).

Office or Division:	City Engineers Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizens	
Type of francaction.	G2B – Government to Businesses	
Who may avail:	Citizen	
CHECKLIST OF	WHERE TO SECURE	
REQUIREMENTS	City Engineers Office	
Application Forms (Bldg. Permit, Sanitary Permit, Electrical Permit, Mechanica Permit, Electronics Permit)	City Engineers Office	
Certified True Copy Land Title	Register of Deeds	
Certified True Copy Tax Declaration	Assessor's Office	
Certified True Copy Tax Clearance	Treasurer's Office	
Notarized Contract of Lease Deed of Absolute Sale (if applicable)	e/ Law Office	
Notarized Special Power of Attorney (if with representative)	Law Office	
Seven (7) sets of Complete Building Plan, 20"x30" (Signed & Sealed)	Private Engineer/Architect	
Five (5) sets of Bill of Materials & Specifications	Private Engineer/Architect	
Lot Plan (Signed & Sealed)	Private Geodetic Engineer	

Civil/Structural Engineer
Any bookstore
Private Engineer/Architect
City Planning & Development Office
Bureau of Fire Protection

CLIENTS	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
1.Receiving of	1.1. Receive	None	20 minutes	Engineering
Application	application			Aide
Forms and	forms &			
Requirements	requirements			
	1.2. Distribute requirements to Zoning Officer and Bureau of Fire	None	20 minutes	Laborer II
	Protection			
	1.3. Approve and Issue of Order of Payment for Zoning Clearance	None	1 day	
	1.4. Approve and Issue Order of Payment for Fire Safety	None	1 day	

	Clearance			
	1.5. Assess Order of Payment for Building Permit	None		Engineering Aide
	1.6. Evaluation of Line and Grade	None	20 minutes	Engineer IV
	1.7. Evaluation of Structural Plan	None	20 minutes	Engineer IV
	1.8. Evaluation of Architectural Plan	None	20 minutes	Architect IV
	1.9. Evaluation of Sanitary Plan	None	20 minutes	Engineer II
	1.10 Evaluation of Electrical/ Electronics/ Mechanical Plan	None	20 minutes	Engineer IV
	1.11 Approval of Building Permit		20 minutes	City Engineer
2. Payment of Building & Electrical Permit,	2.1. Give the order of payment	None		Engineering Aide

Zoning		T		
Clearance				
and Fire	2.2. Issuance	New	15 minutes	LRCO1
Safety	of Official	Construction	10 minutes	Treasurer's
Clearance	Receipt			Office
Olcarance	Receipt	Area		011100
		Computation		
		for Residential:		
		20m²-50m² x		
		2011 -3011 X ₱3.40/ m²		
		50m²-100m²		
		X		
		^ ₱4.80m²		
		100m²-150m² x		
		₱6.00/m²		
		150 above		
		X		
		^ ₱7.20/m²		
		Area		
		Computation		
		for Commercial:		
		up to 500m² x		
		₱23.00/m²		
		1 20.00/111		
		Pavement		
		area up to		
		20m²= ₱24.00		
		21m² above x		
		₱3.00/sq.mtr		
		Line &		
		Grade lot		
		area@		
		₱2.40/sq.mtr		
		Plumbing/		
		Sanitary		
		@₱100/T&		
		В		
		Fence Ht ≤		
		1.80m		

@₱3.00/linear	
mtr.	
Fence Ht≥	

1.80m	
@₱4.00/linear	
mtr.	
Const. of	
Separate	
Firewall from	
Bldg.	
@₱3.00/m².	
(Min. fee	
shall be	
₱48.00)	
Excavation	
@₱3.00/cu.mtr	
+ ₱200 IVF	
Sidewalk	
Occupancy	
@₱240/mont	
h	
Certificate of	
Occupancy	
Residential:	
₱150K=₱100	
	
