OFFICE OF THE CITY ENGINEER

External Services

1. Issuance of Building Permit

All concerned citizen 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:	Off	ice of the City Engineers		
Classification:	Со	Complex		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail:	Citi	izen		
CHECKLIST OF		WHERE TO SECURE		
REQUIREMENTS				
Application Forms (Bldg. Permit, Sanitary Permit, Electrical Permit, Mechanical Permit, Electronics Permit)		Office of the City Engineers		
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)		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		

CLIENTS	AGENCY	EEES TO BE	DDOCESSING	DEDSON
Fire Safety Evaluation Clearance		Bur	eau of Fire Protec	tion
Zoning Clearance (if applicable)		City Plan	ning & Developme	ent Office
Photocopy of PRC ID, PTR & IAPOA Certificate		Private Engineer / Architect		
Log Book		Any bookstore		
	mputation, for bove (Signed &	Civ	il/Structural Engin	eer

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receiving of Application Forms and Requirements	1.1. Receive application forms & requirements	None	20 minutes	Anne Nikko A. Terrible Engineering Aide
	1.2. Distribute requirements to Zoning Officer and Bureau of Fire Protection	None	20 minutes	Allan Mar S. Herrera Laborer II
	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	

1 0:			Т
Clearance			
1.5. Assess	None		Anne Nikko A. Terrible Engineering Aide
Order of Payment for Building Permit			
1.6.	None	20 minutes	Engr. Chryz Michael P. Garduño
Evaluation of Line and Grade			Engineer I
1.7.	None	20 minutes	Engr. John Mark B. Paas
Evaluation of Structural Plan			City Engineer
1.8.	None	20 minutes	Ar. Raphael Luis C. Valero
Evaluation of Architectural Plan			Architect III
1.9.	None	20 minutes	Engr. John Mark B. Paas
Evaluation of Sanitary Plan			City Engineer
1.10	None	20 minutes	Engr. Errol R. De Guzman
Evaluation of Electrical /			Engineer IV

	Electronics / Mechanical Plan			
	1.11		20 minutes	Engr. John Mark B. Paas
				City Engineer
	Approval of			
	Building			
	Permit			
2. Payment of	2.1. Give the	None		Anne Nikko A.
Building &	order of			Terrible
Electrical	payment			Engineering
Permit,				Aide

г 	T	 		<u> </u>
Zoning				
Clearance				
and Fire	2.2. Issuance	New	15 minutes	Zoning: Vym
Safety	of Official	Construction		Novelle Salud
Clearance	Receipt	Corioti dotion		
Clearance	Neceipt			/ Julee Ann
				Laudato
				LRCO I
				City Treasurers
				Office
				Office
				Fire and Safety:
				F02 Dyan B.
				Lagrimas
				FCCA
		Area		100/1
		Computation for		
		-		
		Residential:		
		20m²-50m² 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		
		P23.00/III ⁻		
		D		
		Pavement		
		area up to		
		20m²= ₱24.00		
		21m² above x		
		₱3.00/sq.mtr		
		Line & Grade		
		lot area@		
		₱2.40/sq.mtr		
		Diametria /		
		Plumbing/		
		Sanitary		
		@₱100/T&B		
1	1	l l		l

	Ī	1	i i	
	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)	
501 10.00)	
Excavation	
@₱3.00/cu.mtr	
+ ₱200 IVF	
. 1 200 101	
Sidewalk	
Occupancy	
@₱240/month	
Certificate of	
Occupancy	
Residential:	
₱150K=₱100	
5 45017 40017	
₱150K-400K	
= ₱200	
B40017	
₱400K-	
850K=₱400	
B0-214	
₱850K-	
1.2M=₱800	
Every Million or	
Portion thereof	
in excess of	
₱1.2M @	
₱800.00	
Commercial:	
₱150K=₱200	

₱150K-400K	
= ₱400	
₱400K-	
850K=₱800	
00011 1 000	
₱850K-	
1.2M=₱1,000	
Inspection Fee	
@₱200	
Drainage	
Tapping Fee	
@₱500/Tapping	
Bldg. Permit	
Billboard	
@₱300	
@1 000	
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	
P 5 1000	
Construction of	
foundation	
(including pile	
driving and	
laying of	
reinforcing bars)	

