



## **OFFICE OF THE MUNICIPAL ENGINEER**

**Internal Services/  
External Services**



## 32. Issuance of Building Permit

This is required prior to construction, erection, alteration, major repair or renovation or conversion of any building/structure owned by the government or private entities.

<b>Office or Division:</b>	Office of the Municipal Engineer	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government G2C – Government to Citizen	
<b>Who may avail:</b>	Dumaraonons and other stakeholders	
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form		Office of the Municipal Engineer (OME)
2.1 In case the applicant is the registered owner of the lot: a. Certified true copy of OCT/ICT, on file with the Registry of Deeds. b. Tax Declaration c. Current Real Property Tax receipt		Clients' copy/Registry of Deeds  Client's copy/Office of the Municipal Assessor (OMAS)
2.2 Additional requirements in case the applicant is not the registered owner of the lot: a. Duly notarized copy of the Contract of Lease or Sale b. Duly notarized copy of the Deed of Absolute Sale c. Affidavit or Consent		Lot owner
3. Five (5) sets of survey plans, design plans, specifications and other estimated cost.	Clients' own copy	
4. Architectural Documents		
5. Civil/Structural Documents		
6. Electrical Documents		
7. Mechanical Documents		
8. Sanitary Documents		
9. Plumbing Documents		
10. Electronics Documents		
11. Interior Design Documents		
12. Lot Survey Documents		
13. Clearances from other agencies		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits complete requirements .	1.1 Assessment and evaluation of the validity and completeness of requirements.	None	5 minutes	J. Osabel/ L. Abenir
	1.2 Compute fees and charges and issue payment order to the client.	None	25 minutes	Engr. JD. Humpay
2. Client pays fees to the OMT.	2.1 Receipt of payment and issuance of OR.	Depends on the size of Project	5 minutes	MTO staff
3. Present the OR to the OME staff.	3.1 Conduct site inspection.	None	Dependent on-site Location	Engr.L. V. Viernesto Engr. JD Humpay
	3.2 Advise to proceed to the Bureau of Fire Protection (BFP) for inspection (transmittal)	None	5 minutes	J. Osabel/ L. Abenir/ Engr. JM Humpay
4. Clients goes to the BFP for inspection.	4.1 BFP inspects the site and endorses to MEO staff.	None	Refer to BFP	BFP Staff
	4.2 OME staff prepares the Building Permit.	None	5 minutes	J. Osabel/ L Abenir
	4.3 Municipal Engineer signs the permit.	None	3 minutes	Engr.JD Humpay
5. Client claims the approved building permit.	5.1 Release of Building Permit.	None	3 minutes	J. Osabel/ L Abenir
<b>TOTAL:</b>		<b>None</b>	<b>51 minutes</b>	



### **BUILDING OCCUPANCY PERMIT FEE**

Imposition of Fees	
Public buildings awarded to private lessee	₱220.00/contract
Building for commercial or industrial purposes	₱55.00
Apartment or houses for rent	₱ 28.00
Residential	₱ 22.00

### **CONSTRUCTION OF RESIDENTIAL BUILDING COSTING**

Not exceeding ₱3, 000.00	₱ 22.00
For each succeeding ₱1, 000.00 or fraction thereof	₱ 5.00

### **CONSTRUCTION OF MATERIAL OR INDUSTRIAL BUILDING COSTING**

Not exceeding ₱ 5, 000.00	₱ 55.00
For each succeeding ₱ 1,000.00 or fraction thereof	₱ 9.00

### **RESIDENTIAL BUILDING REPAIR COSTING**

Less than ₱500.00	exempt
₱500.00 but exceeding ₱1, 000.00	₱ 5.00
For each succeeding ₱500.00 or fraction thereof	₱ 3.00

### **COMMERCIAL OR INDUSTRIAL BUILDING REPAIRS COSTING**

Not exceeding ₱1, 000.00	₱ 11.00
For each succeeding ₱1, 000.00 or fraction thereof	₱ 5.00

### **CONSTRUCTION AND REPAIRS OF OTHER STRUCTURES**

Same rate as those fixed under items (1), (2) or (4) above.	
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### 33. Issuance of Occupancy Permit/Demolition Permit

This is issued as a requirement before the occupancy, renovation, construction or demolition of any structure.

