



## MUNICIPAL ENGINEER'S OFFICE

### PAGKUHA NG DEMOLITION PERMIT

**About the Service:** Ang mga gusali o istruktura bago i-demolish o tibagin ay kinakailangan na ikuha ng Demolition Permit.

**Who May Avail of the Service:** Applicant, Lot Owner, Tenant, Contractor, Developer

**Requirements:**

1. Demolition Permit Forms (5 copies),
2. Xerox Copy of Current (Latest) PTR & PRC I.D. of Architect or Civil Engineer
3. Sketch plan/lot plan showing the area to be demolished
4. Transfer Certificate of Title (TCT) showing that the applicant is the owner of the building to be demolished
5. Latest Tax Declaration
6. Latest Tax Receipt
7. Site verification if all provisions are complied

**Fees:** Based on the National Building Code

**Availability of the Service:** Monday – Friday, Tel No. 794-0543 loc. 201

**Duration:** 40 minutes

MGA HAKBANGIN	APLIKANTE / KLIYENTE	TAGAPAGBIGAY NG SERBISYO	PANAHONG GUGULIN SA PAGPOPROSESO	RESPONSABLENG TANGGAPAN / TAUHAN	HALAGA O BAYAD SA SERBISYO	MGA KINAKAILANGANG DOKUMENTO
1	Kumuha ng Application Forms at listahan ng Requirements sa Building Permits Section. <i>(NOTE: Ang Demolition Permit form ay kailangang pirmado ng lisensyadong Civil Engineer / Architect at ipa-notaryo)</i>	Ibigay ang Application Forms at listahan ng Requirements	5 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	Demolition Permit Form & List of Requirements
2	Kapag may pirma at selyo na ng Architect or Civil Engineer bumalik dito sa tanggapan, Ipasa ang mga nasagutan na forms, clearances at mga requirements para i-check at i-verify upang magawan ng Order of Payment	Suriin ang Forms at Requirements na pinasa. At i-assess ang mga babayaran at ibigay ang Order of Payment	15 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	All the documents & requirements listed.



# MUNICIPAL GOVERNMENT OF GUIGUINTO CITIZEN'S CHARTER

SUGOD MAKABAGONG  
*Guiguinto*



Mayor  
**BOY**  
AMBROSIO  
CRUZ JR.



3	Pumunta sa Municipal Treasurer Office (CASHIER / WINDOW #4) ipakita ang Order of Payment, magbayad at bumalik sa ENGINEERING OFFICE (Building Permits Section) dala ang resibo	Tanggapin ang bayad at magbibigay ng resibo		Municipal Treasurer Office	Based on National Building Code	Order of Payment
4	Ipasa ang Resibo sa Building Permits Section para i-aattach sa Demolition Permit	Tanggapin ang Resibo at i-proseso ang Demolition Permit.	15 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	Official Receipt
5	Tanggapin ang naaprubahan na Demolition Permit.	Ibigay ang inaprubahan na Demolition Permit	5 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	



## PAGKUHA NG ELECTRICAL / C.F.E.I. PERMIT

**About the Service:** For applying of Electrical Permits and securing of Certificate of Final Electrical Inspection.

**Who May Avail of the Service:** Applicant, Lot Owner, Tenant, Contractor, Developer, Caretaker

**Requirements:** Maraming klase ng uri ng pag-aapply ng Electrical Permit at CFEI at ang lahat ng ito ay nangangailangan ng mga requirements tulad ng mga sumusunod:

**Klase ng Electrical Permit na maaaring makuha:**

New Connection / Reconnection / Relocation / Remodel / Transfer of Service / Upgrading / Downgrading / Change of rate;

- (a) 3 Phase to Single Phase,
- (b) Commercial to Residential or vice versa.