		- 25% of the		
		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	3.1. Release Building	None	30 minutes	Anne Nikko A. Terrible
Receipt to	Permit &			Engineering
CEO	Electrical			Aide
	Permit,			
	Zoning			
	Clearance			
	and Fire Safety			
	Clearance			
	2.00.01.00			
			2 days, 3	
TOTAL:			hours and 25	
			minutes (max. 5days)	
			Juaysj	

2. Issuance of Building Permit (Repair / Renovation)

All concerned citizen 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 Division:	Office of the City Engineers	
Classification:	Complex	
Type of	G2C - Government to Citizens	
Transaction:	G2B - Government to Businesses	
Who may avail:	Citizen	

Title that your and	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Forms (Building Permit Form)	Office of the City Engineers
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)	Law Office
Notarized Special Power of Attorney (if with representative)	Law Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Forms &	1.1. Receive application forms &	None	15 minutes	Anne Nikko A. Terrible Engineering Aide
Requirements	requirements			
	1.2. Prepare order of payment	None	10 minutes	Anne Nikko A. Terrible Engineering Aide

		-		
	1.3. Evaluation of line and grade	None	10 minutes	Engr. Chryz Michael P. Garduño Engineer I
	1.4. Evaluation of structural	None	10 minutes	Engr. John Mark B. Paas City Engineer
	1.5. Evaluation of sanitary plan	None	10 minutes	Engr. John Mark B. Paas City Engineer
	1.6. Evaluation of architectural	None	10 minutes	Ar. Raphael Luis C. Valero Architect III
	1.7. Evaluation of electrical plan	None	10 minutes	Engr. Errol R. De Guzman Engineer IV
	1.8. Approval	None	10 minutes	Engr. John Mark B. Paas City Engineer
2. Payment of Building Permit (Repair)	2.1. Give the order of payment	None		Anne Nikko A. Terrible Engineering Aide
	2.2. Issuance of Official Receipt	1% of estimated budget	5 minutes	Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers
		Sidewalk Occupancy @₱240/month		Office

		Inspection Fee @ ₱100 Billboard @ ₱300		
3. Present Official Receipt	3.1. Release Building Permit	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
TOTAL:			1 hour and 40 minutes (max. 5days)	

3. Issuance of Certificate of Occupancy

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

Office or Division: Office of the City Engineers			
Classification:	Complex		
Type of Transaction:	G2C - Governm	nent to Citizens	
Type of Trailed one in		ent to Businesses	
Who may avail:	Citizen		
CHECKLIST OF REC		WHERE TO SECURE	
Application Forms (Cert	ificate of	Office of the City Engineers	
Completion Form)			
Approved Diam (1 Cat)			
Approved Plan (1-Set)		Owner's Copy	
As-Built Plan (3-Sets)		Drivata Engineer/Architect	
		Private Engineer/Architect	
Accomplished Form (Ce	ertificate of	Private Engineer/Architect	
Completion Form) signe		3 44 4	
by the Engineer's/Archit	tect in-charge		
of construction			
Xerox copy of Building I	Permit		
Electrical Permit & Sani	·	Owner's Copy	
	,		
Logbook of construction signed and		Any Bookstore	
sealed by Civil Enginee	r /Architect in-	,	
charge of construction.			
Actual Photo of Completed Project			
(Front & Side View)	ieu i iojeci	Owner	
(1.10111 & 0100 ¥1044)			

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1.1. Receive	None	15 minutes	Anne Nikko A.
Application	application forms &			Terrible
Forms &	requirements			Engineering
Requirements				Aide
2. Deposit the	2.1. Project	None	30 minutes	Dalahican: Ariel B. Yuzon Special Agent I

	Sta. Cruz: Ar. Raphael Luis C. Valero Architect IV
	Caridad: Paul Gerard A. Bocalan Project Evaluation Officer II
	San Antonio: Engr. Edrei Joshua B. Estores Engineering Aide I
	San Roque: Engr. Chryz Michael P. Garduño Engineer I