₱150K-400K =₱200	
-F200 	
₱400K-	
850K=₱400	
₱850K-	
1.2M=₱800	
Every Million or	
Portion thereof	
in excess of	
₱1.2M @	
₱800.00	
Commoraial	
Commercial:	

- 1			
- 1		BAFOL BOOO	
- 1		サイケロドニヤノロロ	
- 1		₱150K=₱200	

₱150K-400K **=₱**400 ₱400K-850K=₱800 ₱850K-1.2M=₱1,000 Inspection Fee @₱200 Drainage Tapping Fee @₱500/Tapping Bldg. Permit Billboard @₱300 Administrative Fine: **Light Violation** ₱5,000 Less Grave Violation ₱8,000 **Grave Violation** ₱10,000 Surcharge: **Excavation for** foundation -10% of the bldg. permit fees Construction of foundation (including pile driving and laying of

reinforcing bars)

bldg. permit fees Construction of superstructure up to 2.00mts. above established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Did g. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Permit & CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance			 25% of the 		
Construction of superstructure up to 2.00mts. above established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Building Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees Sometimes of the bldg. permit fees 3.1. Release None 30 minutes Engineering Aide					
superstructure up to 2.00mts. above established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Receipt to CEO Security Clearance and Fire Safety Clearance TOTAL: Superstructure up to 2.00mts. above established grade – 50% of the bldg. permit fees None 30 minutes Engineering Aide Aide 2 days, 3 hours and 25			blug. permit ices		
superstructure up to 2.00mts. above established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Receipt to CEO Security Clearance and Fire Safety Clearance TOTAL: Superstructure up to 2.00mts. above established grade – 50% of the bldg. permit fees None 30 minutes Engineering Aide Aide 2 days, 3 hours and 25			Construction of		
up to 2.00mts. above established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Receipt to CEO Selectrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Up to 2.00mts. above 9 2.00mts 9 2.00mts 9 30 minutes Engineering Aide Aide Total Aide 2 days, 3 hours and 25					
above established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Building Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: above established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees Aide Engineering Aide Total: 2 days, 3 hours and 25					
established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Building Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: established grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees None 30 minutes Engineering Aide Engineering Aide			-		
grade – 50% of the bldg. permit fees Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees 3. Present Official Building Receipt to Permit & CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: grade – 50% of the bldg. permit fees None 30 minutes Engineering Aide Engineering Aide 2 days, 3 hours and 25					
the bldg. permit fees Construction of superstructure above 2.00mts. — 100% of the bldg. permit fees 3. Present Official Building Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Engineering Aide Aide 2 days, 3 hours and 25					
Gees Construction of superstructure above 2.00mts 100% of the bldg. permit fees 3. Present Official Building Receipt to Permit & Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Capture Science Construction of superstructure above 2.00mts 100% of the bldg. permit fees None Sominutes Engineering Aide Electrical Permit, Zoning Clearance and Fire Safety Clearance			grade – 50% of		
Construction of superstructure above 2.00mts 100% of the bldg. permit fees 3. Present Official Building Receipt to Permit & Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Construction of superstructure above 2.00mts 100% of the bldg. permit fees None 30 minutes Engineering Aide Engineering Aide 2 days, 3 hours and 25			the bldg. permit		
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superstructure above 2.00mts 100% of the bldg. permit fees 3. Present Official Building Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Superstructure above 2.00mts 100% of the bldg. permit fees None 30 minutes Engineering Aide Electrical Permit, Zoning Clearance and Fire Safety Clearance					
above 2.00mts 100% of the bldg. permit fees 3. Present Official Receipt to CEO Building Receipt to Permit & CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Babove 2.00mts. None 30 minutes Engineering Aide Electrical Permit, Zoning Clearance and Fire Safety Clearance			Construction of		
above 2.00mts 100% of the bldg. permit fees 3. Present Official Receipt to CEO Building Permit & CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Babove 2.00mts. None 30 minutes Engineering Aide Electrical Permit, Zoning Clearance and Fire Safety Clearance			superstructure		
2.00mts 100% of the bldg. permit fees 3. Present Official Building Receipt to Permit & CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: 2.00mts 100% of the bldg. permit fees None 30 minutes Engineering Aide Engineering Aide 2 days, 3 hours and 25			-		
3. Present Official Building Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: 3.1. Release None 30 minutes Engineering Aide Roman Summar Su					
3. Present Official Building Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: 3.1. Release None 30 minutes Engineering Aide Building Aide 2 days, 3 hours and 25					
3. Present Official Receipt to CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: None 30 minutes Engineering Aide Engineering Aide Aide Parmit & Aide Parmit & Aide Ai					
Official Building Receipt to Permit & CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Paid Aide Aide Aide Aide Aide Aide Aide Aide			blag. permit fees		
Official Building Receipt to Permit & CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance TOTAL: Paul Aide Aide Aide Aide Aide Aide Aide Aide	3 Present	3.1 Poleace	None	30 minutes	Engineering
Receipt to CEO Permit & Electrical Permit, Zoning Clearance and Fire Safety Clearance 1 2 days, 3 hours and 25			None	30 minutes	
CEO Electrical Permit, Zoning Clearance and Fire Safety Clearance 2 days, 3 hours and 25		_			Alue
Permit, Zoning Clearance and Fire Safety Clearance 2 days, 3 hours and 25					
Zoning Clearance and Fire Safety Clearance 2 days, 3 hours and 25	CEO				
Clearance and Fire Safety Clearance 2 days, 3 hours and 25					
and Fire Safety Clearance 2 days, 3 hours and 25		Zoning			
Safety Clearance 2 days, 3 hours and 25		Clearance			
Clearance 2 days, 3 hours and 25		and Fire			
TOTAL: 2 days, 3 hours and 25		Safety			
TOTAL: hours and 25		Clearance			
TOTAL: hours and 25					
TOTAL: hours and 25				2 davs. 3	
	TOTAL:				

