



OFFICE OF THE CITY ENGINEER

External Services



1. ISSUANCE OF BUILDING PERMIT (with SANITARY/PLUMBING & ELECTRICAL PERMIT)

Building Permit is issued by the Building Official to allow an individual/contractor to proceed with a construction/ remodeling/renovation project on their property.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	Potential Building Owners / Building Contractors
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Permit Form – 5 copies	City Engineer's Office, 3 rd Floor, City Hall, Saluysoy
2. Electrical Permit Form – 2 copies	City Engineer's Office, 3 rd Floor, City Hall, Saluysoy
3. Sanitary / Plumbing Form – 2 copies	City Engineer's Office, 3 rd Floor, City Hall, Saluysoy
4. Transfer Certificate of Title (Land Title) (5 photocopies)	Registry of Deeds Meycauayan / Owner
5. Contract of Sale/Lease (if applicant is not the registered owner) (5 photocopies)	Lessor of Property
6. Tax Declaration (5 photocopies)	City Assessor's Office, 1 st Floor, City Hall, Saluysoy
7. Latest Real Property Tax Receipt (Amilyar -5 photocopies)	Owner's Copy / City Treasurer's Office
8. Lot/Location Plan with Vicinity Map (5 copies – with original signature of Licensed Civil Engineer/Architect)	Owner / Licensed Civil Engineer / Architect
9. Building Plan, Specification and Bill of Materials signed by Civil Engineer/Architect (with Dry Seal) (5 original copies – with original signature of Licensed Civil Engineer/Architect)	Licensed Civil Engineer/Architect
10. Barangay Clearance – 1 original & 1 photocopy	Barangay Hall of the barangay where the building will be constructed
11. Community Tax Certificate (Cedula) – 1 photocopy	Barangay Hall / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy
12. Locational/Zoning Clearance – 1	City Urban Planning and Development



original & 1 photocopy 13. PRC ID of the Signing Engineers (Electrical Engineer/Master Plumber/Architect/Civil Engineer) – 2 photocopies with 3 specimen signature 14. Current Year Professional Tax Receipt of the Signing Engineers – 2 photocopies 15. Fire Safety Evaluation Clearance (FSEC - 1 original & 1 photocopy)		Office, 3 rd Floor, City Hall, Saluysoy Licensed Electrical Engineer / Master Plumber / Architect / Civil Engineer) Licensed Civil Engineer / Architect Bureau of Fire Protection, Fire Station, Meycauayan Common Transport Terminal, Malhacan		
16. ECC (Environmental Compliance Certificate - 1 original & 1 photocopy) 17. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy) 18. Structural Computation/Analysis (For 2-Storey Building and above) – 3 copies 19. Soil/Boring Test Analysis for 3-Storey Building and Above (3 copies) <i>Additional Documents For Repair, Renovation and Addition:</i> 1. Previous Building Permit – 1 photocopy 2. Approved Plan – original copy 3. Certification of Occupancy – 1 photocopy 4. Fire Safety-Evaluation Clearance (FSEC) – 1 photocopy **IMPORTANT: Building Permit Form should be NOTARIZED.		ECC, City of Malolos, Bulacan DOLE, City of Malolos, Bulacan Licensed Civil Engineer/Architect Geodetic Engineer Owner's Copy / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Owner's Copy / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Owner's Copy / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Owner's Copy / Bureau of Fire Protection, Fire Station, Meycauayan Common Transport Terminal, Malhacan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out and notarized application form with complete requirements.	1. Receive and review submitted documents and inform the client on the scheduled	None	15 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Assistant



	date of ocular inspection			<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
2. Assist in ocular inspection on the scheduled date	2.1 Inspection and inform the client for the result of assessment and payment of fees through text	None	8 hours	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Assistant Office of the City Engineer</p>
3. Proceed to the City Engineer's Office for the order of payment	3.1 Issue order of payment.	None	40 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Assistant Office of the City Engineer</p>
4. Proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	4.1 Issue official receipt	See Building Permit Assessment Specification Table Based on order of payment	6 minutes	<p>Michelle A. Lanozo Senior Admin Asst. I</p> <p>Ethel B. Zuniga Admin Assistant I</p> <p>Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer</p>
5. Return to the City Engineer's Office and present Official Receipt	5.1 Encode to the database the payment fees, print the form and forward to the concerned signatories	None	40 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Assistant</p> <p>Liezl D. Montes Senior Admin. Assist. I</p> <p>Marcelino P. Villanueva Administrative Aide V Office of the City Engineer</p>