**Mga Requirements:**

1. BUILDING PERMIT (P.D. 1096); At ito ay makukuha lamang sa Building Permit Section o depende sa pagkaka-asses ng Inspector.
2. Electrical Plan/Schedule of loads at Electrical Forms; na may selyo at pirma ng Professional Electrical Engineer/Electrical Practitioner. (R.A. 7920)  
NOTE: Standard Electrical Plan: a.) 760 mm. x 1000mm., 600mm. x 900mm. 500mm x 760 mm. b.) Exemption of the Standard drawing sheets may be granted for large magnitude project. c.) 297mm x 420mm. or A3 size for dwelling unit of not more than 50sqm. Of floor area or total loads of not more than exceeding 3680 VA or 16 A. Main disconnected means. PEC ART. 1.3.1.1 (a.) (b.) (c.)
3. Barangay Clearance; for Electrical Permit.
4. Kung ang bahay o istraktura ay nakatayo sa Lupang Gobyerno, ito ay nangangailangan ng Kapahintulutan ng Ahensya na nakakasakop dito tulad ng:  
PNR, NIA, DPWH, NHA o Local Government Authorities.
5. At kung ang bahay o istraktura ay nakatayo sa Lupang Pribado, ito ay nangangailangan ng Kapahintulutan ng tunay na may-ari ng lupa.
6. At sa mga REAL ESTATE DEVELOPMENT PROJECT; Housing & Warehousing kakailanganin nito ang CONTRACT TO SELL O LEASE, O DEED OF SALE.

**Fees:** Based on the National Building Code

**Availability of the Service:** Monday – Friday, Tel No. 794-0543 loc. 201

**Duration:** 45 minutes to finish the transaction for Electrical Permit (The Electrical Permit need to be issued immediately upon payment PEC 1.2.1.3 or depending on the assessment of Electrical Inspector, PEC. ART. 1.2.1.3 or it will take up to 5 days if the project is extensive and requires more time for checking of the routinary fiscal and ministerial requirements, the issuance of the Electrical Permit need not be issued immediately PEC ART. 1.2 (b)

MGA HAKBANGIN	APLIKANTE / KLIYENTE	TAGAPAGBIGAY NG SERBISYO	PANAHONG GUGULIN SA PAGPOPROSESO	RESPONSABLENG TANGGAPAN / TAUHAN	HALAGA O BAYAD SA SERBISYO	MGA KINAKAILANGANG DOKUMENTO
1	<p>Kumuha ng Application Forms at listahan ng Requirements sa Electrical Permits Section.</p> <p>(Ang Electrical Form ay kinakailangan papirmahan at selyado ng isang Professional Electrical Engineer kasama ang Electrical Plan.)</p> <p>(Ang Box 4 ng Electrical Form / CFEI ay maaring pirmahan ng alin man sa 3 rehistradong Electrical Practitioner (PROFESSIONAL ELECTRICAL ENGINEER, REGISTERED ELECTRICAL ENGINEER, MASTER ELECTRICIAN) na siyang namahala sa instilasyon)</p>	Ibigay ang Application Forms at listahan ng Requirements	5 minutes	Electrical Inspector II / Electrician I / Electrical Permits Record Officer	NONE	Electrical Permit Form & List of requirements



