

**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:	Office of the City Engineers
Classification:	Complex
Type of Transaction:	G2C - Government to Citizens G2B - Government to Businesses
Who may avail:	Citizen
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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

Structural Computation, for two-storey& above (Signed & Sealed)		Civil/Structural Engineer		
Log Book		Any bookstore		
Photocopy of PRC ID, PTR & IAPOA Certificate		Private Engineer / Architect		
Zoning Clearance (if applicable)		City Planning & Development Office		
Fire Safety Evaluation Clearance		Bureau of Fire Protection		
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	

	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 Engineer I
	Evaluation of Line and Grade			
	1.7.	None	20 minutes	Engr. John Mark B. Paas City Engineer
	Evaluation of Structural Plan			
	1.8.	None	20 minutes	Ar. Raphael Luis C. Valero Architect III
	Evaluation of Architectural Plan			
	1.9.	None	20 minutes	Engr. John Mark B. Paas City Engineer
	Evaluation of Sanitary Plan			
	1.10	None	20 minutes	Engr. Errol R. De Guzman Engineer IV
	Evaluation of Electrical /			

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

Zoning Clearance and Fire Safety Clearance	2.2. Issuance of Official Receipt	New Construction Area Computation for Residential: 20m ² -50m ² x ₱3.40/ m ² 50m ² -100m ² x ₱4.80m ² 100m ² -150m ² x ₱6.00/m ² 150 above x ₱7.20/m ² Area Computation for Commercial: up to 500m ² x ₱23.00/m ² Pavement area up to 20m ² = ₱24.00 21m ² above x ₱3.00/sq.mtr Line & Grade lot area@ ₱2.40/sq.mtr Plumbing/ Sanitary @₱100/T&B	15 minutes	Zoning: Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office Fire and Safety: F02 Dyan B. Lagrimas FCCA
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		Fence Ht $\leq$ 1.80m @P3.00/linear mtr.		
		Fence Ht $\geq$		

		1.80m @P4.00/linear mtr. Const. of Separate Firewall from Bldg. @P3.00/m². (Min. fee shall be P48.00) Excavation @P3.00/cu.mtr + P200 IVF Sidewalk Occupancy @P240/month Certificate of Occupancy Residential: P150K=P100 P150K-400K =P200 P400K- 850K=P400 P850K- 1.2M=P800 Every Million or Portion thereof in excess of P1.2M @ P800.00 Commercial: P150K=P200		
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		₱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)		
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		– 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 Receipt to CEO	3.1. Release Building Permit & Electrical Permit, Zoning Clearance and Fire Safety Clearance	None	30 minutes	Anne Nikko A. Terrible Engineering Aide
TOTAL:			2 days, 3 hours and 25 minutes (max. 5days)	

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 Transaction:	G2C - Government to Citizens G2B - Government to Businesses			
Who may avail:	Citizen			
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 & Requirements	1.1. Receive application forms & requirements	None	15 minutes	Anne Nikko A. Terrible Engineering Aide
	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 Sidewalk Occupancy @P240/month	5 minutes	Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers 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 - Government to Citizens G2B - Government to Businesses			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Forms (Certificate of Completion Form)		Office of the City Engineers		
Approved Plan (1-Set)		Owner's Copy		
As-Built Plan (3-Sets)		Private Engineer/Architect		
Accomplished Form (Certificate of Completion Form) signed and sealed by the Engineer's/Architect in-charge of construction		Private Engineer/Architect		
Xerox copy of Building Permit, Electrical Permit & Sanitary Permit		Owner's Copy		
Logbook of construction signed and sealed by Civil Engineer /Architect in-charge 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	Anne Nikko A. Terrible Engineering 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
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Application Form & Requirements	Inspection		(Depends in location)	
	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 Transaction:	G2C - Government to Citizens 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 Forms & Requirements	application forms & 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
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	2.3. Approval	None	10 minutes	Engr. John Mark B. Paas City Engineer
3. Payment of Demolition Permit	3.1. Give the order of payment	None	15 minutes	Anne Nikko A. Terrible Engineering Aide
	3.2. Issuance of Official Receipt	Area of the building x ₱3.00 Sidewalk Occupancy @ ₱240 Inspection Fee @ ₱100 Billboard @ ₱300		Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office
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 Transaction:	G2C - Government to Citizens G2B - Government to Businesses	
Who may avail:	Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application Forms (Fencing 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
Lot Plan (Signed & Sealed)		Private Geodetic Engineer
Structural Plan (Signed & Sealed) (for new construction greater than 1.8mtrs. in height)		Private Engineer