6. Receive permit requested	6.1 Record and release permit requested	None	5 minutes	Marcelino P. Villanueva Administrative Aide V Djerdy John O. Godoy- Engineering Staff Eric B. Baetiong Engineering Staff Office of the City Engineer
	TOTAL:	<i>Please refer to Building Permit Assessment Specification on Table below</i>	9 hours & 46 minutes	

BUILDING PERMIT ASSESSMENT

RESIDENTIAL		
Building	Floor Area x ₱ 8.00 (up to 150 sq.m.) Floor Area x ₱ 8.40 (above 150 sq.m.)	₱ _____
Filing Fee		₱ 100.00
Processing Fee		₱ 500.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA to 50 KVA = ₱ 200.00 + ₱20.00/KVA	₱ _____
TOTAL AMOUNT		₱ _____

COMMERCIAL BUILDING / RESIDENTIAL APARTMENT		
Building	Area x ₱ 23.00	₱ _____
Filing Fee		₱ 100.00



Processing Fee		₱ 1000.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA	₱ 200.00
	Over 5KVA to 50KVA = ₱200.00 + ₱20.00/KVA	₱ _____
	Over 50KVA to 300KVA = ₱1100.00 + ₱10.00/KVA	₱ _____
Building Height	In cu.m x ₱ 0.25 / sq. m. (more than 2 stories)	₱ _____
TOTAL AMOUNT		₱ _____

INDUSTRIAL		
Building	Area x ₱ 23.00	₱ _____
Filing Fee		₱ 100.00
Processing Fee		₱ 1000.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA	₱ 200.00
	Over 5KVA to 50KVA = ₱200.00 + ₱20.00/KVA	₱ _____
	Over 50KVA to 300KVA = ₱1100.00 + ₱10.00/KVA	₱ _____
	Over 300 KVA to 1,500 KVA = 3,600 + 5.00/KVA Over 1,500 KVA to 6,000 KVA = 9,600 + 2.50/KVA Over 6,000 KVA = 20,850 + 1.25/KVA	
Building Height	In cu. m x ₱ 0.25 / sq. m.	₱ _____
Pavement	Construction of pavements up to 20 sq. m. = 24 in. in excess of 20 sq. m. x ₱ 3.00 per sq. m.	₱ _____
Excavation and Ground Preparation	Per cu. m. excavation x ₱ 3.00 + ₱ 200.00 inspection and verification fees	₱ _____
TOTAL AMOUNT		₱ _____



2. ISSUANCE OF ELECTRICAL PERMIT

Electrical permits issued by the Building Official for the installation, alteration, replacement or repair of electrical wiring and equipment within or on any structure and for the of an existing installation.

Office or Division:		Office of the City Engineer		
Classification:		Simple		
Type of Transaction:		G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Electrical Permit Form (2 copies) 2. Barangay Clearance – (1 original & 1 photocopy) 3. Sketch (Landmarks) – 1 original 4. Title or Tax Declaration (OHA) – (1 photocopy) 5. Community Tax Certificate (Cedula) – (1 photocopy) <i>Additional Document for Temporary Electrical Permit:</i> 1. Building Permit – (1 photocopy)		City Engineer's Office, 3 rd Floor, City Hall, Saluysoy Barangay Hall of the barangay where the electrical is installed To be provided by the client Owner's copy or Registry of Deeds / City Assessor's Office, 1 st Floor, City Hall Saluysoy Barangay Hall or City Treasurer's Office, 1 st Floor, City Hall Saluysoy Owner's Copy or City Engineer's Office, 3 rd Floor, City Hall, Saluysoy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and duly signed application form with complete requirements	1. Review submitted documents and inform the client on the scheduled ocular inspection	None	15 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Eric B. Baetiong Engineering Staff Office of the City Engineer
2. Assist in ocular inspection as per schedule	2. Conduct Ocular inspection	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer



