



**OFFICE OF THE MUNICIPAL ENGINEER
EXTERNAL SERVICES**

1. FOR BUILDING PERMIT

Office or Division:	ENGINEERING OFFICE			
Classification:	Highly Technical			
Type of Transaction:	Issuance of Building Permit			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Assessment		To be prepared by the applicant		
Transfer Certificate of Title				
Tax Clearance		Treasurer		
Tax Declaration		Assessor		
Locational Clearance		MPDC		
Barangay Pahintulot		Engineering Office		
Five (5) sets of Plans Signed & Sealed		To be prepared by the applicant		
a. Structural Design				
b. Specification				
c. Bill of Materials				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Engineering office for the assessment.	Received the Plans & Bill of Materials	Building Plumbing Electrical Mechanical Fire Fund Fee Fire Code Fee	5 minutes	Mun. Engineer
2. Proceed to MPDC office for Locational Clearance assessment	Received the Plans & Bill of Materials, Tax Declaration & Title	Building Fee Surcharge Wiring Inspection Others	10 mins	MPDC Officer
3. Proceed to Fire Dept. to Fire Safety Evaluation Clearance	Received the Plans, Bill of Mat'l's, notarized, Official Receipt & Title		15 mins.	Fire Department Officer
4. Proceed to Engineering Office to Submit all the Received Requirements	Evaluate requirements for releasing		15 mins.	Engineering Staff
5. Wait for releasing of the permits	Signing of Permits		5 mins.	Municipal Engineer
	TOTAL	NONE	50 minutes	

2. OCCUPANCY PERMIT

Office or Division:	ENGINEERING OFFICE			
Classification:	Highly Technical			
Type of Transaction:	Issuance of Occupancy Permit			
Whom available:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Building Permit	To be prepared by the applicant			
Official Receipt				
Picture Four (4) Sides				
Tax Declaration	Assessor			
Tax Clearance	Treasurer			
Construction Logbook	To be prepared by the applicant			
Certificate of Completion	Engineering Office			
Application for Certificate of Occupancy	Engineering Office			
Certificate of Final Inspection (Fire Department)	Fire Department			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare all the requirements for checking	Received all the requirements on the checklist	NONE	5 minutes	Mun. Engineer
2. Proceed to the Fire Department for the Certificate of final inspection. (For occupancy)	Received the Certificate of completion (signed & sealed) & application for occupancy permit form notarized with the photos of the building with the official receipt of the building permit.	FSEC for occupancy permit fee.	20 minutes	Fire Department Officer
1. Go back to the Engineering office for the release of occupancy permit	Receive all the requirements with the FSEC for occupancy & prepare the signing of permit	NONE	15 minutes	Mun. Engineer & Engineering Staff
	TOTAL	NONE	40 minutes	