

**CITY ENGINEER'S OFFICE**  
**External Services**

## 1. Issuance of Building Permit

All concerned citizens must secure a Building Permit prior to construction of buildings whether new or for renovation as required by the National Building Code of the Philippines (P.D. 1096).

<b>Office or Division:</b>	City Engineers Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses
<b>Who may avail:</b>	Citizen
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Application Forms (Bldg. Permit, Sanitary Permit, Electrical Permit, Mechanical Permit, Electronics Permit)	City Engineers Office
Certified True Copy Land Title	Register of Deeds
Certified True Copy Tax Declaration	Assessor's Office
Certified True Copy Tax Clearance	Treasurer's Office
Notarized Contract of Lease/ Deed of Absolute Sale (if applicable)	Law Office
Notarized Special Power of Attorney (if with representative)	Law Office
Seven (7) sets of Complete Building Plan, 20"x30" (Signed & Sealed)	Private Engineer/Architect
Five (5) sets of Bill of Materials & Specifications	Private Engineer/Architect
Lot Plan (Signed & Sealed)	Private Geodetic Engineer

Structural Computation, for two-storey & above (Signed & Sealed)	Civil/Structural Engineer
Log Book	Any bookstore
Photocopy of PRC ID, PTR & IAPOA Certificate	Private Engineer/Architect
Zoning Clearance (if applicable)	City Planning & Development Office
Fire Safety Evaluation Clearance	Bureau of Fire Protection

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Receiving of Application Forms and Requirements	1.1. Receive application forms & requirements	None	20 minutes	Engineering Aide
	1.2. Distribute requirements to Zoning Officer and Bureau of Fire Protection	None	20 minutes	Laborer II
	1.3. Approve and Issue of Order of Payment for Zoning Clearance	None	1 day	
	1.4. Approve and Issue Order of Payment for Fire Safety	None	1 day	

	Clearance			
	1.5. Assess Order of Payment for Building Permit	None		Engineering Aide
	1.6. Evaluation of Line and Grade	None	20 minutes	Engineer IV
	1.7. Evaluation of Structural Plan	None	20 minutes	Engineer IV
	1.8. Evaluation of Architectural Plan	None	20 minutes	Architect IV
	1.9. Evaluation of Sanitary Plan	None	20 minutes	Engineer II
	1.10 Evaluation of Electrical/ Electronics/ Mechanical Plan	None	20 minutes	Engineer IV
	1.11 Approval of Building Permit		20 minutes	City Engineer
2. Payment of Building & Electrical Permit,	2.1. Give the order of payment	None		Engineering Aide

<p>Zoning Clearance and Fire Safety Clearance</p>	<p>2.2. Issuance of Official Receipt</p>	<p>New Construction</p> <p>Area Computation for Residential:</p> <p>20m<sup>2</sup>-50m<sup>2</sup> x ₱3.40/ m<sup>2</sup></p> <p>50m<sup>2</sup>-100m<sup>2</sup> x ₱4.80m<sup>2</sup></p> <p>100m<sup>2</sup>-150m<sup>2</sup> x ₱6.00/m<sup>2</sup></p> <p>150 above x ₱7.20/m<sup>2</sup></p> <p>Area Computation for Commercial:</p> <p>up to 500m<sup>2</sup> x ₱23.00/m<sup>2</sup></p> <p>Pavement area up to 20m<sup>2</sup>= ₱24.00</p> <p>21m<sup>2</sup> above x ₱3.00/sq.mtr</p> <p>Line &amp; Grade lot area@ ₱2.40/sq.mtr</p> <p>Plumbing/ Sanitary @₱100/T&amp; B</p> <p>Fence Ht ≤ 1.80m</p>	<p>15 minutes</p>	<p>LRCO1 Treasurer's Office</p>
---	--	---	-------------------	---------------------------------