3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue Order of Payment.	None	20 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive Payment and issue official receipt.	Php330.00-Residential Php426.00-Commercial Php426.00-Temporary Industrial is based on submitted KVA load Based on load payment.	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Electrical Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release Electrical Permit.	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	TOTAL	<i>P 330.00-Residential</i> <i>P 426.00-Commercial</i> <i>P 426.00-Temporary Industrial is based on submitted KVA load</i>	9 hours & 4 minutes	



3. ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION

A Certificate is issued by the Building Official to the owner/applicant as a requirement for the installation of power lines to a building/structure and certifies the completeness of the installation of all electrical wirings.

Office or Division:		Office of the City Engineer		
Classification:		Simple		
Type of Transaction:		G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Yellow Card coming from MERALCO 2. Certificate of Occupancy – 1 photocopy 3. Electrical Permit – (original copy)		MERALCO Owner's Copy / City Engineer's Office, 3 rd Floor, Saluysoy Owner's Copy / City Engineer's Office, 3 rd Floor, Saluysoy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Marcelino P. Villanueva Administrative Aide IV Eric B. Baetiong Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	20 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and issue official receipt	Php 30.00-Residential Php60.00-Commercial Php150.00-Industrial	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer



		Based on order of payment.		
4. Present Official Receipt	4.1 Prepare CFEI	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Eric B. Baetiong Engineering Staff Office of the City Engineer
	TOTAL	<i>P 30.00- Residential P 60.00- Commercial P 150.00- Industrial</i>	8 hours & 59 minutes	



4. ISSUANCE OF CERTIFICATE OF OCCUPANCY PERMIT

Certificate of Occupancy Permit is issued by the Building Official that serves as a proof that the structure built completed all the building work and suitable for occupation based on the National Building Code.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(All original) 1. As-Built Plans and Specifications, duly signed and sealed by respective Professional discipline 2. Daily Construction Works Logbook 3. Certificate of Completion, duly notarized 4. Approved Building Permits Plans and Official Receipts (original) 5. Photo/s of Building showing substantial completion (original) 6. Affidavit of Change of Professionals (In-Charge of Design and Construction) 7. Fire Safety Inspection Certificate for Occupancy Permit (From Bureau of Fire Protection)		Licensed Civil Engineer/Architect Licensed Civil Engineer/Architect Engineering Office, Meycauayan Owner's Copy Owner Licensed Civil Engineer/Architect Bureau of Fire Protection – Meycauayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and notarized form with complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Carlo Vincent A. Dela Cruz - Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 hour (as per schedule)	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	See Occupancy Permit Assessment Specification Table Based on order of payment	40 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
	3.2 Receive payment and issue official receipt		6 minutes	<p>Teresa M. Fernandez Admin Assistant III</p> <p>Rose M. Nito Ticket Checker III Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare the Permit.	None	20 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL	<i>Please refer to Occupancy Permit Assessment Specification Table</i>	1 hour & 19 minutes <i>(plus 1 day for inspection)</i>	



CERTIFICATE OF OCCUPANCY PERMIT ASSESSMENT

Residential	Every million in excess of ₱ 1,200,000.00 x ₱ 800.00 + ₱ 200.00 Inspection fee
Commercial / Residential Apartment	Every million in excess of ₱ 1,200,000.00 x ₱ 1000.00 + ₱ 600.00 Inspection fee
Industrial	Every million in excess of ₱ 1,200,000.00 x ₱ 1000.00 + ₱ 800.00 Inspection fee

5. ISSUANCE OF EXCAVATION PERMIT

Excavation Permit is issued by the Building Official authorizing excavations for water lines and connections.

