Office of the Municipal Engineer

External Service

23. Application for Unified Building Permit and Allied Permits

-A Building Permit must be secured before undertaking any construction, erection, alteration, major repair, renovation, or conversion of any building or structure, whether owned by government or private entities. The Unified Building Permit process also covers the issuance of allied permits such as Architectural, Structural, Electrical, Plumbing, Mechanical, and Electronics Permits. This ensures that all building activities comply with the National Building Code of the Philippines (PD 1096), as well as local safety, zoning, and environmental standards.

Office or Division:	Office of the Municipal Engineer
Classification:	Varies on services the client needs. (Simple, Complex and Highly Technical)
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	-Any individual, organization, or entity applying for a Permit to construct, erect, alter, repair, renovate, or convert any structure within the municipality. -Owner's duly designated representative(s)
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
✓ Complete Approve Plan (Signed and Sealed) 6 copies (3 original copies & 3 photocopies) *(For Two Storey Building and above – Design/Structural Analysis)	- Design Licensed Professionals
✓ Bill of Materials 6 copies (3 original & 3 photocopies)	- Design Licensed Professionals
✓ Proof of Ownership (6 photocopies)	
✓ Authorization Letter (if the Owner is not present)	- Prepared by the Applicant
✓ Professional Licenses (PRC ID and PTR of all designers/engineers) (6 photocopies)	- Prepared by the Applicant - Design Licensed Professionals who signed the Plan and Specifications
✓ BFP Clearance (1 copy)	- Bureau of Fire Protection
✓ CNC/ECC (if applicable) (1 copy)	- Environmental Management Bureau
✓ Zoning/Locational Clearance (1 original copy)	- Municipal Planning & Development Office
✓ Department of Labor and Employment Certificate (1 original copy)	- Department of Labor and Employment

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log name and project details in the Client's Logbook and request an application form	1.1 Record applicant's information in the logbook	None	20 Seconds	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer
	1.2 Issue checklist of requirements and application forms	None	40 Seconds	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer
2. Submit initial documents and building plans for	2.1 Evaluate and Check completeness of submitted requirements	None	30 Minutes	**Joel I. Uera** *Engineering Aide I*

preliminary evaluation	2.2 Endorse documents to the MPDC for Zoning/Locational Clearance.	None	5 Minutes	Office of the Municipal Engineer **Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer
3. Return to the Engineering Department and submit all required documents together with approved Zoning/Locational Clearance	3.1 Verify submitted documents and clearances 3.2 Assess fees and issue Order of Payment 3.3 Endorse documents to the BFP for Fire Safety Evaluation	None None None	5 Minutes 10 Minutes 5 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer **Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer **Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer
4. Proceed to Municipal Treasurer's Office for payment	4. Process payment and issue Official Receipt (O.R.)	Fees based on Building Code and Revenue Code	5 Minutes	**Mary Jean Salaysay** *Clerk I* Office of the Municipal Treasurer
5. Return to the Engineering Department and submit all required documents and clearances	5. Verify submitted documents and clearances	None	5 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer
6. Present the O.R. and claim approved Building Permit	6. Final review, signing, and issuance of Building Permit	None	15 Minutes	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer
	TOTAL:	Revenue Code	1 Hour & 21 Minutes	

24. Application for Building Exemption Permit (Section 209. Exemption)

-Under the Presidential Decree No. 1096 (the "National Building Code of the Philippines") and its Implementing Rules and Regulations, certain minor constructions or repairs may be **exempt** from the requirement to secure a full building permit. This exemption applies only where the work does not involve structural changes, does not compromise safety, and is in accordance with the Code's specific criteria and local-government unit regulations.

Office or Division:	Office of the Municipal Engineer
Classification:	Varies on services the client needs. (Simple, Complex and Highly Technical)
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	-Individuals, organizations, or government agencies requesting certification or approval that a proposed construction is exempted from the requirement of a Building Permit, in accordance with Section 209 of the National Building Code.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
✓ Duly accomplished Application for Building Exemption Form	- Municipal Engineering Office
✓ Proof of Ownership (1 photocopy)	- Prepared by the Applicant
✓ Letter of Request stating reason and nature of exemption (e.g., small structure, public/government project, repair works, etc.)	- Prepared by the Applicant
✓ Picture of the Building	
✓ Locational/Zoning Clearance	- Prepared by the Applicant
✓ BFP Clearance	- Municipal Planning & Development Office
✓ Authorization Letter (if the Owner is not present)	- Bureau of Fire Protection
✓ Identification Card (1 Photocopy)	- Prepared by the Applicant
	- Prepared by the Applicant

