



1. PAGKUHA NG BUILDING PERMIT

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.

Office or Division:	MUNICIPAL ENGINEERING OFFICE	
Classification:	Highly Technical Applications	
Type of Transaction:	Government to Citizen, Government to Business, Government to Government	
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Six (6) sets of PLANS (SCALE 1:100) a. Architectural b. Structural c. Plumbing / Sanitary d. Electrical e. Mechanical f. Lot plan g. Electronics h. Excavation	Project Engineer and Architect	
2. Specifications (6 original copy)	Project Engineer and Architect	
3. Cost Estimate or Bill of Materials (6 original copy)	Project Engineer and Architect	
4. Structural design analysis / calculation (6 original copy)	Project Engineer	
5. Electrical design analysis, short circuit calculation & voltage drop (6 original copy)	Project Engineer	
6. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photo copy each with original sign and seal) a. Civil Engineer b. Architect c. Professional Electrical Engineer d. Registered Electrical Engine e. Sanitary Engineer f. Master Plumber g. Professional Mechanical Engineer h. Geodetic Engineer i. Professional Electronics Engineer	Project Engineer's and Architect	
7. Duly accomplished Unified Application form for Building Permit Form (DULY NOTARIZED) (Form No. MEO-003-Ø) (5 original copies)	Municipal Engineering Office	
8. Duly accomplished Application for Electrical Permit Form (Form No. MEO-008-Ø) (3 original copies)	Municipal Engineering Office	
9. Duly accomplished Sanitary/Plumbing Permit Form (Form No. MEO-012-Ø) (5 original copies)	Municipal Engineering Office	
10. Duly accomplished Mechanical Permit Form (Form No. MEO-011-Ø) (5 original copies)	Municipal Engineering Office	
11. Duly accomplished Electronics Permit Form (Form No. MEO-044-Ø) (5 original copies)	Municipal Engineering Office	
12. Duly accomplished Excavation and Ground Preparation Permit Form (Form No. MEO-009-Ø) 5 original copies	Municipal Engineering Office	
13. Zoning/Locational Clearance (1 original / photo copy)	Municipal Planning Development Office	





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14. Barangay Clearance / Certificate for Building Permit (1 original / photo copy)		Barangay Hall		
15. Home Owners Association Clearance (1 photo copy or Developer's Clearance (1 photo copy)		Home owner's association President or Developer's office of Village / Subdivision.		
16. Transfer Certificate of Title (TCT) (1 photo copy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)		Client / Applicant		
17. Latest Land tax declaration and Current Real property tax receipt (1 photo copy)		Municipal Assessor's Office		
18. Fire Safety Evaluation Clearance (1 photo copy) or Fire Safety Inspection Certificate (1 photo copy)		Guiguinto, Municipal Fire Marshal, Bureau of Fire Protection (BFP)		
19. Authorization letter from the owner-in the absence of the owner (1 photo copy) Secretary Certificate- (For Corporation) (1 photocopy)		Client / Applicant		
20. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)		Client / Applicant		
21. Approved Construction Safety & Health Program (C.S.H.P. DO13) (1 photo copy)		Department of Labor & Employment (DOLE)		
22. FOR CELLSITE & TELECOMMUNICATION TOWER: a. Environmental Compliance Certificate (ECC) (1 photo copy) b. Certification from the office of Agrarian Reform (1 photo copy) c. Air Transportation Office (ATO) Clearance (1 photo copy) d. Health Clearance from the Department of Health (1 photo copy)		a. Department of Environment and Natural Resources b. Department of Agrarian Reform c. Civil Aviation Authority of the Philippines d. Department of Health		
23. FOR COMMERCIAL & INDUSTRIAL BUILDING: a. Environmental Compliance Certificate (ECC) (1 photo copy) b. Accessibility Plans (Batas Pambansa 344) (1 photo copy)		a. Department of Environment and Natural Resources b. National Council on Disability Affairs		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1.1 Tanggapin at suriin ang mga dokumento	Wala	5 minuto	<i>Engineer II</i> Engineering Office <i>Administrative Aide VI</i> Engineering Office





