

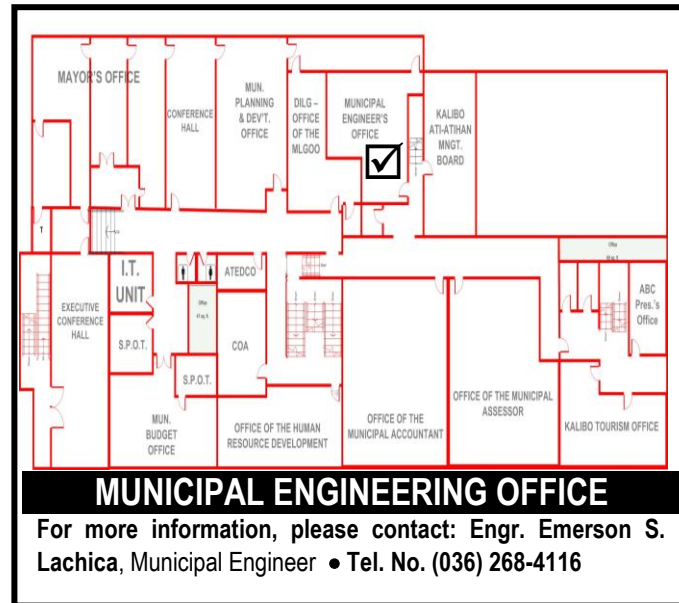


OFFICE OF THE MUNICIPAL ENGINEER

The office reviews and recommends changes in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure development and public works as well as administers, coordinates and/or supervises the implementation of infrastructure projects while providing engineering services. Likewise the Office administers the processing and issuance of the building permit and other ancillary or accessory permits/certificates pertaining to buildings/structures owned by the government or private entities.

☑ SERVICES OFFERED

A. How to Secure a Building Permit



☑ ABOUT THE SERVICE

A Building Permit is issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and its Implementing Rules and Regulations and the Local Zoning Ordinance.

☑ REQUIREMENTS

1. Five (5) sets of Plans duly signed and sealed by Licensed Professional Practitioner.
2. Four (4) copies of Bill of Materials and Estimates signed by Licensed Professional Practitioners.
3. Four (4) copies Building Specification duly signed by Licensed Professional Practitioner.
4. Two (2) sets of Structural Design/Analysis (for 2-storey and above) and 2 sets Soil Analysis (for 4-storey and above) duly signed and sealed by a licensed Civil/Structural Engineer.
5. Four (4) copies of duly accomplished Application Forms.
6. Xerox copy of PRC ID and PTR of licensed Professional Practitioner.
7. Two (2) xerox copies each of Transfer Certificate of Title, Tax Declaration, Current Tax Receipt, Sketch Plan or Approved Subdivision Plan, and if the Applicant is not the Registered owner: two (2) xerox copies of notarized Deed of Sale/Lease Contract/Consent of Lot Owner.

Other Requirements:

1. Zoning Clearance from the Office of the Municipal Planning and Development Coordinator

Optional Requirements:

1. ECC/CNC, HEIGHT CLEARANCE, DOH, Others.



☑ FEES

Permit fees are computed based on the following:

- Type of Occupancy
- Total Floor area of the project
- Cost of the project
- Height of building/structure

For constructing, installing, repairing, altering or causing any change in the occupancy/use of any building/structure or part thereof or appurtenances thereto without any permit, there shall be imposed a surcharge of one hundred percent (100%) of the building fees. Provided that when the work in the building/structure is started pending approval of the Building Official of the application for building permit, the amount of surcharge shall be according to the following:

Excavation for foundation	10%
Construction of foundation (including pile driving and laying of reinforcing bars)	25%
Construction of superstructure up to two (2 m) above established grade	50%
Construction of superstructure above two (2 m)	100%

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits application for building permit and other requirements to the Office of the Municipal Engineer (MEO) for evaluation and processing.	25 minutes	Amalia L. Francisco Engineer III Bernie R. Regalado Draftsman I Engineering Aide
2. MEO staff assesses the permit fees and issues to the client a) Order of Payment b) Endorsement to the BFP together with the following: <ul style="list-style-type: none"> • 1 set of Bulding Plans • 1 copy of Cost Estimates and • 1 copy of Building Specification 	10 minutes	Amalia L. Francisco Bernie R. Regalado Engineering Aide
3. Client submits to the MEO personnel : Two (2) copies of Fire Safety Evaluation Clearance issued by the BFP and One (1) copy of OR of payment of fees MEO personnel prepares the permit for approval.	25 mins	Engineering Aide
4. Approval and releasing	10 minutes	Engr. Emerson S. Lachica Municipal Engineer Engr. Amalia L. Francisco Engineering Aide