Office or Division:		Office of the City Engineer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Citizen / Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Excavation Form (2 copies) 2. Request from Water District 3. Barangay Clearance – original & 1 photocopy 4. Sketch (Landmarks) 5. Community Tax Certificate (Cedula) – 1 photocopy		City Engineer's Office Water District - Meycauayan Barangay Hall of the barangay where to excavate Owner Barangay Hall / Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and issue official receipt	Residential - P500.00 Commercial P700.00 Based on order of payment	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Excavation Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release the Permit	None	1 minute	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL:	Residential - P500.00 Commercial P700.00	1 hour & 10 minutes (plus 1 day for inspection)	



6. ISSUANCE OF FENCING PERMIT

FENCING PERMIT is issued for the construction of fences which are greater than 3 feet in height, measured from the finished grade which is also 10 feet of any street right of way or access easement or within 20 feet of a corner.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Fencing Permit Forms – 3 copies 2. TCT (Land Title) – 1 photocopy 3. Barangay Clearance – original & 1 photocopy 4. Tax Declaration/Tax Receipt-Amilyar /Latest Real Property - 1 photocopy 5. Fencing Plan – original (5sets) 6. Lot Plan – original (3 copies) 7. Bill of Materials – original (3 copies) 8. Community Tax Certificate (Cedula) - 1 photocopy 9. DOLE (CSHP-Construction Safety and Health Program-1 original & 1 photocopy			City Engineer's Office Registry of Deeds-Meycauayan/Owner Barangay Hall of the barangay where the fence is located Assessor's Office - Meycauayan Licensed Civil Engineer/Architect Owner Licensed Civil Engineer/Architect Barangay Hall / Treasurer's Office DOLE Malolos	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and notarized form with complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst.



				Office of the City Engineer
3. Proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3. Receive payment and issue official receipt	See Fencing Permit Assessment Specification Table.	40 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Fencing Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
	4.2 Release the Permit	None	3 minutes	Liezl D. Montes Senior Admin. Assist. I Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>Please refer to Fencing Permit Assessment Specification Table.</i>	1 hour & 13 minutes <i>(plus 1 day for inspection)</i>	



FENCING FEES/ASSESSMENT

Made of masonry, metal, concrete up to 1.80 meters in height, per lineal metal or fraction thereof	₱ 3.00
In excess of 1.80 meters in height, per lineal meter or fraction thereof	₱ 4.00
Made of indigenous materials, barbed, chicken or hog wires, per linear meter	₱ 2.40
Construction of Pavements, up to 20.00 sq. meters	₱ 24.00
In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like	₱ 3.00
Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month	₱ 240.00
Every sq. meter or fraction thereof in excess of 20.00 sq. meters =	₱ 12.00
Erection of Scaffoldings Up to 10.00 meters in length	₱ 150.00
Occupying Public Areas, per calendar month. Every lineal meter or fraction thereof in excess of 10.00 meters	₱ 12.00

7. ISSUANCE OF MECHANICAL PERMIT

MECHANICAL PERMIT is issued by the Building Official to install new mechanical equipment such as heating, venting, and air conditioning (HVAC) equipment and kitchen hood exhaust systems etc.

Office or Division:	Office of the City Engineer		
Classification:	Simple		
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business		
Who may avail:	Commercial and Industrial Establishments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Mechanical Permit Forms		City Engineer's Office	
2. Mechanical Plan– original (5 copies – signed andsealed)		Professional Mechanical Engineer	
3. Barangay Clearance – original & 1 photocopy		Barangay Hall of the barangay where themachineries are located Owner's Copy	
4. Photocopy of Occupancy Permit		Owner's Copy	
5. Photocopy of Building Permit		Barangay Hall / Treasurer's Office	
6. Community Tax Certificate (Cedula) - 1 photocopy		Owner's Copy / Treasurer's Office	
7. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements and with original signature of Professional Mechanical Engineer.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	30 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	3.2 Receive payment and issue official receipt	Machinerie s per kw x P60.00 Based on order of payment.	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Mechanical Permit.	None	20 minutes	Gil P. Maglaqui Acting City Engineer Edgar P. Dimasin Building Inspector I



