1. **ISSUANCE OF BUILDING PERMIT**

A building permit is required prior to construction, alteration, major repair, or conversation of any building /structure owned by government or private entries. The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the building or work is suspended of abandoned at any time after has been commenced for a period of 120 days.

REQUIREMENTS:

a. Working drawing (PLAN) 5 set by: Civil GEngineer or Architect, Electrical Engineer, and Sanitary Engineer
b. Bill of materials /Cost Estimate (5 sets)
c. Specification (5 sets)
d. Structural Analysis (for 2 storey building and above) (4 copies)
e. Soil Test for 2 storey with roof deck and above
f. Affidavit of consent (if the application is not the lot owner) (4 copies)
g. Title, Deed of Sale, Notarized Consent of the lot owner allowing the applicant to construct house/commercial in their property (4 copies)
h. Certified True Copy of Tax Declaration, Latest Tax Receipt (4 copies)
i. Barangay Clearance for building permit purposes (4 copies)
j. Location Clearance (Zoning) from MPDO (4 copies)
k. Fire Safety Evaluation Clearance (FSEC) (4 copies)
l. Expandable Long Envelope
m. PRC ID and PTR w/ 3 specimen signature signed and sealed.

Note: 3 Concrete Chambers in septic Tank, Drainage Plan, Water Treatment
For industrial and commercial Building-Environment Compliance Certificate (ECC) (5 Copies)

ADDITIONAL REQUIRMENTS FOR CELLSITE TOWER

a. Neighborhood Consent (Notarized) b. Barangay Resolution

ADDITIONAL REQUIREMENTS IF ALONG MC ARTHUR HIGHWAY

a. DPHW Clearance – for the lot national add local roads.

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1	Check the completeness of the project	To endorse documents to BFP to secure FSEC.	20 minutes	Lorena S. Centeno
	Submit signed dococuments including the FSEC	Compute corresponding fee and issue order of payment	10 minutes	Engr. Eduardo S. Gregorio
2	Payment of Fees to Municipal Treasurer's Office	Issue Receipt for Building Permit Fees	5 minutes	Lorena S. Centeno
		Signing of Municipal Engineer	1 day	Engr. Ma. Eva E. Valentin
3	Log and Received Building Permit	Issuance of Building Permit	10 minutes	Lorena S. Centeno

2. ISSUANCE OF OCCUPANCY PERMIT

An occupancy permit is required before building or structure used or occupied or if there is any chance in the existing use or occupancy classification of a building or any portion thereof. The permit is usually secured after the structure was structured.

REQUIREMENTS:

a. Certificate of Completion with signed and sealed by the architech / Civil Engin
b. Barangay Clearance for Occupancy Permit (2 xerox copies)
c. Fire Security Inspection Certificate (FSIC) (2 xerox copies)
d. Original Building Permit and all forms (2 xerox copies)
e. Xerox Copy of Assessment and official receipt of Building Permit
f. Construction Logbook with Sign and Sealed by Architect/ Civil Engineer in every page (PRC ID and PTR)
g. Pictures (front and side view, living room, bedroom, kitchen, CR) (SEPTIC TANK DURING CONCRETING OF BOTTOM)

FEES: See Schedule of fees

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1	Submit duly accomplished Application Form and all documentary requirements	Verify documents submitted	10 minutes	Ma. Kate Lyn dela Cruz
		Inspection	2 days	Engr. Eduardo S. Gregorio
		Endorse document to BFP to secure FSIC	20 minutes	
2	Submit all documents including FSIC	Process documents / Occupancy Permit Form	30 minutes	Ma. Kate Lyn dela Cruz
		Signing of Occupancy Permit	1 day	Engr. Ma. Eva Valentin
3	Log and receive Occupancy Permit	Issue Occupancy Permit	5 minutes	Ma. Kate Lyn dela Cruz

