

**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	Engineering Aide
	1.2. Distribute requirements to Zoning Officer and Bureau of Fire Protection	None	20 minutes	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		Engineering Aide
	Order of Payment for Building Permit			
	1.6. Evaluation of Line and Grade	None	20 minutes	Engineer I
	1.7. Evaluation of Structural Plan	None	20 minutes	City Engineer
	1.8. Evaluation of Architectural Plan	None	20 minutes	Architect III
	1.9. Evaluation of Sanitary Plan	None	20 minutes	City Engineer
	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

		Fence Ht \leq 1.80m @₱3.00/linear mtr.		
		Fence Ht \geq		

		<p>1.80m @₱4.00/linear mtr.</p> <p>Const. of Separate Firewall from Bldg. @₱3.00/m². (Min. fee shall be ₱48.00)</p> <p>Excavation @₱3.00/cu.mtr + ₱200 IVF</p> <p>Sidewalk Occupancy @₱240/month</p> <p>Certificate of Occupancy Residential: ₱150K=₱100</p> <p>₱150K-400K =₱200</p> <p>₱400K- 850K=₱400</p> <p>₱850K- 1.2M=₱800</p> <p>Every Million or Portion thereof in excess of ₱1.2M @ ₱800.00</p> <p>Commercial: ₱150K=₱200</p>		
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		<p>₱150K-400K =₱400</p> <p>₱400K- 850K=₱800</p> <p>₱850K- 1.2M=₱1,000</p> <p>Inspection Fee @₱200</p> <p>Drainage Tapping Fee @₱500/Tapping</p> <p>Bldg. Permit Billboard @₱300</p> <p>Administrative Fine: Light Violation ₱5,000 Less Grave Violation ₱8,000 Grave Violation ₱10,000</p> <p>Surcharge:</p> <p>Excavation for foundation - 10% of the bldg. permit fees</p> <p>Construction of foundation (including pile driving and laying of reinforcing bars)</p>		
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		<p>- 25% of the bldg. permit fees</p> <p>Construction of superstructure up to 2.00mts. above established grade - 50% of the bldg. permit fees</p> <p>Construction of superstructure above 2.00mts. - 100% of the bldg. permit fees</p>		
3. Present Official Receipt to CEO	3.1. Release Building Permit & Electrical Permit, Zoning Clearance and Fire Safety Clearance	None	30 minutes	Engineering Aide
TOTAL:			2 days, 3 hours and 25 minutes (max. 5 days)	

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	Engineering Aide
	1.2. Prepare order of payment	None	10 minutes	Engineering Aide

	1.3. Evaluation of line and grade	None	10 minutes	Engineer I
	1.4. Evaluation of structural	None	10 minutes	City Engineer
	1.5. Evaluation of sanitary plan	None	10 minutes	City Engineer
	1.6. Evaluation of architectural	None	10 minutes	Architect III
	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 estimated budget	5 minutes	LRCO II / / LRCO III / Administrative Aide III (Utility Worker II) / City Treasurers Office
		Sidewalk Occupancy @P240/month		

		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 (max. 5 days)	

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	Engineering Aide
2. Deposit the	2.1. Project	None	30 minutes	Special Agent I

				Sta. Cruz: Architect IV Caridad: Project Evaluation Officer II San Antonio: Engineer II San Roque: 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 CRO
	2.3. Line & Grade	None	10 minutes	Engineer I
	2.4. Structural	None	10 minutes	City Engineer
	2.5. Sanitary / Plumbing	None	10 minutes	City Engineer
	2.6. Architectural	None	10 minutes	Architect III
	2.7. Inspection of Electrical	None	30 minutes (Depends in location)	Engineer IV
	2.8. Approval	None	10 minutes	City Engineer
3. Accept Certificate of Occupancy	3.1. Release Certificate of Occupancy	None	10 minutes	Engineering Aide
TOTAL:			2 hours and 25 minutes (max. 5 days)	

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	Engineering Aide
Application Forms & Requirements	application forms & requirements			
2. Evaluation of requirements	2.1. Prepare order of payment	None	15 minutes	Engineering Aide
	2.2. Evaluation	None	10 minutes	Engineer I / Architect III