2. Issuance of Building Permit (Repair/Renovation)

All concerned citizens must secure a Building Permit prior to repair of buildings as required by the National Building Code of the Philippines (P.D. 1096).

Office or Divis	ion:	City Engine	eers Office			
Classification:		Complex				
Type of		G2C – Government to Citizens				
Transaction:		G2B – Gov	ernment to Busir	nesses		
Who may avai	l:	Citizen				
CHECK	LIST	OF	V	HERE TO SECU	RE	
REQUIR						
Application For	ms (B	uilding		City Engineers Off	ice	
Permit Form)						
Certified True C	Copy L	₋and Title		Register of Deed	s	
Certified True C	Сору Т	Гах		Assessor's Office	е	
Declaration						
Certified True C	Copy 7	Гах	Treasurer's Office			
Clearance						
Notarized Cont	ract o	f Lease/	Law Office			
Deed of Absolu applicable)	ite Sa	le (if				
applicable)						
Notarized Spec	pecial Power of			Law Office		
Attorney (if with	repre	esentative)				
CLIENTS	A	GENCY	FEES TO BE PROCESSING PERSON			
STEPS	Į į	ACTION	PAID TIME RESPONSIBLE			
1.Submit	1.1.	Receive				
Application	appl	ication				
Forms &	form		None 15 minutes Engineering			
Requirements	requ	irements			Aide	

None

Engineering

Aide

10 minutes

1.2.