3. ISSUANCE OF FENCING PERMIT

REQUIRMENTS:

a. Barangay Clearance for Fencing Permit
b. Locational Clearance (zoning) from MPDO
c. Working Drawings (Plan) 2 sets by: Civil Engineer or Architect, Electrical Engineer (signed and sealed)

d. Bill of materials / Cost Estimate (signed and sealed) (2 sets)
e. Tittle/Contract, Tax Declaration, Latest Tax Receipt
f. PRC ID and PTR W/3 specimen signed and sealed (2 copies)

Fees: See schedule of fees

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1	Submit duly accomplished Application Form and all documentary requirements	Assess the application and supporting documents	10 minutes	Lorena Centeno
		Compute corresponding fee and issue order of payment	10 minutes	Engr. Eduardo S. Gregorio
2	Payment of fees to Municipal Treasury	Process/prepare documents	20 minutes	Lorena Centeno
		Signing of Municipal Engineer	1 day	Engr. Ma. Eva Valentin
3	Log and receive Fencing Permit	Issuance of Fencing Permit	5 minutes	Lorena S. Centeno

4. ISSUANCE OF SIGNAGE PERMIT

REQUIREMENTS:

a. Request letter address to the Municipal Engineer
b. Xerox copy of sample streamer / tarpaulin.
c. Xerox copy official Receipt Sign Permit
d. Community Tax Certificate

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1	Submit duly accomplished Application Form and all documentary requirements	Assess the application and supporting documents	10 minutes	Lorena Centeno
		Compute corresponding fee and issue order of payment	10 minutes	Engr. Eduardo S. Gregorio
2	Payment of fees to Municipal Treasury	Process/prepare documents	15 minutes	Lorena Centeno
		Signing of Municipal Engineer	1 day	Engr. Ma. Eva Valentin
3	Log and receive Fencing Permit	Issuance of Fencing Permit	5 minutes	Lorena S. Centeno

5. ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

REQUIREMENTS:

- **a.** Yellow Card from Meralco
- **b.** Barangay Clearance for Electrical Permit (2 Xerox copies)
- **c.** Title, Tax Declaration, Tax Receipt
- **d.** If the house is 30 sq.m and below (assessment fee) in the absence of Building Permit (old house)
- **e.** If the owner of the building is not the owner of the lot based on the documents (submit notarized undertaking permitting him by the owner of the lot to construct his house over his property)
- **f.** Xerox copies of building Permit (31sqm and above)
- **g.** Xerox Copy of Occupancy Permit (31sqm and above)

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1	Submit all requirements to Municipal Engineering Office	Assess all requirements submitted	5 minutes	Jesus Cabasal
		Site Inspection by Electrical Inspector	1 day	Enrico Sunga/ Jay Christian Gonzales
2	Secure Building Permit (based on the inspection)	Assess all requirements	15 days (maximum)	Jesus Cabasal
3	Payment of Assessment Fee (if the house is 30sqm) and Electrical Permit to Municipal Treasury	Compute the corresponding fee and issue order of payment	5 minutes	Engr. Eduardo S. Gregorio
		Process the Certificate of Final Electrical	20 minutes	Jesus Cabasal
		Signing of CFEI	2 minutes	Engr. Ma. Eva Valentin
		Signing of CFEI	1 day	Municipal Mayor/Admin
			2 minutes	Engr. Ma. Eva Valentin(issued)
4	Log and receive CFEI	Release of CFEI	5 Minutes	Jesus Cabasal

6. ISSUANCE OF WATER PERMIT/ MAYOR'S PERMIT

REQUIRMENTS:

A. Application and Estimate from CAWADI
B. Barangay Clearance for electrical Permit Permit (2 xerox copies)
C. Tittle, Tax Decleration, Tax Receipt
D. if the house is 30 sq.m and below (assessment fee) in the absence of building Permit (old house)
E. if the owner the building is not the owner of the based on the documents (submit notarized undertaking permitting him by the owner of the lot to construct his house over