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	1.2. I-assess ang mga kailangan bayaran	Wala	15 minuto	<p><i>Engineer II</i> Engineering Office</p> <p><i>Administrative Aide VI</i> Engineering Office</p>
	1.3. Ibigay ang Order of payment	Wala	5 minuto	<p><i>Engineer II</i> Engineering Office</p> <p><i>Administrative Aide VI</i> Engineering Office</p>
2. Pumunta sa Clients' Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Base sa National Building Code (PD 1096)	10 minuto	<p><i>Cashier</i> Treasurer's Office (Window 4)</p>
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minuto	<p><i>Cashier</i> Treasurer's Office (Window 5)</p>
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4.1 Tanggapin ang resibo at i-proseso ang Bldg. Permit.	Wala	5 minuto	<p><i>Engineer II</i> Engineering Office</p> <p><i>Administrative Aide VI</i> Engineering Office</p>
	4.2. Aprubahan ang Building Permit	Wala	3 araw	<p><i>Planning Officer</i> Planning & Development Office</p> <p><i>Engineer II</i> Engineering Office</p> <p><i>Architect II</i> Engineering Office</p> <p><i>Engineer IV</i> Engineering Office</p> <p><i>Engineer III</i> Engineering Office</p> <p><i>Engineering Assistant</i> Engineering Office</p> <p><i>Municipal Engineer / Building Official</i> Engineering Office</p>





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5. Pagkalipas ng 3 araw, Bumalik sa Engineering Office at kunin ang aprubadong Building Permit	5. Ibigay ang aprubadong Building Permit	Wala	5 minuto	<i>Engineer II</i> <i>Engineering Office</i> <i>Administrative Aide VI</i> <i>Engineering Office</i>
TOTAL		Halagang nakasaad base sa National Building Code (PD 1096)	3 araw at 50 minuto	





2. PAGKUHA NG FENCING PERMIT

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.

Office or Division:	MUNICIPAL ENGINEERING OFFICE
Classification:	Highly Technical Applications
Type of Transaction:	Government to Citizen, Government to Business, Government to Government
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Fencing Permit Form (DULY NOTARIZED) (Form No. MEO-010-Ø) (5 original Copies)	Municipal Engineering Office
2. Fencing Plan (3 Sets)	Project Engineer and Architect
3. Bill of Materials and Cost Estimate (5 original Copies)	Project Engineer and Architect
4. Specifications (5 original Copies)	Project Engineer and Architect
5. Lot plan (3 Sets)	Project Engineer
6. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer	Project Engineer and Architect
7. Transfer Certificate of Title (T.C.T.) (1 photocopy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales	Client / Applicant
8. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photo copy)	Municipal Assessor's Office
9. Barangay Clearance / Certificate for Fencing Permit (1 original / photo copy)	Barangay Hall
10. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)	Client / Applicant

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1.1 Tanggapin at suriin ang mga dokumento	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.2. I-assess ang mga kailangan bayaran	Wala	15 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.3. Ibigay ang Order of payment	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office





2. PAGKUHA NG FENCING PERMIT

2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Base sa National Building Code (PD 1096)	10 minuto	Cashier Treasurer's Office (Window 4)
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minuto	Cashier Treasurer's Office (Window 5)
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4.1. Tanggapin ang resibo at i-proseso ang Fencing Permit.	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
	4.2. Aprubahan ang Fencing Permit	Wala	3 araw	Engineer II Engineering Office Architect II Assessor Office Engineer IV Engineering Office Municipal Engineer / Building Official Engineering Office
5. Pagkalipas ng 3 araw, Bumalik sa Engineering Office at kunin ang aprubadong Fencing Permit	5. Ibigay ang aprubadong Fencing Permit	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
TOTAL		Halagang nakasaad base sa National Building Code (PD 1096)	3 araw at 50 minuto.	





3. PAGKUHA NG DEMOLITION PERMIT

Ang mga gusali o istruktura bago i-demolish o tibagin ay kinakailangan na ikuha ng Demolition Permit.