# MUNICIPAL GOVERNMENT OF GUIGUINTO CITIZEN'S CHARTER



2	Kapag may Pirma at selyo na ng Electrical Engineer, bumalik dito sa tanggapan, Ipasa ang form at mga requirements sa Electrical Permits Section para suriin upang magawan ng Order of Payment.	Suriin ang Forms at Requirements na pinasa. I-assess ang mga babayaran at ibigay ang Order of Payment	20 minutes	Electrical Inspector II / Electrician I / Electrical Permits Record Officer	NONE	All the documents & requirements listed.
3	Pumunta sa Municipal Treasurer Office (CASHIER / WINDOW #4) ipakita ang Order of Payment, magbayad at bumalik sa ENGINEERING OFFICE (Electrical Permits Section) dala ang resibo	Tanggapin ang bayad at magbibigay ng resibo		Municipal Treasurer Office	Based on National Building Code	Order of Payment
4	Ipasa ang Resibo sa Electrical Permits Section para i-aattach sa Electrical / CFEI Permit	Tanggapin ang Resibo at i-proseso ang Electrical / CFEI Permit.	15 minutes	Electrical Inspector II / Electrician I / Electrical Permits Record Officer	NONE	Official Receipt
5	Tanggapin ang naaprubahan na Electrical / CFEI Permit.	Ibigay ang inaprubahan na Electrical / CFEI Permit	5 minutes	Electrical Inspector II / Electrician I / Electrical Permits Record Officer	NONE	
6	<b>(PARA SA C.F.E.I.)</b>  Bumalik dito sa tanggapan kapag nainspeksyon na ng Municipal Electrical Inspector. (Kailangan pong mainspeksyon bago mairelease ang CFEI para malaman kung may binago o wala sa mga isinubmit na plano / electrical permit ng aplikante dito sa tanggapan)  (Ang CFEI form ay maaring pirmahan ng alin man sa 3 rehistradong Electrical Practitioner (PROFESSIONAL ELECTRICAL ENGINEER, REGISTERED ELECTRICAL ENGINEER, MASTER ELECTRICIAN) na siyang namahala sa instilasyon)	Inspeksyunin ang Electrical Installation.		Electrical Inspector II / Electrician I /		C.F.E.I. Form, approved Electrical Plan & Permit.
7	Kapag nainspeksyon at nabayaran na, maari na iproseso ang inyong CFEI.  (Ang Staff ng Electrical Permit Section ay maaring magtxt o tumawag kung ang CFEI ay pwede ng makuha.	I-proseso ang CFEI.		Electrical Inspector II / Electrician I / Electrical Permits Record Officer	Based on National Building Code	



## PAGKUHA NG FENCING PERMIT

**About the Service:** Ang lote o lupa ay kinakailangang ikuha ng Fencing Permit bago magsimulang bakuran, ang hindi pagkuha ng permit ay paglabag sa batas (SECTION 301 National Building Code PD 1096). Ang hindi pagsunod dito ay magsisilbing dahilan upang ang aming tanggapan ay magbigay ng karampatang legal na aksyon.

**Who May Avail of the Service:** Applicant, Lot Owner, Tenant, Contractor, Developer

### Requirements:

1. Fencing Permit Application forms (5 sets)
2. Fencing Plan (5 copies)
3. Bill of Materials and Cost Estimate (5 copies)
4. Specifications
5. Lot plan signed by Geodetic Engineer
6. Xerox Copy of Current (Latest) PTR & PRC I.D. of Architect or Civil Engineer, Barangay Clearance (FENCING PERMIT), Transfer Certificate of Title Certified by Register of Deeds  
Deed of Sale/Contract to sell of TCT is not in the name of applicant, Latest Tax Declaration, Current Tax Receipt,
  - If the structure is near creek, river or esteros (C.O. 335) secure:
    - \*Barangay Resolution
    - \*Sangguniang Bayan Resolution

**Fees:** (Based on the National Building Code)

**Availability of the Service:** Monday – Friday, Tel No. 794-0543 loc. 201

**Duration:** 40 minutes to finish the transaction

MGA HAKBANGIN	APLIKANTE / KLIYENTE	TAGAPAGBIGAY NG SERBISYO	PANAHONG GUGULIN SA PAGPOPROSESO	RESPONSABLENG TANGGAPAN / TAUHAN	HALAGA O BAYAD SA SERBISYO	MGA KINAKAILANGANG DOKUMENTO
1	Kumuha ng Application Forms at listahan ng Requirements sa Building Permits Section. <i>NOTE: Ang Fencing Permit form ay kailangang ipa-notaryo at pirmado ng lisensyadong Civil Engineer / Architect.</i>	Ibigay ang Application Forms at listahan ng Requirements	5 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	Fencing Permit Form & List of requirements
2	Kapag may pirma na ng Architect or Civil Engineer, bumalik dito sa tanggapan ipasa ang mga nasagutan na forms, plano clearances at mga requirements para ma-check at ma-verify upang magawan ng Order of Payment	Suriin ang Forms at Requirements na pinasa. At i-assess ang mga babayaran at ibigay ang Order of Payment	15 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	All the documents & requirements listed.
3	Pumunta sa Municipal Treasurer Office (CASHIER / WINDOW #4) ipakita ang Order of Payment, magbayad at bumalik sa ENGINEERING OFFICE (Building Permits Section) dala ang resibo	Tanggapin ang bayad at magbibigay ng resibo		Municipal Treasurer Office	Based on National Building Code	Order of Payment
4	Ipasa ang Resibo sa Building Permits Section para i-aattach sa Fencing Permit	Tanggapin ang Resibo at i-proseso ang Fencing Permit.	15 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	Official Receipt
5	Tanggapin ang naaprubahan na Fencing Permit.	Ibigay ang inaprubahan na Fencing Permit	5 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	