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log name and project details in the Client's Logbook and request an application form	1.1 Record applicant's information in the logbook	None	20 Seconds	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer
	1.2 Issue checklist of requirements and application form	None	40 Seconds	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer
2. Submit all required documents for initial evaluation	2.1 Review and evaluate submitted requirements	None	10 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer
	2.2 Conduct site inspection to verify actual project and exemption claim	None	1 Working Day	**Rodolfo Nidoy III,** *Engineer I* Office of the Municipal Engineer

3. Wait for fee assessment	3.1 Compute minimal processing fee 3.2 Issue Order of Payment	None None	3 Minutes 1 Minute	**Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer **Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer
4. Proceed to Municipal Treasurer's Office for payment	4. Process payment and issue Official Receipt (O.R.)	Fees based on Building Code and Revenue Code	5 Minutes	**Mary Jean Salaysay** *Clerk I* Office of the Municipal Treasurer
5. Present O.R. and claim the Building Exemption Permit / Certification	6. Final review, approval, and issuance of Building Exemption Permit / Certification signed by the Municipal Building Official	None	15 Minutes	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer
	TOTAL:	Revenue Code	1 Day & 35 Minutes	

25. Application for Occupancy Permit

-An Occupancy Permit must be secured **after** construction, renovation, conversion or change in use of a building or structure, and **before** the property is used or occupied. It certifies that the building has been completed in accordance with the approved plans, complies with structural, electrical, fire safety, sanitary/plumbing, zoning and other regulatory requirements, and is therefore safe and fit for its intended occupancy.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Any person or entity with a completed structure covered by a valid Building Permit, applying for permission to occupy or use the building.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
✓ Approved Building Permit (1 copy) ✓ Signed and Sealed Duly accomplished Certificate of Completion Form (3 Original Copies) ✓ As-built Plans (if there are changes during construction) (1 original copy) ✓ Fire Safety Inspection (1 copy)	-Municipal Engineering Office -Municipal Engineering Office - Design Licensed Professionals - Bureau of Fire Protection

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log name and project details in the Client's Logbook and request for Occupancy Permit Application Form	1.1 Record applicant's information in the logbook 1.2 Issue checklist of requirements and application form	None None	20 Seconds 40 Seconds	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer **Ruby B. Padilla** *Clerk* Office of the Municipal Engineer
2. Submit completed documents and requirements for evaluation	2.1 Review and evaluate submitted requirements 2.2 Schedule and conduct site inspection of the completed structure	None None	5 Minutes 1 Working Day	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer **Rodolfo Nidoy III, Eduardo Uera, Joel Uera, Felipe Largo Jr.** *Engineer I, Electrical Inspector II, Engineering Aide I, Meter Reader II* Office of the Municipal Engineer
3. Secure Fire Safety Inspection Certificate (FSIC) from BFP and submit copy to Engineering Office	3. Verify FSIC and other completion certificates from different disciplines	None	5 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer
4. Wait for assessment of applicable fees	4.1 Assess corresponding Occupancy Permit fees 4.2 Issue Order of Payment	None None	4 Minutes 1 Minute	**Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer **Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer
5. Proceed to the Municipal Treasurer's Office for payment	5. Process payment and issue Official Receipt (O.R.)	Fees based on Building Code	5 Minutes	**Mary Jean Salaysay** *Clerk I* Office of the Municipal Treasurer
6. Present the Official Receipt and claim the Occupancy Permit	6.1 Final review, approval, and signing by the Building Official 6.2 Release of approved Occupancy Permit	None None	10 Minutes 2 Minutes	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer **Jean G. De Guzman** *Municipal Engineer*

				Office of the Municipal Engineer
	TOTAL:	Based on Revenue Code	1 Day & 33 Minutes	

26. Application for Excavation Permit

-An Excavation Permit is required **before** any excavation, ground-cutting, filling or subsurface work is commenced in public places, roads, sidewalks or easements in the territorial jurisdiction of the local government unit. This includes projects undertaken by utility providers and telecommunication companies installing underground cables, conduits or support structures. Permitted excavations must comply with applicable standards for restoration, traffic safety and public infrastructure, and are subject to oversight by the relevant engineering or building official.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	Any individual, contractor, or company intending to excavate or open any portion of a public road, sidewalk, or ground for installation, repair, or construction purposes.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
✓ Duly accomplished Excavation Permit Application Form (5 copies)	- Municipal Engineering Office
✓ Letter of Intent stating purpose and location of excavation	- Prepared by the Applicant
✓ Traffic Management Plan (if excavation affects roadways)	- Prepared by the Applicant
✓ Proof of Ownership (1 Photocopy)	- Prepared by the Applicant
✓ Complete Set of Plan / Vicinity Map of the proposed excavation site	- Design Licensed Professionals
✓ Barangay Clearance	-Barangay where the excavation will be conducted
✓ Permit to Dig / Coordination Clearance from concerned utilities (if applicable: water, power, telecom, etc.)	-Respective Utility Companies (e.g., PAMES, PMWS, PLDT, Globe, etc.)
✓ Department of Public Works and Highways Permit	- Department of Public Works and Highways