Prepare

order of

payment

	1	Ι		1
	1.3. Evaluation of line and grade	None	10 minutes	Engineer IV
	1.4. Evaluation of structural	None	10 minutes	Engineer IV
	1.5. Evaluation of sanitary plan	None	10 minutes	Engineer II
	1.6. Evaluation of architectural	None	10 minutes	Architect IV
	1.7. Evaluation of electrical plan	None	10 minutes	Engineer IV
	1.8. Approval	None	10 minutes	City Engineer
2. Payment of Building Permit (Repair)	2.1. Give the order of payment	None		Engineering Aide
	2.2. Issuance of Official Receipt	1% of estimate d budget Sidewalk	5 minutes	LRCO1/Casual Clerk Treasurer's Office
		Occupancy @₱240/mont h		

		Inspection Fee @ ₱100		
		Billboard @ ₱300		
3. Present Official Receipt	3.1. Release Building Permit	None	10 minutes	Engineering Aide
TOTAL:			1 hour and 40	
			minutes	

3. Issuance of Certificate of Occupancy

All concerned citizens must secure a Certificate of Occupancy prior to occupying newly constructed building/structure as required by the National Building Code of the Philippines (P.D. 1096).

Office or Division:	City Engineers Office					
Classification:	Complex					
Type of Transaction:	G2C – Government to Citizens					
	G2B – Governm	G2B – Government to Businesses				
Who may avail:	Citizen					
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE				
Application Forms (Certif	ficate of	City Engineers Office				
Completion Form)						
Approved Plan		Owner's Copy				
Accomplished Form (Certificate of Completion Form) signed and sealed by the Engineer's/Architect in-charge of construction		Private Engineer/Architect				
Photocopy of Building Permit, Electrical Permit & Sanitary Permit		Owner's Copy				
Logbook of construction signed and sealed by Civil Engineer/Architect incharge of construction.		Any Bookstore				

Actual Photo of Completed Project (Front & Side View)		Owner		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	15 minutes	Engineering Aide
2.Deposit the Application Form & Requirements	2.2. Endorsement to Fire	None	30 minutes (Depends in location)	Area Inspector FSES BFP
	2.3. Line & Grade	15% of all fees charg ed by the LGU	10 minutes	Engineer IV
	2.4. Structural	None	10 minutes	Engineer IV
	2.5. Sanitary/ Plumbing 2.6. Architectural	None	10 minutes	Engineer II
	2.7. Inspection of Electrical	None	10 minutes	Architect IV
	2.8 Approval	None	30 minutes (Depend s in location)	Engineer IV
			10	

			None	minutes	City Engineer
3. Accept	3	None	10	Engineerin	
Certificate of			minutes	g Aide	
Occupancy	1				
	R				
	е				
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	е				
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	Occu				
	pancy				
TOTAL:			2		
			hours		
			and		
			25 minut		
			es		

4. Issuance of Demolition Permit

All concerned citizens must secure a Demolition Permit prior to demolishing any structure as required by the National Building Code of the Philippines (P.D. 1096).

Office or Division:	City Engineers Office
Classification:	Simple
Type of	G2C – Government to Citizens
Transaction:	G2B – Government to Businesses
Who may avail:	Citizen

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Forms (Demolition	City Engineers Office
Application)	
Certified True Copy Land Title	Register of Deeds
Certified True Copy Tax	Assessor's Office
Declaration (Land & Bldg.)	
Certified True Copy Tax	Treasurer's Office
Clearance (Land & Bldg.)	
Notarized Contract of Lease/ Deed of Absolute Sale (if	Law Office
applicable)	
	Law Office
Notarized Special Power of	
Attorney (if with representative)	

CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1.Submit	1.1. Receive	None	10 minutes	Engineering
Application	application forms			Aide
Forms &	& requirements			
Requirements				
2. Evaluation	2.1. Prepare	None	15 minutes	Engineering
of	order of payment			Aide
requirements				
	2.2.Evaluation	None	10 minutes	Engineer IV
	2.2.2.444441611	None	10 minutes	Linginioon IV
	2.3.Approval	None	10 minutes	City Engineer

3. Payment of Demolition Permit	3.1. Give the order of payment	None		Engineering Aide
	3.2. Issuance of Official Receipt	Area of the building x ₱3.00	15 minutes	LRCO/Casual Clerk Treasurer's Office
		Sidewalk Occupancy @ ₱240		
		Inspection Fee @ ₱100		
		Billboard @ ₱300		
4. Present Official Receipt	4.1. Release Demolition Permit	None	10 minutes	Engineering Aide
TOTAL:			1 hour and 10 minutes	

5. Issuance of Fencing Permit

All concerned citizens must secure a Fencing Permit prior to construction of fence as required by the National Building Code of the Philippines (P.D. 1096).

