



Office of the Municipal Engineer

External Services



1. Engineering Services

A documents issued by the Office of Municipal Engineer to the owner/clients to provides services and support for all phases of a project – from study, planning and design to preparation of plans and specifications, construction observation and contract administration.

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transactions:	G2C–Government to Citizens; G2G–Government to Government			
Who may avail:	All			
Checklist of requirements			Where to secure	
1. Barangay Resolution			Barangay Hall	
2. Barangay Development Plan/ AIP (for barangay) School Development Plan (for Schools)			Barangay Hall/School Principal	
3. Duly signed Certificate of Inspection			Office of the Municipal Engineer	
4. Gathered Data and Project Site Inspection/Validation			Municipal Engineer/Engineering Staff	
5. Draft Estimates or Program of Works and Detailed Plan			Municipal Engineer/Engineering Staff	
6. Assessment of fees/order of payment form			Office of the Municipal Engineer	
7. Official Receipt of Fees			Municipal Treasury Office	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Secure and inquire requirements to Municipal Engineering Office & verbalize Request	1. Issue Standard Requirement	None	10 minutes	<i>Municipal Engineer/ or Engineering Staff</i> (Office of the Municipal Engineer)
2. Accompany Municipal Engineer/or Engineering Staff	2. When Standard are met, proceed to the field for data gathering/or ocular Inspection		1 day	<i>Municipal Engineer/ or Engineering Staff</i> (Office of the Municipal Engineer)
	2.1 (If the request is for inspection of Projects) issue Certificate of Inspection		10 minutes	<i>Municipal Engineer/ or Engineering Staff</i> (Office of the Municipal Engineer)
	2.2 (If the request is for Program of work) Conduct Estimates, Plan Drawings and Program of works		5 days	<i>Municipal Engineer/ or Engineering Staff</i> (Office of the Municipal Engineer)



3. Received Accomplished program of work	3. Printing of accomplished estimates/POW w/ Plan		5 minutes	<i>Municipal Engineer/ or Engineering Staff</i> (Office of the Municipal Engineer)
4. Payment of Corresponding Fees	4. Issue Official Receipt	Refer to National Building Code of the Philippines (PD 1096)	5 minutes	<i>Municipal Treasurer's Office</i> (Office of the Municipal Treasurer)
5. Return to Office of the Municipal Engineer wait for the approval and releasing of the Certificate.	5. Record the OR and completely filled – up the Certificate.	None	15 minutes	<i>Municipal Engineer/or Engineering Staff</i> (Office of the Municipal Engineer)
6. Claim & sign in the Record Book as proof of receipt of the Certificate	6. Issue Certificate	None	2 minutes	<i>Municipal Engineer/or Engineering Staff</i> (Office of the Municipal Engineer)
Total		As per assessment	6 days and 47 minutes	



2. Building Permit

A document issued by the Building Official (BO) 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 are found satisfactory and substantially conforming with the duly notarized applicants are found satisfactory and substantially conforming with the National Building Code of the Philippines and its Implementing Rules and Regulations (IRR).

Office or Division:	Office of the Municipal Engineer	
Classification:	Simple	
Type of Transactions:	G2C–Government to Citizens; G2B–Government to Business	
Who may avail:	Building Owners	
Checklist of Requirements	Where to secure	
1. Tax declaration/lot title (1 original, 2 photocopy) • Consent of the lot owner-if not the lot owner	Municipal Assessor's Office/Lot Owner	
2. Complete sets of building plans (architectural , structural, sanitary and electrical) duly signed and sealed by the architect/civil engineer, sanitary engineer and electrical engineer (5 sets blueprint)	Licensed Professional Practitioner	
3. Application forms for building, sanitary and electrical duly accomplished and signed and sealed by the professional signatories (5 Original copies each form)	Office of the Municipal Engineer	
4. Building specifications duly signed and sealed by architect/civil engineer (5 Original copies)	Licensed Professional Practitioner	
5. Building cost and estimates of materials duly signed and sealed by architect/civil engineer and duly notarized. (5 Original copies)	Licensed Professional Practitioner	
6. Duly accomplished Application Form, (5 Original copies) of Plans & Specifications Prepared, Sealed and signed by Electrical Engineer	Licensed Professional Practitioner	
7. Cedula of project owner and lot owner – if not the lot owner (3 photocopies)	Municipal Treasury Office/Barangay Hall	
8. Photocopy of PRC IDs, PTR IDs signed and sealed with 3 signatures (3 photocopies)	Licensed Professional Practitioner	
9. Zoning Compliance Certificate (1 Original Copy)	Zoning Office	
10. Barangay Clearance (1 Original Copy)	Barangay Hall	
11. Fire Safety Evaluation Clearance (FSEC) (1 Original Copy)	BFP	
12. Construction Board	Owner	
13. Order of Payment	Office of the Municipal Engineer	



14. Official Receipt of Fees			Municipal Treasury Office	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure application forms & other requirements	1. Brief the client regarding the requirements.	None	15 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
2. Submit duly accomplished Application Form (Notarized) & requirements	2. Evaluation of the documents & assessment of fees	None	10 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
3. Proceed to the Municipal Treasury Office & pay the required fees	3. Issue Official Receipt	Refer to National Building Code of the Philippines (PD 1096)	8 minutes	<i>Municipal Treasurer</i> (Office of the Municipal Treasurer)
4. Return to the Office of the Municipal Engineer & wait for the approval & releasing of Building Permit	4. Record the OR and completely filled – up application/Building Permit No.	None	15 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
5. Claim & sign in the Record Book as proof of receipt of the Building Permit	5. Issue Building Permit	None	2 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
Total:		As per assessment	50 minutes	



3. Occupancy Permit

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

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizens			
Who may avail:	Building Owners			
Checklist of Requirements			Where to secure	
1. Approved Building Permit, Sanitary/Plumbing Permit, Electrical Permit (1 Photocopy)			Office of the Municipal Engineer	
2. Certificate of Completion duly signed & sealed by Civil Engineer/Architect (1 Original)			Office of the Municipal Engineer	
3. Application for Certificate of Occupancy			Office of the Municipal Engineer	
4. Fire Safety Inspection Certificates (FSIC) (1 Original)			Bureau of Fire Protection (BFP)	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure Application forms & other requirements.	1. Brief the client regarding the requirements.	None	15 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
2. Submit duly accomplished Application Form (Notarized) & requirements.	2. Evaluate of the documents & assessment of fees	None	10 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
3. Proceed to the Municipal Treasury Office & pay the required fees	3. Issue Official Receipt	Refer to National Building Code of the Philippines (PD 1096)	10 minutes	<i>Municipal Treasurer's Office</i> (Office of the Municipal Treasurer)
4. Return to the Office of the Municipal Engineer & wait for the Approval & releasing of Occupancy Permit.	4. Record the OR and completely filled-up Occupancy Permit No.	None	15 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
5. Claim & Sign in the Record Book as proof of receipt of the Occupancy permit	5. Issue Occupancy Permit	None	2 minutes	<i>Municipal Engineer/Engineering Staff</i> (Office of the Municipal Engineer)
Total:		As per Assessment	52 minutes	