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log name and project details in the Client's Logbook and request for Excavation Permit Application Form	1.1 Record applicant's information in the logbook 1.2 Issue checklist of	None	20 Seconds	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer **Ruby B. Padilla**

	requirements and application form	None	40 Seconds	*Clerk* Office of the Municipal Engineer
2. Submit completed documents and requirements for initial evaluation	2.1 Check completeness and accuracy of submitted documents and plans 2.2 Schedule site inspection of proposed excavation area	None None	5 Minutes 5 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer **Rodolfo Nidoy III** *Engineer I* Office of the Municipal Engineer
3. Allow site inspection to be conducted	3. Conduct actual site inspection to verify location, safety, and existing utilities	None	1 Working Day	**Rodolfo Nidoy III, Eduardo Uera, Joel Uera, Felipe Largo Jr.** *Engineer I, Electrical Inspector II, Engineering Aide I, Meter Reader II* Office of the Municipal Engineer
4. Wait for assessment of fees and required bond	4.1 Compute applicable Excavation Fees and Bond (if applicable) per Municipal Ordinance 4.2 Issue Order of Payment	None None	4 Minutes 1 Minute	**Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer **Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer
5. Proceed to the Municipal Treasurer's Office for payment	5. Process payment and issue Official Receipt (O.R.)	Fees based on Building Code and Revenue Code	5 Minutes	**Mary Jean Salaysay** *Clerk I* Office of the Municipal Treasurer
6. Present the Official Receipt and claim the Excavation Permit	6.1 Final review, approval, and signing by the Building Official 6.2 Release of approved Excavation Permit	None None	10 Minutes 2 Minutes	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer **Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer

TOTAL:	Based on Revenue Code	1 Day & 33 Minutes

27. Application for Building Annual Inspection Certificate

- The Annual Inspection Certificate is issued after a comprehensive evaluation of any building or structure, confirming that it remains compliant with approved plans, and relevant structural, electrical, plumbing, mechanical, sanitary and fire-safety requirements under the National Building Code of the Philippines (PD 1096) and its Implementing Rules and Regulations. This certificate must be renewed each year to ensure ongoing safety, stability and suitability for occupancy or use.

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 building owners, operators, or administrators of existing structures required to maintain a valid Annual Inspection Certificate as per the National Building Code.		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
✓ Duly Accomplished Renewal Application Form ✓ Building Permit (1 original copy) ✓ Latest Fire Safety Inspection Certificate		-Municipal Engineering Office -Municipal Engineering Office - Bureau of Fire Protection		
CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Log name and establishment details in the Client's Logbook and request for Annual Inspection Certificate	1. Record applicant's information in the logbook	None	1 Minute	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer
2. Submit the application Form	2. Check completeness of documents and verify validity of FSIC and Building Permit	None	5 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer
3. Wait for schedule of site inspection	3. Conduct on-site inspection to verify building safety, maintenance, and compliance with Building Code standards	None	1 Working Day	**Jean De Guzman, Eduardo Uera, Joel Uera, Felipe Largo Jr.** *Municipal Engineer, Electrical Inspector II, Engineering Aide I, Meter Reader II* Office of the Municipal Engineer

4. Wait for computation and assessment of inspection fees	4.1 Assess and compute Annual Inspection Fees based on floor area and building type 4.2 Issue Order of Payment	None None	4 Minutes 1 Minute	**Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer **Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer
5. Proceed to the Municipal Treasurer's Office for payment	5.1 Process payment and issue Official Receipt (O.R.)	Fees based on Building Code and Revenue Code	5 Minutes	**Mary Jean Salaysay** *Clerk I* Office of the Municipal Treasurer
6. Present Official Receipt to Engineering Office and claim the Annual Inspection Certificate	6.1 Review inspection findings and ensure compliance 6.2 Prepare, sign, and release Annual Inspection Certificate (AIC)	None None	10 Minutes 2 Minutes	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer **Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer
TOTAL:		Based on Revenue Code	1 Day & 28 Minutes	

28. Requesting for Engineering Certifications

-The request for engineering certifications covers formal evaluations and written certifications issued by licensed engineers or the local government engineering office to verify key structural or infrastructural conditions of buildings, roads and other constructed works. These include but are not limited to: (1) certification of structural stability of buildings or major works, (2) certification that a roadway or passage is 'road not passable' for vehicular or pedestrian traffic, and (3) other engineering-related certifications as may be required for compliance, safety, regulatory or administrative purposes. Such certifications aim to ensure public safety, to support proper decision-making before use, repair or conversion of the structure, and to comply with the requirements of the National Building Code of the Philippines (P.D. 1096) and the local building or engineering ordinances.