		@P3.00/linear mtr.		
		Fence Ht $\geq$		

		<p>1.80m @₱4.00/linear mtr.</p> <p>Const. of Separate Firewall from Bldg. @₱3.00/m<sup>2</sup>. (Min. fee shall be ₱48.00)</p> <p>Excavation @₱3.00/cu.mtr + ₱200 IVF</p> <p>Sidewalk Occupancy @₱240/mont h</p> <p>Certificate of Occupancy Residential: ₱150K=₱100</p> <p>₱150K-400K =₱200</p> <p>₱400K- 850K=₱400</p> <p>₱850K- 1.2M=₱800</p> <p>Every Million or Portion thereof in excess of ₱1.2M @ ₱800.00</p> <p>Commercial:</p>		
--	--	--	--	--

		₱150K=₱200		
--	--	------------	--	--



		<p>₱150K-400K =₱400</p> <p>₱400K- 850K=₱800</p> <p>₱850K- 1.2M=₱1,000</p> <p>Inspection Fee @₱200</p> <p>Drainage Tapping Fee @₱500/Tapping</p> <p>Bldg. Permit Billboard @₱300</p> <p>Administrative Fine: Light Violation ₱5,000 Less Grave Violation ₱8,000 Grave Violation ₱10,000</p> <p>Surcharge:</p> <p>Excavation for foundation - 10% of the bldg. permit fees</p> <p>Construction of foundation (including pile driving and laying of reinforcing bars)</p>		
--	--	--	--	--



		<p>– 25% of the bldg. permit fees</p> <p>Construction of superstructure up to 2.00mts. above established grade – 50% of the bldg. permit fees</p> <p>Construction of superstructure above 2.00mts. – 100% of the bldg. permit fees</p>		
3. Present Official Receipt to CEO	3.1. Release Building Permit & Electrical Permit, Zoning Clearance and Fire Safety Clearance	None	30 minutes	Engineering Aide
<b>TOTAL:</b>			<b>2 days, 3 hours and 25 minutes</b>	

## 2. Issuance of Building Permit (Repair/Renovation)

All concerned citizens must secure a Building Permit prior to repair of buildings as required by the National Building Code of the Philippines (P.D. 1096).

<b>Office or Division:</b>	City Engineers Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Forms (Building Permit Form)		City Engineers Office		
Certified True Copy Land Title		Register of Deeds		
Certified True Copy Tax Declaration		Assessor's Office		
Certified True Copy Tax Clearance		Treasurer's Office		
Notarized Contract of Lease/ Deed of Absolute Sale (if applicable)		Law Office		
Notarized Special Power of Attorney (if with representative)		Law Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	15 minutes	Engineering Aide
	1.2. Prepare order of payment	None	10 minutes	Engineering Aide

	1.3. Evaluation of line and grade	None	10 minutes	Engineer IV
	1.4. Evaluation of structural	None	10 minutes	Engineer IV
	1.5. Evaluation of sanitary plan	None	10 minutes	Engineer II
	1.6. Evaluation of architectural	None	10 minutes	Architect IV
	1.7. Evaluation of electrical plan	None	10 minutes	Engineer IV
	1.8. Approval	None	10 minutes	City Engineer
2. Payment of Building Permit (Repair)	2.1. Give the order of payment	None		Engineering Aide
	2.2. Issuance of Official Receipt	1% of estimated budget  Sidewalk Occupancy @ ₱240/month	5 minutes	LRCO1/Casual Clerk Treasurer's Office

		Inspection Fee @ ₱100 Billboard @ ₱300		
3. Present Official Receipt	3.1. Release Building Permit	None	10 minutes	Engineering Aide
<b>TOTAL:</b>			<b>1 hour and 40 minutes</b>	

### 3. Issuance of Certificate of Occupancy

All concerned citizens must secure a Certificate of Occupancy prior to occupying newly constructed building/structure as required by the National Building Code of the Philippines (P.D. 1096).