Approximate processing time : 1 hour 10 minutes

After the release of the Building Permit, the owner/permittee may now proceed with the construction works and shall put up a Building Permit Sign furnishing information regarding the project (Billboard). Such sign shall remain posted on the construction site for the duration of the construction. Failure to do so is a ground for Light Violation equivalent to P 5,000.00 penalty



B. How To Secure Certificate of Electrical Inspection for Temporary Power Connection and Electrical Installation/Housewiring

☑ REQUIREMENT

- Building Permit (*applies only for temporary power connection*)

☑ FEES

- Certification fee P 50.00
- Verification fee P 100.00

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits the accomplished application for Certificate of Electrical Inspection for Temporary Power Connection together with the requirements for assessment	10 minutes	Marlo P. dela Cruz Administrative Aide I Electrician Aide
2. MEO staff conduct field verification and issues order of payment for certification and verification fees.	1 hour	Alfredo H. Zuriaga Electrician II Marlo P. dela Cruz Nonito P. dela Cruz Ramie D. Bonifacio Administrative Aides
3. Client presents proof of payment to MEO staff for the preparation of Certificate	2 minutes	Marlo P. dela Cruz Electrician Aide
4. Approval	1 minute	Engr. Emerson S. Lachica
5. Releasing of Certificate	1 minute	Marlo P. dela Cruz Electrician Aide

Approximate Processing Time : 1 hour and 14 minutes

C. How to Apply for an Occupancy Permit

☑ ABOUT THE SERVICE

Upon completion of the project, the owner / permittee shall apply for an **Occupancy Permit** at the Office of the Municipal Engineer prior to occupancy.

☑ REQUIREMENTS

- Xerox copy of the approved Building Permit, Sanitary Permit, Electrical Permit and/or Mechanical Permit and Fire Safety Evaluation Clearance issued by the BFP.
- Certificate of Completion of Building, Electrical & Sanitary Permit.
- Log Book duly signed and sealed by supervising Civil Engineer and Architect.
- As-Built plans if needed.



☑ FEES

Permit fees are computed based on the following:

- Type of Occupancy
- Cost of the project

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits requirements for evaluation and indorsement to the Bureau of Fire Protection for the issuance of Fire Safety Insurance Certificate (FSIC).	10 minutes	Engr. Amalia L. Francisco Ronaldo J. Macali Laborer I Engineering Aide
2. MEO staff computes permit fee and issues Order of Payment.	2 minutes	Engineering Aide
3. Client submits the FSIC to the Municipal Engineering Office (MEO) staff for the conduct of final inspection and recommendation.	1 hour	Engr. Emerson S. Lachica, Engr. Amalia L. Francisco Bernie R. Regalado Engineering Aide
4. Payment at the MTO		Business Tax and Fees Division Staff
5. MEO staff prepares the permit and assigns number in the application forms for signature of the approving officers.	10 minutes	Engineering Aide
6. MEO staff approves the Permit.	3 minutes	Engr. Emerson S. Lachica
8. Releasing of the permit	2 minutes	Engineering Aide

Approximate Processing Time : 1 hour and 27 minutes



SERVICE STANDARDS

- + Provide a clean, comfortable and client friendly office;
- + Wear official uniform, ID, agency pin ;
- + Answer telephone calls within three (3) rings;
- + Greet the client “ Good Morning or Good afternoon ” the moment they step inside the office;
- + Attend to the needs of the client the moment they are inside the office;
- + If necessary, explain to the client the information they need regarding the service provided; and
- + Ensure that the client is served with utmost courtesy.

PERFORMANCE PLEDGE

We, the employees of the Office of the Municipal Engineer and Building Official together with our Municipal Department Head I, Engr. Emerson S. Lachica of LGU-Kalibo pledge and commit to deliver prompt, efficient and effective public service responsive to the needs of our clients as promised in the Citizens Charter, we will ensure that the office is clean, comfortable and client friendly; wear official uniform at all times; ensure that utmost courtesy be accorded to clients either in the office or in phone calls; and act promptly to the needs of the client.