	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 Sidewalk Occupancy @ ₱240 Inspection Fee @ ₱100 Billboard @ ₱300	15 minutes	LRCO II / / LRCO III / Administrative Aide III (Utility Worker II) / City Treasurers Office
4. Present Official Receipt	4.1. Release Demolition Permit	None	10 minutes	Engineering Aide
TOTAL:			1 hour and 10 minutes (max. 3 days)	

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	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	10 minutes	Engineering Aide
2. Evaluation of plans & requirements	2.1. Prepare order of payment	None	20 minutes	Engineering Aide
	2.2. Evaluation of Line & Grade	None	15 minutes	Engineer I
	2.3. Evaluation of structural	None	15 minutes	City Engineer
	2.4. Approval	None	15 minutes	City Engineer
3. Payment of Fencing Permit	3.1. Give the order of payment	None	15 minutes	Engineering Aide
	3.2. Issuance of Official Receipt	Fence Ht.≤1.80m @ ₱3.00/linear mtr.		LRCO II / / LRCO III / Administrative Aide III (Utility Worker II) / 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	Engineering Aide
TOTAL:			1 hour and 40 minutes (max. 3 days)	

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	Engineering Aide
2. Evaluation of plans & requirements	2.1. Prepare order of payment	None	15 minutes	Engineering Aide

	2.2. Evaluation of line and grade	None	10 minutes	Engineer I City Engineer
	2.3. Evaluation of structural	None	10 minutes	City Engineer
	2.4. Approval	None	10 minutes	
3. Payment of Building Permit (Signage)	3.1. Give the order of payment	None		Engineering Aide
	3.2. Issuance of Official Receipt	<p>New Installation:</p> <p>Erection & anchorage of display surface up to 4.00sq.mtr. @₱150.00</p> <p>For every sq.mtr. or fraction thereof in excess of 4.00sq.mtr. @ ₱25.00</p> <p>Installation Fees for Business Signs:</p>	10 minutes	LRCO II / / LRCO III / Administrative Aide III (Utility Worker II) / City Treasurers Office

		<p>Neon ₱40.00 Illuminated ₱35.00 Painted On ₱15.00 Others ₱20.00</p> <p>Installation Fees for Advertisement Signs: Neon ₱45.00 Illuminated ₱40.00 Painted On ₱18.00 Others ₱25.00</p>		
4. Present Official Receipt	4.1. Release Building Permit (Signage)	None	10 minutes	Engineering Aide
TOTAL:			1 hour and 15 minutes (max. 3 days)	

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	Engineering Aide
	1.2. Prepare order of payment	None	10 minutes	Engineering Aide
2. Payment of Streamer/Tarpaulin	2.1. Issuance of Official Receipt	First 1 sq.mtr @ ₱100	10 minutes	LRCO II / / LRCO III / Administrative Aide III (Utility Worker II) / City Treasurers Office
		In Excess of 1 sq.mtr @ ₱50.00/sq.mtr. X No. of pieces		

		Inspection Fee @ ₱100		
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	2.2. Approval	None	5 minutes	City Engineer
3. Present Official Receipt	3.1. Release of Business Ads / Advertisemen ts Permit	None	5 minutes	Engineering Aide
TOTAL:			35 minutes (max. 3 days)	

	2.2. Approval	None	5 minutes	City Engineer
3. Present Official Receipt	3.1. Release of Business Ads / Advertisements Permit	None	5 minutes	Engineering Aide
TOTAL:			35 minutes (max. 3 days)	

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	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	Fees depends in electrical load	15 minutes	Engineer IV LRCO II / / LRCO III / Administrative Aide III (Utility Worker II) / City Treasurers Office
	3.2. Issuance of Official Receipt			City Engineer
	3.3. Approval	None	5 minutes	
4. Present Official Receipt	4.1. Release Electrical Permit	None	10 minutes	Engineer IV
TOTAL:			50 minutes (max. 3 days)	

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	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. Approval	None	5 minutes	City Engineer
3. Accept CFEI	3.1. Release CFEI	None	5 minutes	Engineer IV
TOTAL:			1 hour and 15 minutes (max. 3 days)	

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	Assessment Clerk
	1.2. Issuance of Excavation Permit	None	5 minutes	Engineer I
	1.3. Approval of Excavation Permit	None	5 minutes	City Engineer
	1.4. Assess, prepare attachment, order of payment and issue order of payment	None	10 minutes	Engineer I

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