Office or	City Engineers Office	
Division:	City Engineers Office	
Classification:	Simple	
Type of	G2C – Government to Citizens	
Transaction:	G2B – Government to Businesses	
Who may avail:	Citizen	

CHECKLIST OF	WHERE TO SECURE
REQUIREMENTS	
Application Forms (Fencing	City Engineers Office
Permit Form)	
Certified True Copy Land Title	Register of Deeds
Certified True Copy Tax	Assessor's Office
Declaration	
Certified True Copy Tax	Treasurer's Office
Clearance	
Notarized Contract of Lease/	Law Office
Deed of Absolute Sale (if	23.17 0.11100
applicable)	
Notarized Special Power of	Law Office
Attorney (if with	
representative)	
Lot Plan (Signed & Sealed)	Private Geodetic Engineer
(3.9.2.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.	
Structural Plan (Signed &	Private Engineer
Sealed)	
(for new construction greater	
than 1.8mtrs. in height)	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB L E
1.Submit Application Forms & Requirement s	1.1. Receive application forms & requirements	None	10 minutes	Engineering Aide
2. Evaluation of plans & requirements	2.1. Prep are order of payment	None	20 minutes	Engineering Aide
	2.2 Evaluation of Line & Grade	None	15 minutes	Engineer IV
	2.3 Evaluation of structural 2.4 Approval	None	15 minutes	Engineer IV
	2.4 Αρριοναί	None	15 minutes	City Engineer
3. Payment of Fencing Permit	3.1. Give the order of payment	None		Engineering Aide
	3.2. Issuan ce of Official Receipt	Fence Ht.≤1.80m @ ₱3.00/linear mtr.	15 minutes	LRCO1/ Casual Clerk Treasurer's Office
		Fence Ht.≥1.80m @ ₱4.00/linear mtr.		

		Line & Grade		
		@₱2.40/sq.m		
		tr		
		Excavation		
		@₱3.00/cu.m		
		tr+₱200 IVF		
		Sidewalk		
		Occupancy		
		@₱240/mont		
		h		
		Inspection Fee		
		@ ₱100		
		Billboard @		
4.5	44.5.1	₱300	10 : 1	
4. Present	4.1. Release	None	10 minutes	Engineering
Official	Fencing			Aide
Receipt	Permit		41 145	
TOTAL:			1 hour and 40	
			minutes	

6. Issuance of Building Permit (Signage)

All concerned citizens must secure a Building Permit for Signage before installation or construction of Signage.

Office or Division:	City Engineers Office		
Classification:	Simple		
Type of	G2C – Government to Citizens		
Transaction:	G2B – Government to Businesses		
Who may avail:	Citizen		
CHECKLIST REQUIREM		WHERE TO SECURE	
Application	Forms City Engineers Office		
(Building Permit Fo	orm)		

	ENITO	A OFNOV	FEEO TO DE	PPOOFOOING	7770
	Notarized Special Power of Attorney (if with representative)			Law Office	
	of Absolu	tract of Lease/ ute Sale (if		Law Office	
Certifi Cleara		Сору Тах		Treasurer's Office	2
Certifi		Сору Тах		Assessor's Office	:
Certifi	ed True (Copy Land Title		Register of Deeds	6

CLIENTS	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
1.Submit	1.1.			
Application	Receive	None	10 minutes	Engineering
Forms &	application	140110	To minutes	Aide
Requirements	forms &			
	requirements			
2. Evaluation	2.1.			
of plans &	Prepare			
requirements	order of	None	15 minutes	Engineering
	payment			Aide
	2.2. Evaluat			Engineer IV
	ion of line and	None	10 minutes	g
	grade			
	grade			
	0.0 5			
	2.3. Evaluat	None	10 minutes	Engineer IV
	ion of			
	structural			
		None	10 minutes	City
	Approval	INOTIC	10 minutes	Engineer