<b>Office or Division:</b>	City Engineers Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses	
<b>Who may avail:</b>	Citizen	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Application Forms (Certificate of Completion Form)	City Engineers Office
	Approved Plan	Owner's Copy
	Accomplished Form (Certificate of Completion Form) signed and sealed by the Engineer's/Architect in-charge of construction	Private Engineer/Architect
	Photocopy of Building Permit, Electrical Permit & Sanitary Permit	Owner's Copy
	Logbook of construction signed and sealed by Civil Engineer/Architect in-charge of construction.	Any Bookstore

Actual Photo of Completed Project (Front & Side View)		Owner		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	15 minutes	Engineering Aide
2.Deposit the Application Form & Requirements	2.2. Endorsement to Fire	None	30 minutes (Depends in location)	Area Inspector FSES BFP
	2.3. Line & Grade	15% of all fees charg ed by the LGU	10 minutes	Engineer IV
	2.4. Structural	None	10 minutes	Engineer IV
	2.5. Sanitary/ Plumbing	None	10 minutes	Engineer II
	2.6. Architectural			
	2.7. Inspection of Electrical	None	10 minutes	Architect IV
	2.8 Approval	None	30 minutes (Depend s in location)	Engineer IV
				10

			None	minutes	City Engineer
3. Accept Certificate of Occupancy	3 . 1 . R e l e a s e C e r t i f i c a t e o f Occu pancy	None	10 minutes	Engineerin g Aide	
<b>TOTAL:</b>			<b>2 hours and 25 minut es</b>		

**4. Issuance of Demolition Permit**



All concerned citizens must secure a Demolition Permit prior to demolishing any structure as required by the National Building Code of the Philippines (P.D. 1096).

<b>Office or Division:</b>	City Engineers Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Forms (Demolition Application)		City Engineers Office		
Certified True Copy Land Title		Register of Deeds		
Certified True Copy Tax Declaration (Land & Bldg.)		Assessor's Office		
Certified True Copy Tax Clearance (Land & Bldg.)		Treasurer's Office		
Notarized Contract of Lease/ Deed of Absolute Sale (if applicable)		Law Office		
Notarized Special Power of Attorney (if with representative)		Law Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	10 minutes	Engineering Aide
2. Evaluation of requirements	2.1. Prepare order of payment	None	15 minutes	Engineering Aide
	2.2.Evaluation	None	10 minutes	Engineer IV
	2.3.Approval	None	10 minutes	City Engineer

3. Payment of Demolition Permit	3.1. Give the order of payment	None		Engineering Aide
	3.2. Issuance of Official Receipt	Area of the building x ₱3.00  Sidewalk Occupancy @ ₱240  Inspection Fee @ ₱100  Billboard @ ₱300	15 minutes	LRCO/Casual Clerk Treasurer's Office
4. Present Official Receipt	4.1. Release Demolition Permit	None	10 minutes	Engineering Aide
<b>TOTAL:</b>			<b>1 hour and 10 minutes</b>	

## 5. Issuance of Fencing Permit

All concerned citizens must secure a Fencing Permit prior to construction of fence as required by the National Building Code of the Philippines (P.D. 1096).

<b>Office or Division:</b>	City Engineers Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses
<b>Who may avail:</b>	Citizen

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Application Forms (Fencing Permit Form)	City Engineers Office
Certified True Copy Land Title	Register of Deeds
Certified True Copy Tax Declaration	Assessor's Office
Certified True Copy Tax Clearance	Treasurer's Office
Notarized Contract of Lease/ Deed of Absolute Sale (if applicable)	Law Office
Notarized Special Power of Attorney (if with representative)	Law Office
Lot Plan (Signed & Sealed)	Private Geodetic Engineer
Structural Plan (Signed & Sealed) (for new construction greater than 1.8mtrs. in height)	Private Engineer

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	10 minutes	Engineering Aide
2. Evaluation of plans & requirements	2.1. Prepare order of payment	None	20 minutes	Engineering Aide
	2.2 Evaluation of Line & Grade	None	15 minutes	Engineer IV
	2.3 Evaluation of structural	None	15 minutes	Engineer IV
	2.4 Approval	None	15 minutes	City Engineer
3. Payment of Fencing Permit	3.1. Give the order of payment	None	15 minutes	Engineering Aide
	3.2. Issuance of Official Receipt	Fence Ht. ≤ 1.80m @ ₱3.00/linear mtr.  Fence Ht. ≥ 1.80m @ ₱4.00/linear mtr.		LRCO1/ Casual Clerk Treasurer's Office

