



Office of the Municipal Engineer

GOVERNMENT SERVICE: ISSUANCE OF BUILDING PERMIT					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's charter	Legal Basis		
Any valid ID Card		1. Register at the LGU Public Assistance and Complaint desk.		3 minutes	
Zoning Clearance		2. Proceed to the Municipal Engineer's Office to file request.		3 minutes	
Duly Accomplished Application form.		3. Submit documentary requirements for review.		10 minutes	
5 sets of plans duly signed and sealed by a Registered Engineer/Architect.		4. Wait while documents are being reviewed and assessed by the Building Official and BFP Officer for further instructions.		10 minutes	
Bill of Materials		5. Pay assessed fees at the Municipal Treasurer's Office.		5 minutes	variable
Specifications		6. Present Official Receipt to the Municipal Engineer's Office for recording.		10 minutes	
Proof of ownership and latest tax receipt.		7. Receive Permit.		3 minutes	
TOTAL				44 minutes	