	<u> </u>	 		<u> </u>
3. Payment of Building Permit	3.1. Give the order of payment	None		Engineering Aide
(Signage)	3.2. Issuance	New Installation:	10 minutes	LRCO1/Casual Clerk Treasurer's Office
	of Official Receipt	Erection & anchorage of display surface up to 4.00sq.mtr. @₱150.00		
		For every sq.mtr. or fraction		
		thereof in excess of		
		4.00sq.mtr. @ ₱25.00		
		Installation Fees for Business Signs:		
		Neon ₱40.00 Illuminated ₱35.00		
		Painted On ₱15.00 Others₱20.00		
		Installation Fees for		
		Advertisemen t Signs: Neon ₱45.00		
		Illuminated ₱40.00		
		Painted On ₱18.00 Others₱25.00		

4. Present Official Receipt	4.1. Release Building Permit (Signage)	None	10 minutes	Engineering. Aide
TOTAL:			1 hour and 15minutes	

7. Issuance of Business Ads/Advertisements

All concerned citizens must secure a Tarpaulin Permit before the installation of tarpaulin.

Office or Division:	City Engin	eers Office			
Classification:	Simple				
Type of Transaction	G2C – Go	overnment to Citizens			
G2B – G		vernment to	Businesses		
Who may avail:	Citizen				
CHECKLIS	ST OF		WHERE TO SEC	URE	
REQUIREN					
Application Forms (A			City Engineers C	Office	
Form for Business A	ds/				
Advertisements)					
Letter of Request approved by the City Admin		Owner			
CLIENTS STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTION	BE PAID	TIME	RESPONSIBLE	
1.Submit	1.1. Receive	None	5 minutes	Engineering	
Application	application			Aide	
Forms &	forms &				
Requirements	requirements				
	1.2. Prepare order of payment	None	10 minutes	Engineering Aide	
2. Payment of	2.1.	First 1	10 minutes	LRCO1	
2. 1 dyo o.	2 .1.				
Streamer/Tarpaulin	Issuance of	sq.mtr		Treasurer's	
		sq.mtr @		Treasurer's Office	

TOTAL:			35 minutes	
	s Permit			
i veceipt	Advertisement			
3. Present Official Receipt	3.1. Release of Business Ads/	None	5 minutes	Engineering Aide
	2.2. Approval	None	5 minutes	City Engineer
		₱100		
		Fee @		
		Inspection		
		of pieces		
		mtr. X No.		
		₱50.00/sq.		
		sq.mtr @		
		In Excess of 1		
		In Evere		

8. Issuance of Electrical/Electronics/Mechanical Permit

All concerned citizens must secure an Electrical/Wiring Permit prior to any installation of electrical connection, Electronics Permit to any telecommunication related application and Mechanical Permit to commercial establishments that requires big air- conditioning units as required by the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers	Office		
Classification:	Simple			
Type of	G2C – Govern	ment to Citizens		
Transaction:	G2B – Govern	ment to Businesses		
Who may avail:	Citizen			
CHECKLIST OF REC	EQUIREMENTS WHERE TO SECURE			
Approved Yellow Card		Meralco Office		
Electrical/Electronics/Mechanical Permit Form		City Engineer Office		
Photocopy TCT				

	Owner
Waiver (if government owned lot)	
	Meralco
Urban Poor (if government owned lot)	City Mayor's Office
Barangay Clearance (if government owned lot)	Barangay
Affidavit (Sinumpaang Salaysay) (if government owned lot)	Notary Public

