



1. Issuance of Building & Electrical Permit

No person, firm or corporation, including any agency or instrumentality of the government shall erect, construct, alter, repair, move, convert or demolish any building or structure or cause the same to be done without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building is located or the building work is to be done.

Office or Division	Office of the Municipal Engineer			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen/G2B-Government to Business			
Who may avail	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Lot Title (5 Photocopies)	National Land Titles and Deeds Registration Administration			
Tax Declaration (5 Photocopies)	Office of the Municipal Assessors/Office of the Municipal Treasurer			
Plans & Estimates (5 Photocopies)	Licensed Architect or Civil Engineer (Private)			
Lease Contract (If renting) (5 Photocopies)	Owner of the Building			
Building Permit Form (5 Original copies)	Office of the Municipal Engineer			
Electrical Permit Form (5 Original copies)	Office of the Municipal Engineer			
Plumbing/Sanitary Permit Form (5 Original copies)	Office of the Municipal Engineer			
General Conditions & Specifications (5 Original copies)	Licensed Architect or Civil Engineer (Private)			
Structural Analysis (For Two-Storey Up) (5 Original copies)	Licensed Architect or Civil Engineer (Private)			
Construction Safety & Health Program (DOLE) (5 Photocopies)	Department of Labor & Employment			
2 Long Brown Envelope Folder	Client			
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible



1. Submit filled up building permit application form and requirements at the receiving area	1. Receive accomplished application form 1.1 Review & evaluate documents as to its completeness. 1.2 Assess & print of Order of Payment 2.3 Endorse to BFP for Fire Safety Inspection	None	15 Minutes	<i>Administrative Aide II</i> Office of the Municipal Engineer
2. Pay required fees at the Municipal Treasurer's Office (Window 1 -6)	2. Issue Official Receipt	Based on the National Building Code of the Philippines of PD 1096		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Receive Official Receipt, logbook entry & prepare Building Permits	None	15 Minutes	<i>Engineer II</i> <i>Administrative Assistant I</i> <i>Administrative Aide II</i> Office of the Municipal Engineer
	2.2 Approve Building Permit	None	2 Minutes	<i>Municipal Engineer</i> Office of the Municipal Engineer
3. Claim approved Building Permit	3. Release approved Building Permit	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Engineer
	TOTAL:	Based on the National Building Code of the Philippines of PD 1096	37 Minutes	