		Line & Grade @₱2.40/sq.m tr  Excavation @₱3.00/cu.m tr + ₱200 IVF  Sidewalk Occupancy @₱240/mont h  Inspection Fee @ ₱100  Billboard @ ₱300		
4. Present Official Receipt	4.1. Release Fencing Permit	None	10 minutes	Engineering Aide
<b>TOTAL:</b>			<b>1 hour and 40 minutes</b>	

## 6. Issuance of Building Permit (Signage)

All concerned citizens must secure a Building Permit for Signage before installation or construction of Signage.

<b>Office or Division:</b>	City Engineers Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses	
<b>Who may avail:</b>	Citizen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Application Forms (Building Permit Form)		City Engineers Office

<p>Certified True Copy Land Title</p> <p>Certified True Copy Tax Declaration</p> <p>Certified True Copy Tax Clearance</p> <p>Notarized Contract of Lease/ Deed of Absolute Sale (if applicable)</p> <p>Notarized Special Power of Attorney (if with representative)</p>		<p>Register of Deeds</p> <p>Assessor's Office</p> <p>Treasurer's Office</p> <p>Law Office</p> <p>Law Office</p>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	10 minutes	Engineering Aide
2. Evaluation of plans & requirements	2.1. Prepare order of payment	None	15 minutes	Engineering Aide
	2.2. Evaluation of line and grade	None	10 minutes	Engineer IV
	2.3. Evaluation of structural	None	10 minutes	Engineer IV
	Approval	None	10 minutes	City Engineer

<p>3. Payment of Building Permit (Signage)</p>	<p>3.1. Give the order of payment</p> <p>3.2. Issuance of Official Receipt</p>	<p>None</p> <p>New Installation:</p> <p>Erection &amp; anchorage of display surface up to 4.00sq.mtr. @₱150.00</p> <p>For every sq.mtr. or fraction thereof in excess of 4.00sq.mtr. @ ₱25.00</p> <p>Installation Fees for Business Signs:</p> <p>Neon ₱40.00 Illuminated ₱35.00 Painted On ₱15.00 Others ₱20.00</p> <p>Installation Fees for Advertisement Signs:</p> <p>Neon ₱45.00 Illuminated ₱40.00 Painted On ₱18.00 Others ₱25.00</p>	<p>10 minutes</p>	<p>Engineering Aide</p> <p>LRCO1/Casual Clerk Treasurer's Office</p>
--	--	--	-------------------	--





4. Present Official Receipt	4.1. Release Building Permit (Signage)	None	10 minutes	Engineering Aide
<b>TOTAL:</b>			<b>1 hour and 15minutes</b>	

## 7. Issuance of Business Ads/Advertisements

All concerned citizens must secure a Tarpaulin Permit before the installation of tarpaulin.

<b>Office or Division:</b>	City Engineers Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Forms (Application Form for Business Ads/ Advertisements)		City Engineers Office		
Letter of Request approved by the City Admin		Owner		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Application Forms & Requirements	1.1. Receive application forms & requirements	None	5 minutes	Engineering Aide
	1.2. Prepare order of payment	None	10 minutes	Engineering Aide
2. Payment of Streamer/Tarpaulin	2.1. Issuance of Official Receipt	First 1 sq.mtr @ ₱100	10 minutes	LRCO1 Treasurer's Office

		In Excess of 1 sq.mtr @ ₱50.00/sq.mtr. X No. of pieces  Inspection Fee @ ₱100		
	2.2. Approval	None	5 minutes	City Engineer
3. Present Official Receipt	3.1. Release of Business Ads/Advertisements Permit	None	5 minutes	Engineering Aide
<b>TOTAL:</b>			<b>35 minutes</b>	

## 8. Issuance of Electrical/Electronics/Mechanical Permit

All concerned citizens must secure an Electrical/Wiring Permit prior to any installation of electrical connection, Electronics Permit to any telecommunication related application and Mechanical Permit to commercial establishments that requires big air- conditioning units as required by the National Building Code of the Philippines (PD 1096).