Office or Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (nakasulat kung anong araw at ilang oras)		Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Duly accomplished Demolition Permit Form (DULY NOTARIZED) (NBC FORM NO. B-08) (5 original Copies)		Municipal Engineering's Office		
2. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photo copy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
3. Sketch/Lot Plan showing the area to be demolished (3 Sets)		Project Engineer and Architect		
4. Transfer Certificate of Title (TCT) showing that the applicant is the owner of the building to be demolished (1 photo copy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales		Client / Applicant		
5. Latest Land & Building Tax Declaration & Current Real Property Tax Receipt (1 photo copy)		Municipal Assessor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1.1. Tanggapin at suriin ang mga dokumento	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.2. I-assess ang mga kailangan bayaran	Wala	15 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.3. Ibigay ang Order of payment	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office





3. PAGKUHA NG DEMOLITION PERMIT

2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita)	2. Tawagin ang Numero	Base sa National Building Code (PD 1096)	10 minuto	Cashier Treasurer's Office (Window 4)
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minuto	Cashier Treasurer's Office (Window 5)
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4.1. Tanggapin ang resibo at i-proseso ang Demolition Permit.	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
	4.2. Aprubahan ang Demolition Permit	Wala	3 araw	Engineer II Engineering Office Administrative Aide VI Engineering Office Municipal Engineer / Building Official Engineering Office
5. Pagkalipas ng 3 araw, Bumalik sa Engineering Office at kunin ang aprubadong Demolition Permit	5. Ibigay ang aprubadong Demolition Permit	Wala	5 minuto	Engineer II Engineering Office Administrative Aide VI Engineering Office
TOTAL		Halagang nakasaad base sa National Building Code (PD 1096)	3 araw at 50 minuto	





4. PAGKUHA NG SIGN PERMIT

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.

Office or Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Business Owner's, Advertiser's, Contractor's, Developer's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Sign Permit Form (NBC FORM NO. B-07) (5 Original Copies)		Municipal Engineering's Office		
2. Complete Signage Detailed Plan (5 Sets)		Project Engineer and Architect		
3. Bill of Materials and Cost Estimate (3 original Copies)		Project Engineer and Architect		
4. Specifications (3 Original Copies)		Project Engineer and Architect		
5. Structural Design Analysis / Computation (3 original Copies)		Project Engineer		
6. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photo copy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
7. Transfer Certificate of Title (T.C.T.) (1 photo copy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)		Client / Applicant		
8. Approved Construction Safety & Health Program (C.S.H.P. DO13) (1 photo copy)		Department of Labor & Employment (DOLE)		
9. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photo copy)		Municipal Assessor's Office		
10. Barangay Clearance/Certificate for Sign Permit (1 original / photo copy)		Barangay Hall		
11. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)		Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1.1. Tanggapin at suriin ang mga dokumento	Wala	5 minuto	<i>Engineer II Engineering Office</i> <i>Administrative Aide VI Engineering Office</i>





4. PAGKUHA NG SIGN PERMIT

	1.2. I-assess ang mga kailangan bayaran	Wala	15 minuto	<p><i>Engineer II</i> <i>Engineering Office</i></p> <p><i>Administrative Aide VI</i> <i>Engineering Office</i></p>
	1.3. Ibigay ang Order of payment	Wala	5 minuto	<p><i>Engineer II</i> <i>Engineering Office</i></p> <p><i>Administrative Aide VI</i> <i>Engineering Office</i></p>
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Base sa National Building Code (PD 1096)	10 minuto	<p><i>Cashier</i> <i>Treasurer's Office (Window 4)</i></p>
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minuto	<p><i>Cashier</i> <i>Treasurer's Office (Window 5)</i></p>
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4.1. Tanggapin ang resibo at i-proseso ang Sign Permit.	Wala	5 minuto	<p><i>Engineer II</i> <i>Engineering Office</i></p> <p><i>Administrative Aide VI</i> <i>Engineering Office</i></p>
	4.2. Aprubahan ang Sign Permit	Wala	3 araw	<p><i>Engineer II</i> <i>Engineering Office</i></p> <p><i>Architect II</i> <i>Engineering Office</i></p> <p><i>Engineer IV</i> <i>Engineering Office</i></p> <p><i>Municipal Engineer /</i> <i>Building Official</i> <i>Engineering Office</i></p>
5. Pagkalipas ng 3 araw, Bumalik sa Engineering Office at kunin ang aprubadong Sign Permit	5. Ibigay ang aprubadong Sign Permit	Wala	5 minuto	<p><i>Engineer II</i> <i>Engineering Office</i></p> <p><i>Administrative Aide VI</i> <i>Engineering Office</i></p>





4. PAGKUHA NG SIGN PERMIT

	TOTAL	Halagang nakasaad base sa National Building Code (PD 1096)	2 araw ay 50 minuto
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5. PAGKUHA NG ELECTRICAL / ELECTRICAL PERMIT AT CERTIFICATE OF FINAL ELECTRICAL INSPECTION / COMPLETION (C.F.E.I)

Klase ng Electrical Permit na maaaring makuha:

New Connection / Reconnection / Relocation / Remodel / Transfer of Service / Upgrading / Down grading / Change of rate; (a) 3Phase to Single Phase, (b) Commercial to Residential or vice versa.