## PAGKUHA NG BUILDING PERMIT

**About the Service:** Ang lote o lupa ay kinakailangang ikuha ng Building Permit bago magsimula ng konstruksyon, ang hindi pagkuha ng permit ay paglabag sa batas (SECTION 301 National Building Code PD 1096). Ang hindi pagsunod dito ay magsisilbing dahilan upang ang aming tanggapan ay magbigay ng karampatang legal na aksyon.

**Who May Avail of the Service:** Applicant, Lot Owner, Tenant, Contractor, Developer

**Requirements:** Six (6) sets of Plans (Scale 1:100)

1. ARCHITECTURAL - Signed and Sealed by a duly licensed Architect.
2. STRUCTURAL - Signed and Sealed by a duly licensed Civil Engineer. (For two (2) storey building & above-signed and sealed by a licensed Structural Engineer).
3. PLUMBING/SANITARY - Signed and Sealed by a licensed Sanitary Engineer/ Master Plumber (except in those areas exempted or not required by the Building Official under the National Building Code).
4. ELECTRICAL – Signed and Sealed by a licensed Professional Electrical Engineer
5. MECHANICAL - Signed and Sealed by a Professional Mechanical Engineer
6. SPECIFICATION - Signed and Sealed by a duly licensed Architect/Civil Engineer
7. COST ESTIMATES/BILL OF MATERIALS - Signed and Sealed by a duly licensed Architect/Civil Engineer
8. STRUCTURAL DESIGN - Signed and Sealed by a duly licensed Civil Engineer. (For two (2) storey & above - Signed and sealed by a licensed Structural Engineer) Assume Soil Bearing Capacity (90 Kpa Below).
9. ELECTRICAL DESIGN ANALYSIS - (DPWH Circular No. 02, Series of 2015). Signed and sealed by a licensed Professional Electrical Engineer.
10. LOT PLAN W/VICINITY MAP - Signed and Sealed by duly licensed Geodetic Engineer

### II. XEROX COPY OF ZONING/LOCATIONAL CLEARANCE

Proceed to the office of the Deputized Zoning Officer located at the 3rd floor right wing of Municipal Building

### III. XEROX COPY OF BARANGAY CLEARANCE

Permit to construct (For Bldg. Permit & Electrical Permit)

### IV. HOME OWNERS ASSOCIATION CLEARANCE / DEVELOPER'S CLEARANCE

### V. \* XEROX COPY OF T.C.T. (Transfer Certificate of Title) (LANDTITLE) PROOF OF OWNERSHIP

In case the applicant is not the registered owner of the lot

Xerox copy of any of the following:

- Contract of Lease
- Contract of Sale
- Deed of Absolute Sales

### VI. XEROX COPY OF LATEST LAND TAX DECLARATION & CURRENT REAL PROPERTY TAX RECEIPT

### VII. SOIL BORING ANALYSIS/TEST

For Three (3) storey building and above

### VIII. FIRE SAFETY EVALUATION CLEARANCE/FIRE SAFETY INSPECTION CERTIFICATE

Guiguinto Fire Station/Fire Department (BFP)

### IX. XEROX COPY OF CURRENT PTR & PRC ID OF:

1. Civil Engineer
2. Professional Electrical Engineer
3. Sanitary Engineer
4. Professional Mechanical Engineer
5. Architect
6. Registered Electrical Engineer
7. Master Plumber
8. Geodetic Engineer