<b>Office or Division:</b>	City Engineers Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses	
<b>Who may avail:</b>	Citizen	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Approved Yellow Card	Meralco Office	
Electrical/Electronics/Mechanical Permit Form	City Engineer Office	
Photocopy TCT		

Waiver (if government owned lot)	Owner			
Urban Poor (if government owned lot)	Meralco			
Barangay Clearance (if government owned lot)	City Mayor's Office			
Affidavit (Sinumpaang Salaysay) (if government owned lot)	Barangay			
	Notary Public			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Yellow Card	1.1. Give Electrical Permit Form to applicant	None	5 minutes	Engineer IV
2. Submit Electrical Permit Form	2.1. Prepare order of payment	None	15 minutes	Engineer IV
3. Payment of Electrical Permit	3.1. Give the order of payment			Engineer IV
	3.2. Issuance of Official Receipt	Fees depends on electrical load	15 minutes	LRCO1 Treasurer's Office
	Approval	None	5 minutes	City Engineer
4. Present Official Receipt	4.1. Release Electrical Permit	None	10 minutes	Engineer IV
<b>TOTAL:</b>			<b>50 minutes</b>	

## 9. Issuance of Certificate of Final Electrical Inspection

All concerned citizens must secure a CFEI prior to any installation of electrical connection as required by the National Building Code of the Philippines (PD 1096).

<b>Office or Division:</b>	City Engineers Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Yellow Card (for CFEI)			Meralco	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Yellow Card	1.1. Check Yellow Card and schedule inspection	None	10 minutes	Engineer IV
	1.2. Inspect the site	None	45 minutes (depends in location)	Engineer IV
2. Present again Yellow Card	2.1. Prepare the CFEI	None	10 minutes	Engineer IV
	2.2. Approval	None	5 minutes	City Engineer
3. Accept CFEI	3.1. Release CFEI	None	5 minutes	Engineer IV
<b>TOTAL:</b>			<b>1 hour and 15minutes</b>	

## 10. Issuance of Excavation Permit

All concerned citizens must secure an Excavation Permit for any excavation works.

<b>Office or Division:</b>	City Engineers Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2B – Government to Businesses			
<b>Who may avail:</b>	Citizen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Maynilad Excavation: Endorsement to Apply Excavation Permit (Water Service Connection)		Maynilad Water Services, Inc.		
Occupancy Permit (for New Construction)		City Engineers Office		
Tax Declaration of Building (for Existing Structures)		City Assessors Office		
For Non-Maynilad Excavation: Request Letter with Sketch of the Excavation Area		Own Sketch (Plan)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present requirements	1.1. Receive the requirements	None	5 minutes	Engineer II
	1.2. Issuance of Excavation Permit	None	5 minutes	Engineer II
	1.3. Approval of Excavation Permit	None	5 minutes	City Engineer
	1.4. Assess, prepare attachment, order of payment and issue order of payment	None	10 minutes	Engineer II

2. Payment of Excavation Permit	2.1. Issuance of order of two official receipts	<p>Excavation fee: Php 300/cu.m</p> <p>Engg. Overhead: Below Php 50,000 of Estimated Restoration Cost – 3% of Estimated Restoration Cost</p> <p>Above Php 50,000 Estimated Restoration Cost – 1.5% of Estimated Restoration Cost</p> <p>Refundable Fee: 10% of Estimated Restoration Cost</p>	10 minutes	LRCO I City Treasurers Office
3. Present Official Receipt to CEO	3.1. Receive the OR and attach the documents and Excavation Permit	None	10 minutes	Engineer II
	3.2. Release Excavation Permit	None	10 minutes	Engineer II

<b>TOTAL:</b>			<b>55 minutes</b>	
---------------	--	--	-------------------	--