Office or Division:	MUNICIPAL ENGINEERING OFFICE
Classification:	Highly Technical Applications
Type of Transaction:	Government to Citizen, Government to Business, Government to Government
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer, Caretaker
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Approved Building Permit (P.D. 1096) (1 photo copy)	Applicant / Client
2. Duly accomplished Application for Electrical Permit Form (Form No. MEO-008-Ø and Certificate of Final Electrical Inspection / COMPLETION (Form No. MEO-007-Ø) (3 Original Copies)	Municipal Engineering's Office
3. Electrical Plan, Schedule of Loads, Electrical Design Analysis, Short Circuit Calculation & Voltage Drop (3 sets) 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 sets)	Project Engineer
4. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photo copy each with original sign and seal) a. Professional Electrical Engineer b. Registered Electrical Engineer c. Registered Master Electrician	Project Engineer
5. Barangay Clearance / Certificate for Electrical Permit. (1 Original / photo copy)	Barangay Hall
6. Meralco Yellow Card (Inspection Report) (1 original / photo copy)	MERALCO
7. Perspective or Printed Picture of House/Establishment/ Structure (2 Copies)	Client / Applicant
8. Transfer Certificate of Title (T.C.T.) (1 photo copy) In case the applicant is not the registered owner of the lot, 1 Photo copy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)	Client / Applicant
9. Latest Land tax declaration & Current Real property tax receipt (1 photocopy)	Municipal Assessor's Office
10. For Informal Settlers or Government Property a. HARO Certification (1 photo copy) b. NHA Certificate (1 photo copy) c. Mayor's Certificate (1 photo copy) d. P.N.R Certification (1 photo copy)	a. Housing and Resettlement office b. National Housing Authority c. Mayor's Office (Brgy.Action Center) d. Philippine National Railway





5. PAGKUHA NG ELECTRICAL / ELECTRICAL PERMIT AT CERTIFICATE OF FINAL ELECTRICAL INSPECTION / COMPLETION (C.F.E.I)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1.1 Tanggapin at suriin ang mga dokumento	Wala	5 minuto	<i>Electrical Engineer</i> Engineering Office <i>Electronics Communications Equipment Technology I</i> Engineering Office
	1.2. I-assess ang mga kailangan bayaran	Wala	15 minuto	<i>Electrical Engineer</i> Engineering Office <i>Electronics Communications Equipment Technology I</i> Engineering Office
	1.3. Ibigay ang Order of payment	Wala	5 minuto	<i>Electrical Engineer</i> Engineering Office <i>Electronics Communications Equipment Technology I</i> Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Base sa National Building Code (PD 1096)	10 minuto	<i>Cashier</i> Treasurer's Office (Window 4)
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minuto	<i>Cashier</i> Treasurer's Office (Window 5)
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Electrical Permit.	Wala	5 minuto	<i>Electrical Engineer</i> Engineering Office <i>Electronics Communications Equipment Technology I</i> Engineering Office
5. Mag-schedule para mainspeksyon ng Electrical Inspector	5.1. Inspeksiyunin ang ginawang electrical installation.	Wala	2 oras	<i>Electrical Engineer</i> Engineering Office <i>Electronics Communications Equipment Technology I</i> Engineering Office





5. PAGKUHA NG ELECTRICAL / ELECTRICAL PERMIT AT CERTIFICATE OF FINAL ELECTRICAL INSPECTION / COMPLETION (C.F.E.I)

	5.2. Aprubahan ang Electrical / CFEI Permit	Wala	15 minuto	<i>Electrical Engineer</i> Engineering Office <i>Municipal Engineer /</i> <i>Building Official</i> Engineering Office
6. Kunin ang aprubadong Electrical / CFEI Permit	6. Ibigay ang aprubadong Electrical / CFEI Permit	Wala	5 minuto	<i>Electrical Engineer</i> Engineering Office <i>Electronics</i> <i>Communications</i> <i>Equipment Technology I</i> Engineering Office
TOTAL		Halagang nakasaad base sa National Building Code (PD 1096)	3 oras at 5 minuto	
5. Pagkalipas ng 3 araw, Bumalik sa Engineering Office at kunin ang aprubadong Sign Permit	5. Ibigay ang aprubadong Sign Permit	Wala	5 minuto	<i>Engineer II</i> Engineering Office <i>Administrative Aide VI</i> Engineering Office
TOTAL		Halagang nakasaad base sa National Building Code (PD 1096)	2 araw ay 50 minuto	