	4.2 Release the Permit	None	3 minutes	<p>Joel C. Clave Engineering Asst. Office of the City Engineer</p> <p>Liezl D. Montes Senior Admin. Assist. I Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL:	<i>Machineries per kw x P60.00</i> Based on order of payment.	1 hour & 9 minutes (plus 1 day for inspection)	

8. ISSUANCE OF ANNUAL MECHANICAL PERMIT

ANNUAL MECHANICAL PERMIT is issued for Annual permit to operate machineries.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	Commercial and Industrial Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Annual Mechanical Permit Form – 2 copies 2. Mechanical Lay-out – original (3 copies – signed and sealed) 3. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy 4. Community Tax Certificate (Cedula) - 1 photocopy 5. Previous copy of Approved Mechanical Permit			City Engineer's Office Professional Mechanical Engineer Owner's Copy / Treasurer's Office Barangay Hall / Treasurer's Office Owner's Copy	
CLIENT TEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with	1. Receive and review	None	3 minutes	Edgar P. Dimasin Building Inspector I



complete requirements.	submitted documents.			<p>Joel C. Clave Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	20 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer</p>
	3.2 Receive payment and issue official receipt	Same with Mechanical Permit Fee Based on order of payment	6 minutes	<p>Michelle A. Lanozo Senior Admin Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare Annual Mechanical Permit	None	20 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Liezl D. Montes Senior Admin. Assist. I</p>



				Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>Same with Mechanical Permit Fee</i>	52 minutes <i>(plus 1 day for inspection)</i>	

9. ISSUANCE OF ANNUAL BUILDING PERMIT

Annual Building permit is issued to check buildings structural condition.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen/ Government to Business			
Who may avail:	Commercial and Industrial Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Building Permit (1 photocopy) 2. Occupancy Permit (1 photocopy) 3. Community Tax Certificate (Cedula) – (1 photocopy) 4. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy			Owner's Copy Owner's Copy Barangay Hall / Treasurer's Office Owner's Copy / Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt	None See Annual Building Permit Assessment Specification Table. Based on order of payment	20 minutes 6 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Annual Building Permit. 4.2 Release the Permit	None None	20 minutes 3 minutes	Gil P. Maglaqui Acting City Engineer Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>Please refer to Annual Building Permit Assessment Specification Table.</i>	52 minutes <i>(plus 1 day for inspection)</i>	



ANNUAL INSPECTION FEES

a. Division A-1 and A-2:

Single detached dwelling units and duplexes are not subject to annual inspections.

If the owner request inspections, the fee for each of the services enumerated

- Land Use Conformity
- Architectural Presentability
- Structural Stability
- Sanitary and Health Requirements
- Fire-Resistive Requirements

₱ 120.00

b. Divisions B-1/D-1, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

Appendage of up to 3.00 cu. meters/unit	₱ 150.00
Floor area to 100.00 sq. meters	₱ 120.00
Above 100.00 sq. meters up to 200.00 sq. meters	₱ 240.00
Above 200.00 sq. meters up to 350.00 sq. meters	₱ 480.00
Above 350.00 sq. meters up to 500.00 sq. meters	₱ 720.00
Above 500.00 sq. meters up to 750.00 sq. meters	₱ 960.00
Above 750.00 sq. meters up to 1,000.00 sq. meters	₱ 1,200.00
Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters	₱ 1,200.00