### X. The applicants should fill-up the necessary forms: FIVE (5) COPIES OF:

1. BUILDING FORMS - Signed and sealed by a duly licensed Architect/Civil Engineer/Structural Engineer (DULY NOTARIZED)
2. SANITARY/PLUMBING FORMS - Signed and sealed by a duly licensed Sanitary Engineer/Master Plumber
3. ELECTRICAL FORMS - Signed and sealed by a duly Licensed Professional Electrical Engineer. (In-charge part of the forms-Signed and sealed by a Licensed Registered Electrical Engineer)
4. MECHANICAL FORMS - Signed and sealed by a duly licensed Mechanical Engineer/Professional Mechanical Engineer

### XI. AUTHORIZATION LETTER FROM THE OWNER-in the absence of the owner



SECRETARY CERTIFICATE- (For Corporation)

XII. Xerox copy of any Valid I.D.

XIII. Xerox Copy of the Latest Owner's Community Tax Receipt (CTC)

XIV. CONSTRUCTION SAFETY & HEALTH PROGRAM (D.O.L.E.)

XV. FOR CELLSITE & TELECOMMUNICATION TOWER:

- a) Environmental Compliance Certificate (ECC), Barangay Resolution, S.B. Resolution, No. of Neighbors Certificate from Barangay Council, e. Certification from the Office of Agrarian Reform, Air Transportation Office (ATO) Clearance, Health Clearance from the Department of Health

XVI. FOR COMMERCIAL & INDUSTRIAL BUILDING:

- Environmental Compliance Certificate (ECC) • Accessibility Plans (Batas Pambansa 344)

**Fees:** (Based on the National Building Code)

**Availability of the Service:** Monday – Friday, Tel No. 794-0543 loc. 201

**Duration:** 90 minutes NOTE:(Up to 5 working days or more, depending on the type of application / if the required documents are not complete.)

MGA HAKBANGIN	APLIKANTE / KLIYENTE	TAGAPAGBIGAY NG SERBISYO	PANAHONG GUGULIN SA PAGPOPROSESO	RESPONSABLENG TANGGAPAN / TAUHAN	HALAGA O BAYAD SA SERBISYO	MGA KINAKAILANGANG DOKUMENTO
1	Kumuha ng Application Forms at listahan ng Requirements sa Building Permits Section. <i>NOTE: Ang mga forms na kinuha ay kailangang papirmahan sa lisensyadong Civil Engineer, Architect, Professional Electrical Engineer, Professional Mechanical Engineer, Sanitary Engineer o Master Plumber kasama ang mga plano. (Ang Bldg. Permit Form ay kailangan ipa-notaryo)</i>	Ibigay ang Application Forms at listahan ng Requirements	5 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	Building, Electrical, Plumbing, Mechanical Forms & List of Requirements
2	Kapag may pirma at selyo na ng mga Engineer at Architect, Bumalik dito sa tanggapan at ipasa ang mga nasagutan na forms, clearances at mga requirements para ma-check at ma-verify upang magawan ng Order of Payment. (Ang Building Permit form ay kailangang pirmado ng lisensyadong Civil Engineer / Architect BOX 2)	Suriin ang Forms at Requirements na pinasa. At i-assess ang mga babayaran at ibigay ang Order of Payment	20 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	All the documents & requirements listed.
3	Pumunta sa Municipal Treasurer Office (CASHIER / WINDOW #4) ipakita ang Order of Payment, magbayad at bumalik sa ENGINEERING	Tanggapin ang bayad at mag-bibigay ng resibo		Municipal Treasurer Office	Based on National Building Code	Order of Payment



# MUNICIPAL GOVERNMENT OF GUIGUINTO CITIZEN'S CHARTER



	OFFICE (Building Permits Section) dala ang resibo					
4	<p>Ipasa ang Resibo sa Building Permits Section para i-attach sa Building Permit</p>	<p>Tanggapin ang resibo, i-proseso ang Bldg. Permit at para aprubahan ng mga signatories ng bawat Section/Division.) LAND USE &amp; ZONING ARCHITECTURAL LINE &amp; GRADE STRUCTURAL ELECTRICAL</p>	<p>_____</p> <p>_____</p> <p>15minutes 15minutes 15 minutes</p>	<p>M.P.D.C. Municipal Assessor C.M.G.F. Engineer IV Electrical Inspector II</p>	NONE	Official Receipt
5	<p>Bumalik dito sa Engineering Office (Building Permits Section) para makuha ang naaprubahan na Building Permit. <i>(Ang Staff ng Engineering Office ay maaring Tumawag o Mag-Text kung maari ng makuha o ano ang status ng Building Permit)</i></p>	<p>Ibigay ang inaprubahan na Bldg. Permit</p>	5 minutes	<p>Constructions &amp; Maintenance General Foreman Engineering Aide</p>	NONE	