6. PAGKUHA NG OCCUPANCY PERMIT

Ang Occupancy Permit ay kinukuha kapag ang gusali ay tapos ng gawin o itayo 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.

Office or Division:	MUNICIPAL ENGINEERING OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Building Permit, Electrical Permit , Sanitary / Plumbing Permit, Mechanical Permit, Electronics Permit (1 photo copy each)		Client / Applicant		
2. Duly accomplished Certificate of COMPLETION Form (DULY NOTARIZED) (Form No. MEO-006-Ø) (3 original copies)		Municipal Engineering's Office		
3. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (1 photo copy each with original sign and sealed) a. Civil Engineer b. Architect c. Professional Electrical Engineer d. Registered Electrical Engine e. Sanitary Engineer f. Master Plumber g. Professional Mechanical Engineer h. Professional Electronics Engineer		Project Engineer's and Architect		
4. Approved Set of Plans (if changes have made submit, of AS-BUILT PLAN) (2 sets)		Client / Applicant		
5. Fire Safety Inspection Certificate (For Occupancy) (1 original / photo copy)		Guiguinto, Municipal Fire Marshal Bureau of Fire Protection (BFP)		
6. Newly Applied Building Tax Declaration (1 photo copy)		Municipal Assessor's Office		
7. Printed picture of interior & exterior of Building / Structure (2 sets)		Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1.1. Tanggapin at suriin ang mga dokumento	Wala	5 minuto	<i>Engineer II</i> Engineering Office <i>Administrative Aide VI</i> Engineering Office
	1.2. I-assess ang mga kailangan bayaran	Wala	5 minuto	<i>Engineer II</i> Engineering Office <i>Administrative Aide VI</i> Engineering Office





6. PAGKUHA NG OCCUPANCY PERMIT

	1.3. Ibigay ang Order of payment	Wala	5 minuto	<p><i>Engineer II</i> Engineering Office</p> <p><i>Administrative Aide VI</i> Engineering Office</p>
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	<p>Residential Occupancy - PHP 200.00 / unit</p> <p>Commercial Occupancy - PHP 500.00 / unit</p> <p>Industrial Occupancy - PHP 1,000.00 / unit</p>	10 minuto	<p><i>Cashier</i> Treasurer's Office (Window 4)</p>
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minuto	<p><i>Cashier</i> Treasurer's Office (Window 5)</p>
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Occupancy Permit.	Wala	5 minuto	<p><i>Engineer II</i> Engineering Office</p> <p><i>Administrative Aide VI</i> Engineering Office</p>
5. Mag-schedule para mainspeksyon ng Engineering Team	5.1. Inspeksiyunin ang gusali o istruktura.	Wala	2 oras	<p><i>Engineer II</i> Engineering Office</p> <p><i>Engineer IV</i> Engineering Office</p> <p><i>Engineering Assistant</i> Engineering Office</p> <p><i>Electrical Engineer</i> Engineering Office</p> <p><i>Municipal Engineer / Building Official</i> Engineering Office</p>
	5.2. Aprubahan ang Certificate of Occupancy	Wala	15 minuto	<p><i>Municipal Engineer / Building Official</i> Engineering Office</p>





6. PAGKUHA NG OCCUPANCY PERMIT

6. Kunin ang aprubadong Certificate of Occupancy.	6. Ibigay ang aprubadong Certificate of Occupancy.	Wala	5 minuto	<i>Engineer II</i> <i>Engineering Office</i> <i>Administrative Aide VI</i> <i>Engineering Office</i>
TOTAL		Residential Occupancy - PHP 200.00 / unit Commercial Occupancy - PHP 500.00 / unit Industrial Occupancy - PHP 1,000.00 / unit	2 oras at 55 minuto	

Prepared by:

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Noted by:

ARCADIO LEOVER P. SULIT
MGDH I

Approved by:

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