<b>Office or Division:</b>	Office of the Municipal Engineer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Dumaraonons and other stakeholders			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application for occupancy Permit/Demolition Permit duly notarized.		Office of the Municipal Engineer (OME)		
2. Certificate of Electrical completion duly signed by the Electrical Engineer.		Office of the Municipal Engineer (OME)		
3. Certificate of completion/building duly signed by a Civil Engineer or Architect.		Office of the Municipal Engineer (OME)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submit duly accomplished form and complete supporting documents.	1.1 Receipt of form and requirements	None	3 minutes	J. Osabel/ L Abenir
	1.2 Assessment and evaluation of the completeness of documents.	None	5 minutes	J. Osabel/ L Abenir
	1.3 Issuance of payment order to be paid at the OMT.	Depends on client's project	10 minutes	Engr. JD Humpay
2. Client pays the prescribed fee at the OMT and presents it back to the OME.	2.1 Preparation of the permit	None	5 minutes	J. Osabel/ L. Abenir
	2.2 Signing of Permit	None	3 minutes	Engr. JD Humpay
3. Client claims the approved Occupancy/Demolition Permit.	3.1 Release of Occupancy/demolition Permit (records).	None	3 minutes	J. Osabel L. Abenir
<b>TOTAL:</b>		<b>None</b>	<b>29 mins.</b>	



### 34. Issuance of Electrical Permit

This is issued as a requirement before the occupancy, renovation, construction or demolition of any structure.

<b>Office or Division:</b>	Office of the Municipal Engineer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C – Government to Citizen			
<b>Who may avail:</b>	Dumaraonons and other stakeholders			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
1. Sketch Plan duly signed by the Electrical Engineer		Office of the Municipal Engineer (OME)		
2. Endorsement of the Municipal Engineer to the Bureau of Fire Protection (BFP)		Office of the Municipal Engineer (OME)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits complete requirements.	1.1 Assessment and evaluation of the completeness and validity of requirements.	None	3 minutes	H. Hare L. Abenir J. Osabel
	1.2 Issuance of payment order to the client.	None	3 minutes	H. Hare L. Abenir
2. Client pays the prescribed fee to the OMT.	2.1 Receipt of payment and issuance of OR.	Dependent on the nature of project		MTO Staff
3. Client presents OR to MEO Staff	3.1 Conduct site inspection and recommend for approval.	None	Depends on the location of Installation	Engr. L. Viernesto R. dela Cruz
	3.2 Preparation of Permit	None	3 minutes	H. Hare L. Abenir J. Osabel
	3.3 Review and	None	3 minutes	Engr. M.



	check permit.  3.4 Signing of Certification and endorsement to BFP	None	3 minutes	Gonzales  Engr. JD Humpay
4. Clients goes to BFP for Inspection	4.1 BFP inspects the site and endorses to OBO/MEO staff.  4.2 OME staff prepares the Electrical Permit.  4.3 Municipal Building Official/Engineer signs the permit.	None  None  None	Refer to BFP  5 minutes  3 minutes	BFP Staff  J. Osabel/ L Abenir  Engr. JD Humpay
5. Client receives the document and signs the log book.	5. Releasing of permit to the client records.	None	3 minutes	H. Hare L. Abenir J. Osabel
<b>TOTAL:</b>		<b>None</b>	<b>26 minutes</b>	



### 35. Technical Assistance in Preparing Program of Works (PoW)

This is offered to all individuals, offices or institutions that require expertise in the preparation of the said document.

<b>Office or Division:</b>	Office of the Municipal Engineer			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C – Government to Citizen			
<b>Who may avail:</b>	Barangays, Municipal Government and other Government entities in Dumarao.			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request duly approved by the Mayor.		To be provided by the client.		
2. Budget documents of the Project.		Office of the Municipal Accountant (OMAc)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client gives the request letter duly approved by the Mayor.	1.1 Receipt of letter records.	None	3 minutes	J. Osabel L. Abenir H. Hare
	1.2 Conduct site inspection, if needed.	None	Dependent on project Location	Engr. H. Cruzada, Jr. Engr. M. Gonzales
	1.3 Prepare PoW.	None	60 minutes (dependent on the extent of the project)	Engr. H. Cruzada, Jr. Engr. M. Gonzales
	1.4 Municipal Engineer signs PoW.	None	3 minutes	Engr. JD Humpay
	1.5 Municipal Mayor signs to approve PoW.	None	5 minutes	J. Osabel L. Abenir H. Hare
2. Client receives the signs PoW.	2.1 Release of PoW records.	None	3 minutes	J. Osabel L. Abenir H. Hare J. Patriarca
<b>TOTAL:</b>		<b>None</b>	<b>1 hr. &amp; 14 minutes</b>	