## PAGKUHA NG OCCUPANCY PERMIT

**About the Service:** Ang Occupancy Permit ay kinukuha kapag ang gusali ay tapos na at pwede ng okupahan. Kung ang gusali o istruktura ay iibahin ang klasipikasyon ng paggamit dito (Residential, Commercial, Industrial etc.) ay kinakailangan na iapply ng panibagong Occupancy Permit.

**Who May Avail of the Service:** Applicant, Tenant, Lot Owner, Developer, Contractor

### Requirements:

#### REQUIREMENTS FOR OCCUPANCY PERMIT

1. Approved Building Permit (Xerox copy), Approved Electrical Permit & CFEI (Xerox copy), Approved Sanitary / Plumbing Permit (Xerox copy), Approved Mechanical Permit (Xerox copy), Approved Set of Plans (1 copy) (if changes have made submit, AS-BUILT PLAN)
2. Certificate of Completion duly signed by Engr./Arch. in charge of construction as follows:
  - \*Civil/Structural
  - \*Plumbing/Sanitary
  - \*Electrical
  - \*Mechanical
3. Xerox Copy of Current (Latest) PTR & PRC I.D. of Architect, Civil Engineer, Sanitary Engineer / Master Plumber, Professional Electrical Engineer, Fire Safety Inspection Certificate (Fire Department), Printed picture of interior & exterior of Building / Structure.
4. Newly Applied Building Tax Declaration

**Fees:** P100.00 Residential / P200.00 Commercial / P500.00 Industrial

**Availability of the Service:** Monday – Friday, Tel No. 794-0543 loc. 201

**Duration:** 90 minutes

MGA HAKBANGIN	APLIKANTE / KLIYENTE	TAGAPAGBIGAY NG SERBISYO	PANAHONG GUGULIN SA PAGPOPROSESO	RESPONSABLENG TANGGAPAN / TAUHAN	HALAGA O BAYAD SA SERBISYO	MGA KINAKAILANGANG DOKUMENTO
1	Kumuha ng Certificate of Completion Form at list of requirements ditto sa Building Permits Section. Ang Certificate of Completion form ay kailangang may pirma at selyado ng namahalang architect o engineer. (ARCHITECT, CIVIL ENGINEER, SANITARY ENGINEER / MASTER PLUMBER, PROFESSIONAL ELECTRICAL ENGINEER)	Magbigay ng Form at listahan ng mga Requirements.	5 minutes	Constructions & Maintenance General Foreman Engineering Aide	NONE	Certificate of Completion Form & list of Requirements
2	Kapag may pirma at selyo na ng mga Engineer, Ipasa ang lahat ng mga kinakailangan dokumento para sa OCCUPANCY PERMIT sa Building Permits Section.	Suriin ang mga dokumento	10 minutes	Constructions & Maintenance General Foreman Engineering Aide	NONE	All the documents & requirements listed.
3	Mag-schedule para mainspeksyon ng Engineering Team	Inspeksiyunin ang Istruktura o gusali	1 hour	Constructions & Maintenance General Foreman / Electrical Inspector II / Assistant Municipal Engineer / Municipal Engineer		