Application Form &	Inspection		(Depends in location)	
Requirements	2.2. Endorsement to Fire	15% of all fees charged by the LGU	10 minutes	FO1 Jeaneil Angelica Bernardo CRO
	2.3. Line & Grade	None	10 minutes	Engr. Chryz Michael P. Garduño Engineer I
	2.4. Structural	None	10 minutes	Engr. John Mark B. Paas City Engineer
	2.5. Sanitary / Plumbing	None	10 minutes	Engr. John Mark B. Paas City Engineer
	2.6. Architectural	None	10 minutes	Ar. Raphael Luis C. Valero Architect III
	2.7. Inspection of Electrical	None	30 minutes (Depends in location)	Engr. Errol R. De Guzman Engineer IV
	2.8. Approval	None	10 minutes	Engr. John Mark B. Paas City Engineer
3. Accept Certificate of Occupancy	3.1. Release Certificate of Occupancy	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
TOTAL:			2 hours and 25 minutes (max. 5days)	

4. Issuance of Demolition Permit

All concerned citizen 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:	Office of the City Engineers		
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 Application)	Office of the City Engineers
Certified True Copy Land Title	Register of Deeds
Certified True Copy Tax Declaration (Land & Bldg.)	Assessor's Office
Certified True Copy Tax Clearance (Land & Bldg.)	Treasurer's Office
Notarized Contract of Lease / Deed of Absolute Sale (if applicable)	Law Office
Notarized Special Power of Attorney (if with representative)	Law Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit	1.1. Receive	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
Application	application forms			
Forms & Requirements	& requirements			
2. Evaluation of requirements	2.1. Prepare order of payment	None	15 minutes	Anne Nikko A. Terrible Engineering Aide

	2.2. Evaluation	None	10 minutes	Engr. Chryz Michael P. Garduño Engineer I / Ar. Raphael Luis C. Valero Architect III
	2.3. Approval	None	10 minutes	Engr. John Mar B. Paas City Engineer
3. Payment of Demolition Permit	3.1. Give the order of payment	None		Anne Nikko A. Terrible Engineering Aide
	3.2. Issuance of Official Receipt	Area of the building x ₱3.00	15 minutes	Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office
		Sidewalk Occupancy @ ₱240		
		Inspection Fee @ ₱100		
		Billboard @ ₱300		
4. Present Official Receipt	4.1. Release Demolition Permit	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
TOTAL:			1 hour and 10 minutes (max. 3days)	

5. Issuance of Fencing Permit

All concerned citizen 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 Division:	Office of the City Engineers		
Classification:	Simple		
Type of	G2C - Gov	ernment to Citizens	
Transaction:	G2B - Gov	ernment to Businesses	
Who may avail:	Citizen		
CHECKLIST	OF	WHERE TO SECURE	
REQUIREME	INTS		
Application Forms (Fencing	Office of the City	
Permit Form)		Engineers	
Certified True Copy	Land Title	Register of Deeds	
Certified True Copy Declaration	Тах	Assessor's Office	
Certified True Copy Tax Clearance		Treasurer's Office	
Notarized Contract of Lease / Deed of Absolute Sale (if applicable)		Law Office	
Notarized Special Power of Attorney (if with representative)		Law Office	
Lot Plan (Signed & Sealed)		Private Geodetic Engineer	
Structural Plan (Sig Sealed) (for new constructio than 1.8mtrs. in hei	n greater	Private Engineer	

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Submit	1.1. Receive	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
Application Forms & Requirement s	application forms & requirements			
2. Evaluation of plans & requirements	2.1. Prepare order of payment	None	20 minutes	Anne Nikko A. Terrible Engineering Aide
	2.2. Evaluatio n of Line & Grade	None	15 minutes	Engr. Chryz Michael P. Garduño Engineer I
	2.3. Evaluation of structural	None	15 minutes	Engr. John Mark B. Paas City Engineer
	2.4. Approval	None	15 minutes	Engr. John Mark B. Paas City Engineer
3. Payment of Fencing Permit	3.1. Give the order of payment	None		Anne Nikko A. Terrible Engineering Aide
	3.2. Issuance of Official Receipt	Fence Ht.≤1.80m @ ₱3.00/linear mtr.	15 minutes	Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office

		Fence Ht.≥1.80m @ ₱4.00/linear mtr.		
		Line & Grade @₱2.40/sq.mt r Excavation @₱3.00/cu.mt r + ₱200 IVF Sidewalk Occupancy @₱240/month Inspection Fee @ ₱100 Billboard @ ₱300		
4. Present Official Receipt	4.1. Release Fencing Permit	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
TOTAL:			1 hour and 40 minutes (max. 3days)	