10. ISSUANCE OF DEMOLITION PERMIT

DEMOLITION PERMIT is issued to certify that the building is structurally unsafe and otherwise constitutes a hazard to safety of health or public welfare because of inadequate maintenance and therefore is declared dangerous to human life and must be demolished.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Picture of the structure to be demolished 2. Vicinity Map – original & 2 photocopies 3. Floor Plan (Building/Structure – 3 sets) 4. Demolition Permit form duly notarized – (signed and sealed) 5. Barangay Clearance – original & 1 photocopy 6. Community Tax Certificate (Cedula) 7. Title and Tax Declaration 8. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)			Owner Owner's Copy Licensed Civil Engineer/Architect Engineering Office-Meycauayan Barangay Hall of the barangay where the demolition is located Barangay Hall / Treasurer's Office Owner's Copy DOLE Malolos Branch	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with notarized/complete requirements/ original signature of Licensed Civil Engineer/Architect.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer



3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer</p>
	3.2 Receive payment and issue official receipt	Per Floor Area x P7.00 up to 10m height + P8.00 Based on order of payment	6 minutes	<p>Michelle A. Lanozo Senior Admin Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare Demolition Permit.	None	10 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst.</p> <p>Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL	<i>Per Floor Area x P7.00 up to 10m height + P8.00</i>	1 hour & 9 minutes <i>(plus 1 day for inspection)</i>	



11. ISSUANCE OF DEVELOPMENT PERMIT

DEVELOPMENT PERMIT is issued and approved by the City Mayor that specifies how development is to occur on a given parcel of land. Once approved, the Development Permit is registered against the title of the land and becomes binding on future land owners.

Office or Division:	Office of the City Engineer
Classification:	Highly Technical
Type of Transaction:	G2C/G2B– Government to Citizen / Government to Business
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Application letter requesting for re-classification of land/issuance of Development Permits/approval of Subdivision plans. In case of Corporation, the applicant must be duly authorized by the Board of Directors to apply on behalf of the Corporation – 1 copy 2. Project Proposal – 1 copy 3. Certified True Copy of Title – 1 copy 4. SEC or DTI Registration and Mayor's Permit, if there is any; – 1 copy 5. Site Development Plans, Vicinity/Location Map – 1 copy 6. Payment of Real Property Tax – 1 copy 7. Tax Declaration – 1 copy 8. Payment of Application Fee for Re-classification of Land/issuance of Development Permits/approval of Subdivision Plans – 1 copy 9. Location Clearance / Certification from CUPDO / Deputized Zoning Administrator as to the actual and potential compatible land uses – 1 copy 10. Barangay Clearance – 1 copy <p>The applicant must submit to the Office of the Sangguniang Panlungsod, the following pertinent papers/documents. (13 certified Xerox copy each)</p>	<p>Owner / Corporation</p> <p>Owner / Corporation Registry of Deeds-Meycauayan / Owner SEC – PICC /DTI-Malolos /BPLO-Meycauayan</p> <p>Licensed Civil Engineer/Architect</p> <p>Owner's Copy / Treasurer's Office Assessor's Office Owner / Corporation</p> <p>CUPDO - Meycauayan</p> <p>City Treasurer's Office</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.		40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	3.2 Receive payment and issue official receipt	P 1,500 / ha. + Processing Fee P720/ha + Inspection Fee P1,500/ha	6 minutes	Michelle A. Lanozo Senior Admin Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4. Prepare the Permit and forward	None	20 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes



	to the City Mayor for signature			Senior Admin. Assist. I Office of the City Engineer
5. Receive Development Permit.	5. Release Development Permit.	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>P 1,500/ ha. + Processing Fee</i> <i>P720/ha + Inspection Fee</i> <i>P1,500/ha</i>	1 hour & 19 minutes <i>(plus 1 day for inspection)</i>	