F. Xerox Copies of building Permit (31 and above)
G.Xerox Copy of Occupancy Permit (31sm and above)

STEP OR PROCESS

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1	Submit all requirements to Municipal Engineering Office	Assess all requirements	5 minutes	Jesus Cabasal
		Site Inspection by Electrical Inspector	1 day	Enrico Sunga/ Jay Christian Gonzales
2	Secure Building Permit (based on the inspection)	Assess all the requirements	15 days (maximum)	Lorena S. Centeno
3	Payment Assessment Fee (if the house is 30 sq.m) and Water Permit to Municipal Treasury	Compute corresponding fee and issue order of payment	5 minutes	Engr. Eduardo S. Gregorio
		Process the Water/Mayor's Permit	10 minutes	Jesus Cabasal
		Signing of Water/ Mayor's Permit	2 minutes	Engr. Ma. Eva Valentin
		Signing of Water/Mayor's Permit	1 day	Municipal Mayor/Admin
		Signing of Water Permit/ Mayor's Permit	2 minutes	Engr. Ma. Eva Valentin (issued)
4	Log and receive Water/Mayor's Permit	Released of Water/Mayor's Permit	5 minutes	Jesus Cabasal

7. ISSUANCE OF EXCAVATION AND GROUD PREPERATION

REQUIREMENTS:

a. Workday Drawings (Plan) 5 sets by: Civil Engineer or Architect, Electrical Engineer and Sanitary Engineer
b. Bill of Materials /Cost Estimate (5 sets)
c. Specification (5sets)
d. Structural Analysis (for 2 storey building and above) (4 copies)
e. Soil test for 2 storey with roof deck
f. Affidavit of Consent (if application is not the lot owner) (4 copies)
g. Title/ Contract, Deed of Sale, Notarized Consent of the Lot owner allowing the application to construct house/commercial in their property (4copies)
h. Certified True Copy of Tax Declaration, Latest Tax Receipt (4 copies)
i. Barangay Clearance for building permit purposes (4 copies)
j. Location Clearance (Zoning) from MPDO (4 copies)
k. Fire Safety Evaluation Clearance (FSEC) (4 copies)
l. Expandable Long Envelope
m. PRC ID and PTR w/ 3 specimen signature signed and sealed.

ADDITIONAL REQUIREMENTS

n. Neighborhood Consent
o. Barangay Resolution
p. SB Resolution

ADDITIONAL REQUIREMENTS IF ALONG MC ARTHUR HIGHWAY

DPWH Clearance – for the lot along National and local Roads.

For industrial and commercial building-Environmental Compliance Certificate (5 COPIES)

STEP OR PROCESS

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1	Submit duly accomplished Application Form and all documentary requirements	Assess the application and supporting document	20 minutes	Lorena S. Centeno
		Compute the corresponding fee and issue order of payment	10 minutes	Engr. Eduardo S. Gregorio
2	Payment of Fees to Municipal Treasury	Process and Prepare Documents	30 minutes	Lorena S. Centeno
3	Submit the Official Receipt of Payment	Signing of Municipal Engineer	2 minutes	Engr. Ma. Eva Valentin

8. ANNUAL INSPECTION / BUSINESS PERMIT

REQUIREMENTS:

- **a.** Building Permit / Occupancy Permit of Building use in the Business
- **b.** Lease Contract if the client leases the area.
- **c.** ECC Permit (depends on the type of business)

STEP OR PROCESS

STEPS	CLIENT	SERVICE PROVIDED	PROCESSING TIME	STAFF-IN-CHARGE
1.		(If New Business): Conduct inspection for the building permit occupied for business	1 day	Engr. Eduardo S. Gregorio
		If the Building is 2-storey & above w/o building permit): The client is required to secure building permit	5 days	Engr. Ma. Eva Valentin/ Engr. Eduardo S. Gregorio
2	Submit all documentary requirements	Assess the application and supporting documents	3 minutes	Engr. Ma. Eva Valentin/ Engr. Eduardo S. Gregorio
		Sign- in the MEO past in the application form	1 minute	Engr. Eduardo S. Gregorio
		Log-in in the logbook	1 minute	Engr. Eduardo S. Gregorio
		Issuance of Permit	1minute	Engr. Eduardo S. Gregorio