6. Issuance of Building Permit (Signage)

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

Office or Division:		Office of the City Engineers			
Classification:	Sim	ple			
Type of	G20	- Gove	ernment to Citizer	าร	
Transaction:	G2E	3 - Gove	ernment to Busine	esses	
Who may avail	: Citiz	en			
	LIST OF EMENTS		V	HERE TO SECU	RE
Application Form Permit Form)		ng	Offic	ce of the City Engi	ineers
Certified True C	opy Land	Title		Register of Deed	s
Certified True C Declaration	ору Тах		Assessor's Office		
Certified True C Clearance	ору Тах			е	
	lotarized Contract of Lease / Deed of Absolute Sale (if pplicable)		Law Office		
Notarized Spec Attorney (if with			Law Office		
CLIENTS STEPS	AGEN ACTI		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Forms & Requirements	1.1. Rec application forms & requirem	on	None 10 minutes Anne Nikko A Terrible Engineering Aide		
2. Evaluation of plans & requirements	2.1. Preporter of payment		None	15 minutes	Anne Nikko A. Terrible Engineering Aide

	2.2. Evaluation of line and grade	None	10 minutes	Engr. Chryz Michael P. Garduño Engineer I
	2.3. Evaluation of structural	None	10 minutes	Engr. John Mark B. Paas City Engineer
	2.4. Approval	None	10 minutes	Engr. John Mark B. Paas City Engineer
3. Payment of Building Permit (Signage)	3.1. Give the order of payment	None		Anne Nikko A. Terrible Engineering Aide
	3.2. Issuance of Official Receipt	New Installation: 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	10 minutes	Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office
		Fees for Business Signs:		

		Neon ₱40.00 Illuminated ₱35.00 Painted On ₱15.00 Others₱20.00 Installation Fees for Advertisement 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	Anne Nikko A. Terrible Engineering Aide
TOTAL:			1 hour and 15minutes (max. 3days)	

7. Issuance of Business Ads / Advertisments

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

arpaam.				
Office or Division:	Office of the City Engineers			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Type of Transaction:	G2B - Government to Businesses			
Who may avail:	Citizen			
CHECKLIST O	F WHERE TO SECURE			
REQUIREMENT	rs en			

CHECKLIS REQUIREM			WHERE TO SEC	URE
Application Forms (A	pplication	Of	fice of the City En	igineers
Form for Business A	ds /			
Advertisments)				
			Owner	
Letter of Request ap	proved by the			
City Admin	•			
	AGENCY	FFFS TO	PROCESSING	PERSON

CLIENTS STEPS	AGENCY ACTION	BE PAID	TIME	RESPONSIBLE
Submit Application Forms Requirements	1.1. Receive application forms & requirements	None	5 minutes	Anne Nikko A. Terrible Engineering Aide
	1.2. Prepare order of payment	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
2. Payment of Streamer/Tarpaulin	2.1. Issuance of Official Receipt	First 1 sq.mtr @ ₱100	10 minutes	Vym Novelle Salud / Julee Ann Laudato
		In Excess of 1 sq.mtr @ ₱50.00/sq. mtr. X No. of pieces		LRCO I City Treasurers Office
		Inspection Fee @ ₱100		

	2.2. Approval	None	5 minutes	Engr. John Mark B. Paas City Engineer
3. Present Official	3.1. Release	None	5 minutes	Anne Nikko A.
Receipt	of Business			Terrible
	Ads /			Engineering
	Advertisemen			Aide
	ts			
	Permit			
TOTAL:			35 minutes	
			(max. 3days)	

8. Issuance of Electrical / Electronics / Mechanical Permit

All concerned citizen 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 aircondition units as required by the National Building Code of the Philippines (PD 1096).