Office or Division:	Office of the Municipal Engineer
Classification:	Varies on services the client needs. (Simple, Complex and Highly Technical)
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business

Who may avail:		-Any individual, institution, or agency requesting official engineering certifications such as structural stability, road condition, or related engineering reports.		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
✓ Inspection Report / Assessment (for structural or road-related certifications) ✓ Letter of Request stating the purpose and type of certification (e.g., Structural Stability, Road Not Passable, etc.) ✓ Proof of Ownership / Authorization (if private property involved) ✓ Barangay Certification / Endorsement (if applicable)		- Conducted and prepared by the Engineering Office - Prepared by the Applicant - Prepared by the Applicant -Concerned Barangay		
CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Log name and request details in the Client's Logbook at the Engineering Office	1.1 Record applicant's information in the logbook 1.2 Issue checklist of requirements	None None	20 Seconds 40 Seconds	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer **Ruby B. Padilla** *Clerk* Office of the Municipal Engineer
2. Submit letter of request and supporting documents	2.1 Evaluate submitted documents 2.2 Determine type of inspection or certification required	None None	10 Minutes 5 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer **Rodolfo Nidoy III,** *Engineer I* Office of the Municipal Engineer
3. Wait for site inspection (if applicable)	3.1 Conduct on-site inspection to assess condition (e.g., structure stability, road passability) 3.2 Prepare inspection report	None None	1 Working Day 1 Hour	**Jean G. De Guzman, Rodolfo Nidoy III** *Municipal Engineer, Engineer I* Office of the Municipal Engineer **Rodolfo Nidoy III,** *Engineer I* Office of the Municipal Engineer
4. Wait for fee assessment	4.1 Compute certification or inspection fee (if applicable)	None	3 Minutes	**Arvin Villa** *Administrative Aide IV* Office of the Municipal Engineer **Arvin Villa**

	4.2 Issue Order of Payment	None	1 Minute	*Administrative Aide IV* Office of the Municipal Engineer
5. Proceed to Municipal Treasurer's Office for payment	5. Process payment and issue Official Receipt (O.R.)	Certification Fee (based on local ordinance)	5 Minutes	**Mary Jean Salaysay** *Clerk I* Office of the Municipal Treasurer
6. Present O.R. and claim requested Certification	6. Prepare, review, and sign Certification by the Municipal Engineer	None	15 Minutes	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer
	TOTAL:	Revenue Code	1 Day, 1 Hour & 30 Minutes	

29. Request for Engineering Assistance / Technical Support

- This service covers requests from Barangays, local offices, national agencies, or individuals seeking technical assistance from the Municipal Engineering Office for the implementation, evaluation, or preparation of community infrastructure projects.

Office or Division:		Office of the Municipal Engineer		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Barangay Officials, Heads of Local or National Offices, and Individuals requesting technical assistance for community or government projects such as: • Drainage System • Public Building • Road Infrastructure Project • Irrigation System		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
✓ Request Letter or Resolution from: ➢ Sangguniang Bayan (1 copy) ➢ Sangguniang Barangay (1 copy) ➢ Head of Office (1 copy) ➢ Individual Person (1 copy) ✓ Sketch or Location Map of the proposed project (if applicable) ✓ Project Background or Justification		-Sangguniang Bayan Office -Concerned Barangay -Concerned Office or Department -Project Background or Justification -Requesting Party / Office		
CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Go to the Municipal Engineering Office to file the request for project assistance	1.1 Receive and record the request in the Client's Logbook 1.2 Review and	None	1 Minute	**Ruby B. Padilla** *Clerk* Office of the Municipal Engineer

and submit all required documents	endorse the request to the Municipal Engineer 1.3 Forward to the Office of the Mayor for information and coordination 1.4 Evaluate project feasibility and determine possible assistance (materials, manpower, equipment, etc.)	None None None	5 Minutes 4 Minutes 10 Minutes	**Joel I. Uera** *Engineering Aide I* Office of the Municipal Engineer **Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer **Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer
2. Coordinate with the Engineering Office for site inspection schedule and provide necessary details of the project.	2.1 Conduct on-site inspection and verification of project location 2.2 Task Plan and Program Adjustment	None None	1 Working Day 1 Working Day	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer **Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer
3. Wait for notification or update regarding approval and implementation	3. Review and finalize Work Plan and Program	None	5 Minutes	**Jean G. De Guzman** *Municipal Engineer* Office of the Municipal Engineer
		TOTAL:	2 Days & 25 Minutes	