# MUNICIPAL GOVERNMENT OF GUIGUINTO CITIZEN'S CHARTER



Mayor  
**BOY AMBROSIO CRUZ JR.**



4	Magsadya sa Fire Station (BFP Guiguinto) at kumuha ng Fire Safety Inspection Certificate.	Suriin ang aplikasyon para sa Fire Safety Inspection Certificate		BFP Guiguinto		
5	Kunin ang Order of Payment para sa Occupancy Permit sa Building Permits Section.  Magsadya sa Municipal Treasurer Office, (Cashier / Window 4) magbayad at kunin ang resibo			Constructions & Maintenance General Foreman Engineering Aide  MTO Guiguinto	P100.00 - 200.00 (Residential) P500.00 (Commercial) P1,000.00 (Industrial)	Order of Payment
6	Ipasa ang resibo sa ENGINEERING OFFICE (Building Permits Section) upang iattach sa Occupancy Permit	Tanggapin ang resibo at i-proseso ang Occupancy Permit	10 minutes	Constructions & Maintenance General Foreman Engineering Aide		OFFICIAL RECEIPT
7	Tanggapin ang naaprubahan na Occupancy Permit.	Ibigay ang naaprubahan na Occupancy Permit	5 minutes	Constructions & Maintenance General Foreman Engineering Aide	NONE	



## PAGKUHA NG SIGN PERMIT (BILLBOARD)

**About the Service:** Ang Sign Permit ay kinukuha ng mga kliyente, negosyante o kumpanya na gustong ma-advertise ang kanilang produkto / serbisyo. Ito ay hindi maaring itayo sa lugar na makakaharang o makakaapekto sa mga official traffic sign, signal o device.

**Who May Avail of the Service:** Applicant, Lot Owner, Tenant, Contractor, Developer

### Requirements:

- 5 Sets of Sign Permit Application Form (Signed & Sealed by Engr./Arch.), Xerox copy of Latest P.T.R. & P.R.C. I.D. of Engr./Arch., Complete Detailed Plan (5 sets), Structural Analysis, Specifications & Estimate Cost., Construction Safety & Health Program DO13 (D.O.L.E.), Transfer Certificate of Title (TCT), Latest Tax Declaration, Brgy. Clearance
  - (In case the Applicant is NOT registered owner of Lot)**
    - Contract of Leased
    - Contract of Sale
    - Deed of Absolute Sale
- Neighbors Consent (if Any)

**Fees:** (Based on the National Building Code)

**Availability of the Service:** Monday – Friday, Tel No. 794-0543 loc. 201

**Duration:** 40 minutes to finish the transaction) Note: Up to 5 working days or more depending on the type of application / if the required documents are not complete

MGA HAKBANGIN	APLIKANTE / KLIYENTE	TAGAPAGBIGAY NG SERBISYO	PANAHONG GUGULIN SA PAGPOPROSESO	RESPONSABLENG TANGGAPAN / TAUHAN	HALAGA O BAYAD SA SERBISYO	MGA KINAKAILANGANG DOKUMENTO
1	Kumuha ng Application Forms at listahan ng Requirements sa Building Permits Section. <i>NOTE: Ang Sign Permit form ay kailangang pirmado ng lisensyadong Civil Engineer / Architect.</i>	Ibigay ang Application Forms at listahan ng Requirements	5 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	Sign Permit Form & List of requirements
2	Kapag may pirma at selyo na ng mga Engineer at Architect, Bumalik dito sa tanggapan ipasa ang mga nasagutan na forms, plano clearances at mga requirements para ma-check at ma-verify upang magawan ng Order of Payment	Suriin ang Forms at Requirements na pinasa. At i-assess ang mga babayaran at ibigay ang Order of Payment	15 minutes	Constructions & Maintenance General Foreman/ Engineering Aide	NONE	All the documents & requirements listed.
3	Pumunta sa Municipal Treasurer Office (CASHIER / WINDOW #4) ipakita ang Order of Payment, magbayad at bumalik sa ENGINEERING OFFICE (Building Permits Section) dala ang resibo	Tanggapin ang bayad at magbibigay ng resibo		Municipal Treasurer Office	Based on National Building Code	Order of Payment
4	Ipasa ang Resibo sa Building Permits Section para i-aattach sa Sign Permit	Tanggapin ang Resibo at i-proseso ang Sign Permit.	15 minutes	Constructions & Maintenance General Foreman/ Engineering Aide	NONE	Official Receipt
5	Tanggapin ang naaprubahan na Sign Permit.	Ibigay ang inaprubahan na Sign Permit	5 minutes	Constructions & Maintenance General Foreman / Engineering Aide	NONE	