

**ISSUANCE OF ELECTRICAL PERMIT**  
**(At the Office of the Municipal Engineer)**

Requirements to be submitted by Clients:

- a.) Residence Certificate (Cedula)
- b.) Barangay Clearance
- c.) ID Picture
- d.) Latest Tax receipt
- e.) Tax Clearance

**HOW TO AVAIL OF THE SERVICE**

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements	Check the requirements and if found complete, issue electrical Permit Form	Sonny B. Cabuang Manuel B. Frias Jr. Jose A. de Guzman, V
2	Fill-up the Electrical Permit Form and secure Electrical Plan Form a Licensed/Professional Electrical Engineer	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
3	Go back to the Engineering Department with the Electrical Permit Form and Electrical Sketch Plan	Conduct Site Inspection	Sonny B. Cabuang  Jose A. de Guzman, V
4	Proceed to the Treasury Office and pay the assessed dues and obligations	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
5	Go back to the Engineering Department with the Official Receipt	Approved the Permit, give copy to the applicant and retain copy for file	Eng'r. Norberto C. Cancino
<b>Total Service Time per Client - 3 days</b>			
<b>E N D O F T R A N S A C T I O N</b>			

**ISSUANCE OF DEMOLITION PERMIT**  
**(At the Office of the Municipal Engineer)**

Requirements to be submitted by Clients:

- a.) Residence Certificate (Cedula )
- b.) Barangay Clearance
- c.) 5R pictures of the Structure
- d.) Request for condemnation/ demolition of the building

**HOW TO AVAIL OF THE SERVICE**

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements	Check the requirements and if found complete, issue Demolition Permit Form	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
2	Fill-up the Demolition Permit Form	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
3	Accompany the Inspection Team (if necessary)	Conduct Site Inspection	Manuel B. Frias Jr.  Jose A. de Guzman, V
4	After the site inspection, proceed back to the Engineering Office	Assess and evaluate payment of dues and obligations	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
5	Pay the assessed dues and obligations @ the office of the Municipal Treasurer	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
6	Go back to the Engineering Department with the Official receipt	Approved the Permit, give copy to the applicant and retain copy for file	Eng'r. Norberto C. Cancino
<b>Total Service Time per Client - 3 days</b>			
<b>E N D O F T R A N S A C T I O N</b>			

**ISSUANCE OF FENCING PERMIT  
(At the Office of the Municipal Engineer)**

Requirements to be submitted by Clients:

- a.) Residence Certificate (Cedula)
- b.) Barangay Clearance
- c.) Lot Plan, TCT, Ownership
- d.) Set of Plans, Vicinity Maps, etc.

**HOW TO AVAIL OF THE SERVICE**

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements	Check the requirements and if found complete, issue Fencing Permit Form	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
2	Fill-up the Demolition Permit Form	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
3	Accompany the Inspection Team (if necessary)	Conduct Site Inspection	Manuel B. Frias Jr.  Jose A. de Guzman, V
4	After the site inspection, proceed back to the Engineering Office	Assess and evaluate payment of dues and obligations	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
5	Pay the assessed dues and obligations @ the office of the Municipal Treasurer	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
6	Go back to the Engineering Department with the Official Receipt	Approved the Permit, give copy to the applicant and retain copy for file	Eng'r. Norberto C. Cancino
<b>Total Service Time per Client - 3 days</b>			
<b>E N D O F T R A N S A C T I O N</b>			

## ISSUANCE OF BUILDING PERMIT

(At the Office of the Municipal Engineer)

Requirements to be submitted by Clients:

- a.) Residence Certificate (Cedula)
- b.) Barangay Clearance
- c.) Complete sets of plans, five (5) sets each:
  - Site development plan
  - Vicinity map
  - Foundation plans
  - plumbing layout duly signed/ approved by Sanitary Inspector
  - electrical layout duly signed / approved by Electrical Engineer
  - Floor plans, elevations
  - Perspective
  - Roof framing plan
- d.) Specification Cost Estimate duly signed / approved by Licensed Civil Engineer or Architect.
- e.) Location Clearance
- f.) Fire Safety Clearance
- g.) Environmental Compliance Certificate (ECC)
- h.) Tax Declaration, Lot Plan, TCT
- i.) Other Local Clearance

### HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENTS SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements to the Engineering Department	Check the requirements and if found complete, issue <ul style="list-style-type: none"> <li>- Electrical Permit Form</li> <li>- Building Permit Form</li> <li>- Sanitary Permit Form</li> <li>- Mechanical Permit Form</li> </ul>	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
2	Fill-up the Building Permit Form	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
3	Accompany the Inspection Team (if necessary)	Conduct Site Inspection	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
4	Proceed Back to Engineering Office	Assess and evaluate payment of dues and obligations	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
5	Pay the assessed dues and obligations @ the office of the Municipal Treasurer	Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya Jose A. de Guzman, V
6	Go back to the Engineering Department with the Official receipts	Approved the Permit, give copy to the applicant and retain copy for file	Eng'r. Norberto C. Cancino
<b>Total Service Time per Client - 7 days</b>			
<b>E N D O F T R A N S A C T I O N</b>			

**ISSUANCE OF OCCUPANCY PERMIT**  
(At the Office of the Municipal Engineer)

Requirements to be submitted by Clients:

1. Building Permit
2. Certificate of Final Inspection of the Engineers/ Architect, who supervised the Construction of the Building BFP.
3. Certificate of Completion of Engineers / Architect who signed the plan;
  - a.) Architect plan
  - b.) Structural plan
  - c.) Sanitary/ Plumbing plan
  - d.) Mechanical Plan
  - e.) Electrical plan
  - f.) Electronic
  - g.) Interior Design
  - h.) etc.
4. As built plan

**HOW TO AVAIL OF THE SERVICE**

STEP	WHAT THE CLIENTS SHOULD DO?	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN-CHARGE
1	Submit all the requirements	Receive the documents and Assist the client	Manuel B. Frias Jr. Jemuel M. Mayamaya
2	Assist the building official for the site inspection	Go to the site for the actual Inspection	Eng'r. Norberto C. Cancino Manuel B. Frias Jr.
3	Go back to the office of Building Official for computation and Payment	Assist the client to the Mun. Treasurer for payment	Jemuel M. Mayamaya Jose A. de Guzman, V
4	Show the Receipt of payment and get the Approval of Building Official for the issuance of Occupancy Permit	Assist the client to the approval and issuance of Occupancy Permit	Eng'r. Norberto C. Cancino
<b>Total Service Time per Client - 1 day</b>			
<b>E N D O F T R A N S A C T I O N</b>			