

ISSUANCE OF OCCUPANCY PERMIT

Schedule of Availability of Service:

Monday – Friday 8:00 am to 5:00 pm without noon break

Who may Avail of the Service:

Owner / Representative

What are the requirements:

Accomplished application form (DPWH Form No. 77-004-8)

AS-BUILT Plan

Log Book (Daily Activity)

Fire Safety certificate

Duration:

3 hours and 10 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstance)	Person in charge	Fees	Form
1	Proceed to the Municipal Engineer's Office and present complete requirements	Accept and review submitted requirements Inspect building, assess cost, and issue order of payment	3 hours	Municipal Engineer/ Draftsman	None	Department of Public Works and Highway Form No. 77-004-8
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	P800.00-residential P1,000.00-commercial (depends upon the cost of the project)	Accountable Form No. 51/Official Receipt
3	Return to the Municipal Engineer's Office Present O.R. and claim certificate	Check O.R. and issue certificate	5 minutes	Municipal Engineer	None	Certificate of Occupancy
END OF TRANSACTION						

ISSUANCE OF CERTIFICATE OF ELECTRICAL INSPECTION

Schedule of Availability of Service:

Monday – Friday 8:00 am to 5:00 pm without noon break

Who may Avail of the Service:

Owner / Electrician

What are the requirements:

Yellow card from MERALCO

Electrical Plan (for commercial establishments)

Duration:

2 hours and 10 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstance)	Person in charge	Fees	Form
1	Proceed to Municipal Engineer's Office and present complete requirements	Inspect and assess building, and issue order of payment	2 hours	Electrical Inspection Team	None	Order Payment Form
2	Pay at the Treasurer's Office	Process payment and issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	P150.00- residential P300.00- commercial P1,000.00 – single phase	Accountable Form No. 51/Official Receipt
3	Return to Municipal Engineer's Office Present O.R. and claim certificate	Check O.R. and issue certificate	5 minutes	Municipal Engineer	None	Certificate of Electrical Inspection
END OF TRANSACTION						

ISSUANCE OF BUILDING PERMIT (for Residential Building)

Schedule of Availability of Service:

Monday – Friday 8:00 am to 5:00 pm without noon break

Who may Avail of the Service:

Owners of proposed residential unit / representative

What are the requirements:

Barangay Building Permit
 Photocopy of Land Title
 Tax Declaration
 Zoning certificate – MPDO
 Fire Safety Certificate – BFP
 Cost Estimate
 Specification
 Sketch Plan
 Structural Analysis (for 2-storey or more)
 Photocopy PRC ID's of Engineers w/ specimen signature
 Authorization Letter (for representative)

Duration:

2 hours and 40 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstance)	Person in charge	Fees	Form
1	Proceed to the Municipal Engineer's Office and present complete requirements	Assess and review submitted requirements	2 hours	Draftsman	None	
		Evaluate and issue order of payment	30 minutes	Municipal Engineer	None	Order Payment Form
2	Pay at the Treasurer's Office	Accept and process payment Issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	P8.50/ sq.m.-up to 150sq.m- P23.00/sq.m.-151-500sq.m P10.00 /fixture (light,conv. Outlet,faucet and the like) For business establishment; P12.00/sq.m.-up to 150sq.m.	Accountable Form No. 51/Official Receipt
3	Return to Municipal Engineer's Office Present O.R. and claim permit	Check O.R. and release Building permit	5 minutes	Municipal Engineer	None	Building Permit
END OF TRANSACTION						

ISSUANCE OF BUILDING PERMIT (for Commercial Building)

Schedule of Availability of Service:

Monday – Friday 8:00 am to 5:00 pm without noon break

Who may Avail of the Service:

Owners / representative of proposed commercial building

What are the requirements:

- Barangay Building Permit
- Photocopy of Land Title
- Tax Declaration
- Zoning certificate – MPDO
- Fire Safety Certificate – BFP
- Cost Estimate
- Specification
- Sketch Plan
- Structural Analysis (for 2-storey or more)
- Construction Safety and Health (DOLE)
- Photocopy PRC ID's of Engineers w/ specimen signature
- Letter of Intent (for commercial establishments)
- Authorization Letter (for representative)
- Corporate Secretary's Certificate (for corporations)

What are the additional requirements for commercial buildings amounting to Php750,000.00 above:

SB resolution

Duration:

3 hours and 40 minutes

How to Avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstance)	Person in charge	Fees	Form
1	Proceed to the Municipal Engineer's Office and present complete requirements	Assess and review submitted requirements	3 hours	Draftsman	None	
		Evaluate and issue order of payment	30 minutes	Municipal Engineer	None	Order Payment Form
2	Pay at the Treasurer's Office	Process payment and issue Official Receipt (O.R.)	5 minutes	Revenue Collection Clerk II	P8.50/ sq.m.-up to 150sq.m- P23.00/sq.m.-151-500sq.m P10.00 /fixture (light,conv. outlet,faucet and the like) For business establishment; P12.00/sq.m.-up to 150sq.m.	Accountable Form No. 51/Official Receipt
3	Return to the Municipal Engineer's Office	Check O.R. and release	5 minutes	Municipal Engineer	None	Building Permit

	Present O.R. and claim permit	Building permit				
END OF TRANSACTION						