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
2. Evaluation of plans & requirements	2.1. Prepare order of payment	None	20 minutes	Anne Nikko A. Terrible Engineering Aide
	2.2. Evaluation 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	15 minutes	Anne Nikko A. Terrible Engineering Aide
	3.2. Issuance of Official Receipt	Fence Ht. ≤ 1.80m @ ₱3.00/linear mtr.		Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office

		Fence Ht.≥1.80m @ ₱4.00/linear mtr.		
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		Line & Grade @₱2.40/sq.mtr		
		Excavation @₱3.00/cu.mtr + ₱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:	Simple			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Businesses			
Who may avail:	Citizen			
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 & Requirements	1.1. Receive application forms & requirements	None	10 minutes	Anne Nikko A. Terrible Engineering Aide
2. Evaluation of plans & requirements	2.1. Prepare order 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	10 minutes	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 Installation Fees for Business Signs:		Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office

		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 / Advertisements

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

Office or Division:	Office of the City Engineers			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Businesses			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Forms (Application Form for Business Ads / Advertisements)		Office of the City Engineers		
Letter of Request approved by the City Admin		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	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 In Excess of 1 sq.mtr @ ₱50.00/sq. mtr. X No. of pieces Inspection Fee @ ₱100	10 minutes	Vym Novelle Salud / Julee Ann Laudato LRCO I City Treasurers Office

	2.2. Approval	None	5 minutes	Engr. John Mark B. Paas City Engineer
3. Present Official Receipt	3.1. Release of Business Ads / Advertisements Permit	None	5 minutes	Anne Nikko A. Terrible Engineering Aide
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 air-condition units as required by the National Building Code of the Philippines (PD 1096).

Office or Division:	Office of the City Engineers			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Businesses			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Yellow Card		Meralco Office		
Electrical / Electronics / Mechanical Permit Form		Office of the City Engineers		
Electrical Plan / Electronics Plan / Mechanical Plan with Analysis		Private Engineer		
Xerox 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	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 Division:	Office of the City Engineers			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Businesses			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Yellow Card (for CFEI)			Meralco	
CLIENTS STEPS	AGENCY 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. Inspect 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. Approval	None	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 Excavation Permit for any excavation works.

Office or Division:	Office of the City Engineers			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2B - Government to Businesses			
Who may avail:	Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements	1.1. Receive the requirements	None	5 minutes	Marlene M. Duayan Assessment Clerk
	1.2. Issuance of Excavation Permit	None	5 minutes	Engr. Chryz Michael P. Garduño Engineer I
	1.3. Approval of Excavation Permit	None	5 minutes	Engr. John Mark B. Paas City Engineer
	1.4. Assess, prepare attachment, order of payment and issue order of payment	None	10 minutes	Engr. Chryz Michael P. Garduño Engineer I

2. Payment of Excavation Permit	2.1. Issuance of order of two official receipts	Excavation fee: Php 300/cu.m Engg. Overhead: Below Php 50,000 of Estimated Restoration Cost – 3% of Estimated Restoration Cost Above Php 50,000 Estimated Restoration Cost – 1.5% of Estimated Restoration Cost Refundable Fee: 10% of Estimated Restoration Cost	10 minutes	Rodilyn Labonete LRCO I City Treasurers Office
3. Present Official Receipt to CEO	3.1. Receive the OR and attach the documents and Excavation Permit	None	10 minutes	Marlene M. Duayan Assessment Clerk
	3.2. Release Excavation Permit	None	10 minutes	Marlene M. Duayan Assessment Clerk
TOTAL:			55 minutes (max. 3days)	