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Yellow Card	1.1. Give Electrical Permit Form to applicant	None	5 minutes	Engineer IV
2. Submit Electrical Permit Form	2.1. Prepare order of payment	None	15 minutes	Engineer IV
3. Payment of Electrical Permit	3.1. Give the order of payment			Engineer IV
	3.2. Issuance of Official Receipt	Fees depends on electrica I load	15 minutes	LRCO1 Treasurer's Office
	Approval	None	5 minutes	City Engineer
4. Present Official Receipt	4.1. Release Electrical Permit	None	10 minutes	Engineer IV
TOTAL:			50 minutes	

9. Issuance of Certificate of Final Electrical Inspection

All concerned citizens must secure a CFEI prior to any installation of electrical connection as required by the National Building Code of the Philippines (PD 1096).

Office or Divisi	on:	City Engineers Office				
Classification:		Simple	mple			
Type of Transa	ction:	G2C – Governm	nent to Cit	izens		
		G2B – Governm	ent to Bus	sinesses		
Who may avail		Citizen				
CHECKLIST (WHERE TO SE		
Yellow (Jara (10	or CFEI)	FEES	Meralco		
CLIENTS STEPS	AGE	NCY ACTION	TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Yellow Card	1.1. Check Yellow Card and schedule inspection		None	10 minutes	Engineer IV	
	1.2.Inspect the site		None	45 minutes (depends in location)	Engineer IV	
2.Present again Yellow Card	2.1.Prepare the CFEI		None	10 minutes	Engineer IV	
2.2.A _l		pproval	None	5 minutes	City Engineer	
3. Accept CFEI	3.1. R	elease CFEI	None	5 minutes	Engineer IV	
TOTAL:				1 hour and		
				15minutes		

10. Issuance of Excavation Permit

All concerned citizens must secure an Excavation Permit for any excavation works.

Office or Division:	City Engineers Office			
Classification:	Simple			
Type of	G2C – Government to Citizens			
Transaction:	G2B – Government to Businesses			
Who may avail:	Citizen			
CHECKLIST OF		WHERE TO SECURE		
REQUIREMENTS				
For Maynilad Excavation:		Maynilad Water Services, Inc.		
Endorsement to Apply				
Excavation Permit (Water Service				
Connection)				
Occupancy Permit (for New Construction)		City Engineers Office		
Tax Declaration of Building (for Existing Structures)		City Assessors Office		
For Non-Maynilad Excavation: Request Letter with Sketch of the Excavation Area		Own Sketch (Plan)		,

CLIENTS	AGENCY	FEES TO	PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1.Present	1.1. Receive	None	5 minutes	Engineer II
requirements	the			
	requirements			
	1.2. Issuance of	None	5 minutes	Engineer II
	Excavation Permit			_
	1.3. Approval of			
	Excavation Permit	None	5 minutes	City Engineer
	1.4. Assess,			
	prepare	None	10 minutes	Engineer II
	attachment, order			
	of payment and			
	issue order of			
	payment			

2. Payment	2.1. Issuance of	Excavatio	10 minutes	LRCO I
of	order of two	n fee: Php		City Treasurers
Excavation	official receipts	300/cu.m		Office
Permit	<u>'</u>			
		Engg.		
		Overhead:		
		Below		
		Php		
		50,000 of		
		Estimated		
		Restoration		
		Cost – 3%		
		of		
		Estimated		
		Restoration		
		Cost		
		CUSI		
		Above		
		Php		
		50,000		
		Estimated		
		Restoration		
		Cost –		
		1.5% of		
		Estimated		
		Restoration		
		Cost		
		Refundable		
		Fee: 10%		
		of		
		Estimated		
		Restoration		
		Cost		
3. Present	3.1. Receive the	None	10 minutes	Engineer II
Official	OR and attach the			
Receipt to	documents and			
CEO	Excavation Permit			
	2.2 Deleges	Nana	40 main4	Engineer
	3.2. Release	None	10 minutes	Engineer II
	Excavation Permit			

TOTAL:		55 minutes	