Office or Divis	•	Office of the City Engineers				
Classification	:	Simple				
Type of		G2C - Govern	ment to Citi	izens		
Transaction:		G2B - Governi	ment to Bus	sinesses		
Who may ava	il:	Citizen				
CHECKLIST	OF REC	QUIREMENTS		WHERE TO SE	CURE	
Approved Yello	ow Card	l		Meralco Offi	се	
Electrical / Elect	ctronics	/ Mechanical		Office of the Ci	ty Engineers	
Electrical Plan Mechanical Pla				Private Engin	eer	
Xerox TCT			Owner			
Waiver (if government owned lot)			Meralco			
Urban Poor (if lot)	governr	ment owned		City Mayor's C	City Mayor's Office	
Barangay Clearance (if government owned lot)			Barangay			
Affidavit (Sinumpaang Salaysay) (if government owned lot)			Notary Public		lic	
CLIENTS STEPS	AGE	NCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Present Yellow Card	1.1. G Electr Form	ical Permit to	None	5 minutes	Engr. Errol R. De Guzman Engineer IV	

2. Submit Electrical Permit Form	2.1. Prepare order of payment	None	15 minutes	Engr. Errol R. De Guzman Engineer IV
3. Payment of Electrical Permit	3.1. Give the order of payment			Engr. Errol R. De Guzman Engineer IV
	3.2. Issuance of Official Receipt	Fees depends in electrical load	15 minutes	Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office
	3.3. Approval	None	5 minutes	Engr. John Mark B. Paas City Engineer
4. Present Official Receipt	4.1. Release Electrical Permit	None	10 minutes	Engr. Errol R. De Guzman Engineer IV
TOTAL:			50 minutes (max. 3days)	

9. Issuance of Certificate of Final Electrical Inspection

All concerned citizen 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:	Office of the City	y Enginee	rs			
Classification:		Simple					
Type of Transa	ction:		G2C - Government to Citizens G2B - Government to Businesses				
Who may avail:	1	Citizen					
CHECKLIST (OF REC	QUIREMENTS		WHERE TO SE	CURE		
Yellow (Card (fo	or CFEI)		Meralco			
CLIENTS STEPS	AGE	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Present Yellow Card	1.1. Check Yellow Card and schedule inspection		None	10 minutes	Engr. Errol R. De Guzman Engineer IV		
1.2. ln		spect the site	None	45 minutes (depends in location)	Engr. Errol R. De Guzman Engineer IV		
2. Present again Yellow Card	2.1. Prepare the CFEI		None	10 minutes	Engr. Errol R. De Guzman Engineer IV		
	2.2. Ap	2.2. Approval		5 minutes	Engr. John Mark B. Paas City Engineer		
3. Accept CFEI	3.1. Release CFEI		None	5 minutes	Engr. Errol R. De Guzman Engineer IV		
TOTAL:				1 hour and 15minutes (max. 3days)			

10. **Issuance of Excavation Permit**All concerned citizen must secure an Excava

All concerned citizen must secure an Excavation Permit for any excavation works.						
Office or Division:	Office of the C			City Engineers		
Classification:	Sim	ple				
Type of	G20	C - Govern	nment to Citizens			
Transaction:	G2I	G2B - Government to Businesses				
Who may avai	I: Citi:	zen				
CHECKLIST OF			WHERE TO SECURE			
REQUIREMENTS						
For Maynilad Excavation: Endorsement to Apply Excavation Permit (Water Service Connection)		Maynilad Water Services, Inc.				
Occupancy Permit (for New Construction)			Office of the City Engineers			
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		NCY	FEES TO	PROCESSING	PERSON	

		FEES TO PROCESSING PERSON		
CLIENTS	CLIENTS AGENCY		PROCESSING	PERSON
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1.Present	1.1. Receive the	None	5 minutes	Marlene M.
requirements	requirements			Duayan
	-			Assessment
				Clerk
	1.2. Issuance of	None	5 minutes	Engr. Chryz
	Excavation Permit			Michael P.
				Garduño
				Engineer I
	10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			J
	1.3. Approval of			
	Excavation Permit	None	5 minutes	Engr. John Mark
				B. Paas
				City Engineer
	1.4. Assess,			
	•	Mana	10	C Ol
	prepare	None	10 minutes	Engr. Chryz Michael P.
	attachment, order			Garduño
	of payment and			Garduno
	issue order of			Engineer I
	payment			

2. 1. Issuance of order of two official receipts of Excavation Permit of Excavation Excavation Excavation Eng. Overhead: Below Php 50,000 of Estimated Restoration Cost - 3% of Estimated Restoration Cost - 1.5% of Estimated Restoration	2.	2.1. Issuance of	Excavation	10 minutes	Rodilyn
Excavation Permit official receipts official receipts and a state of the permit official receipts official receipts and a state of the permit and a state of the permit official receipts and a state of the permit state				10 1111114100	=
Permit			_		
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