12. ISSUANCE OF CERTIFICATE OF CHANGE OF USE

CERTIFICATE OF CHANGE OF USE is issued for the change of use of a building or establishment.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B– Government to Citizen / Government to Business
Who may avail:	Commercial and Industrial Establishments
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Corporation</p> <ol style="list-style-type: none"> 1. Application Form – 2 copies 2. As-Built Plan (3 sets-signed & sealed) 3. Contract of lease – certified true 2 copies(lessee) 4. Tax declaration/Real Property - 2 photocopy 5. Photos of Building - 2 photocopy 6. Locational/Zoning Clearance(Business) - 2 photocopy 7. Fire Safety Inspection Certificate (Business) - 1 photocopy 8. Barangay Clearance - 2 photocopy 9. SEC/DTI - 1 photocopy 10. Certificate of Occupancy (Lessor) - 2 photocopy 11. ECC (DENR) - 2 photocopy <p>For Single Proprietor</p> <ol style="list-style-type: none"> 1. Contract of lease – certified xerox 2 copies 2. Photos of Building 3. Location/Zoning Clearance (Business) - 2 photocopy 	<p>City Engineer's Office Licensed Civil Engineer/Architect</p> <p>Lessor of Property</p> <p>Assessor's Office</p> <p>Owner CUPDO – Meycauayan</p> <p>Bureau of Fire Protection – Meycauayan</p> <p>Barangay Hall of the barangay where the building is located SEC-PICC / DTI-Malolos Lessor of Property</p> <p>DENR – Pampanga</p> <p>Lessor of Property</p> <p>Owner CUPDO-Meycauayan</p>



4. Barangay Clearance (Business) – 2 photocopy 5. SEC/DTI - 1 photocopy 6. Certificate of Occupancy (Lessor) - 2 photocopy 7. As-Built Plan (4 sets-signed & sealed)		Barangay Hall SEC-PICC / DTI-Malolos Lessor of Property Licensed Civil Engineer/Architect		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements	1. Receive and review submitted documents.	None	10 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
	3.2 Receive payment and issue official receipt	Area x P5.00/sq. m Inspection Fee	6 minutes	Teresa M. Fernandez Admin. Assistant III Rose M. Nito Ticket Checker III Office of the City Treasurer



		<p>₱400.00 - (Light Business)</p> <p>₱800.00 – Commercial & Industrial</p> <p>Based on order of payment</p>		
4. Present Official Receipt	4.1 Prepare the Permit.	None	20 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Liezl D. Montes Senior Admin. Asst. I Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL:	<p>Area x P5.00/sq. m Inspection Fee</p> <p>₱400.00 - (Light Business)</p> <p>₱800.00 – Commercial & Industrial</p>	<p>1 hour & 19 minutes (plus 1 day for inspection)</p>	



13. ISSUANCE OF ANNUAL ELECTRICAL PERMIT

Electrical Annual Permit is issued for site specific and intended for minor installations and maintenance at a specific commercial, industrial or institutional premise.

Office or Division:		Office of the City Engineer		
Classification:		Simple		
Type of Transaction:		G2C/G2B – Government to Citizen / Government to Business		
Who may avail:		Industrial Establishments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DOLE (Order of Payments)		DOLE – Malolos / Pampanga		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment from DOLE	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt	None Based on the order of payment from DOLE	10 minutes 6 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin Asst. I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer



3. Receive Annual Electrical Permit.	3. Release Annual Electrical Permit.	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL:	<i>Based on the order of payment from DOLE</i>	22 minutes	

14. EXCAVATION AND GROUND PREPARATION

EXCAVATION AND GROUND PREPARATION is issued by the Building Official authorizing excavations, including those made for the purposes of removing earth, sand, gravel, or other material from the Subject Property.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Excavation and Ground Preparation Form – 2 copies 2. TCT/Deed of Sale - 1 photocopy 3. Barangay Clearance for Excavation – original & 1 photocopy 4. Plan/Bill of Materials (signed & sealed) a) Architectural b) Foundation 5. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy) 6. Letter of Intent (Received/Approved-City Mayor's Office)		City Engineer's Office Registry of Deeds-Meycauayan / Owner Barangay Hall of the barangay where the excavation located Licensed Civil Engineer/Architect DOLE Malolos Branch Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form w/ complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave



				<p>Engineering Asst.</p> <p>Marcelino P. Villanueva Administrative Aide IV</p> <p>Djerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	40 minutes	<p>Edgar P. Dimasin Building Inspector I</p> <p>Joel C. Clave Engineering Asst. Office of the City Engineer</p>
	3.2 Receive payment and issue official receipt	Per cu.m. excavation x ₱3.00+₱ 200.00 inspection&v erification fees	6 minutes	<p>Michelle A. Lanozo Senior Admin. Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide V Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare the EGP Permit.	None	20 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer</p>
	4.2 Release the Permit	None	3 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>DJerdy John O. Godoy Engineering Staff Office of the City Engineer</p>



	TOTAL	<i>Per cu. m. excavation x ₱ 3.00 + ₱ 200.00 inspection and verification fees</i>	1 hour & 12 minutes (plus 1 day for inspection)	
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15. ISSUANCE OF ELECTRONICS PERMIT

ELECTRONICS PERMIT is issued by the Building Official for the installation of Electronics equipment/device of Commercial / Industrial Establishments.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Electronics Permit Form 2. Plan/ Specifications & Bill of Materials (5 copies) 3. Barangay Clearance – original & 1 photocopy 4. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy) 5. Letter of Intent (Received/Approved-City Mayor's Office)		City Engineer's Office Signed & Sealed of Licensed Electronics & Communication Engineer Barangay Hall of the barangay where the building located DOLE Malolos Branch Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer



2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	3.1 Issue order of payment.	None	20 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and issue official receipt.	P1,000 per location + P10.00 per fixtures Based on order of payment	6 minutes	Michelle A. Lanozo Senior Admin. Asst. I Ethel B. Zuniga Admin. Assistant I Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare the Electronics Permit.	None	10 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	4.2 Release the Permit	None	3 minutes	Marcelino P. Villanueva Administrative Aide IV DJerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	<i>P1,000 per location + P10.00 per fixtures</i>	42 minutes <i>(plus 1 day for inspection)</i>	



16. ISSUANCE OF SIGN PERMIT / BILLBOARD

SIGN PERMIT is issued to any publicly displayed information that's presented in the form of words, symbols and/or pictures and is designed to advertise his/her business. Sign permits provide legal permission to post such information.

Office or Division:	Office of the City Engineer			
Classification:	Simple			
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	Commercial Establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Sign Permit Form – 2 copies 2. Lay-out (3 sets Plan – Signed & sealed 3. Barangay Clearance – original & 1 photocopy 4. National Grid Corporation Clearance (Structures along NGCP Lines) – original & 1 photocopy 5. DPWH – original & 1 photocopy 6. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)			City Engineer's Office Licensed Civil Engineer/Architect Barangay Hall of the barangay where the signage installed NGCP –San Jose Del Monte, Bulacan DPWH-2 nd Engineering District, Sta. Maria, Bulacan DOLE Malolos Branch	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-outform with complete requirements	1. Receive and review submitted documents.	None	3 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window	3.1 Issue order of payment.	None	20 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst.



at the City Treasurer's Office, Ground Floor	3.2 Receive payment and issue official receipt	See Assessment Specification Table Based on order of payment	6 minutes	<p>Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer</p> <p>Michelle A. Lanozo Senior Admin. Asst. I</p> <p>Ethel B. Zuniga Admin. Assistant I</p> <p>Dominica I. Lagpao Administrative Aide V Office of the City Treasurer</p>
4. Present Official Receipt	4.1 Prepare the Signed Permit.	None	10 minutes	<p>Gil P. Maglaqui Acting City Engineer</p> <p>Liezl D. Montes Senior Admin. Assist. I</p>
	4.2 Release the Permit	None	5 minutes	<p>Marcelino P. Villanueva Administrative Aide IV</p> <p>DJerdy John O. Godoy Engineering Staff Office of the City Engineer</p>
	TOTAL	<i>See Assessment Specification Table</i>	44 minutes <i>(plus 1 day for inspection)</i>	

ASSESSMENT

Erection and anchorage of display surface	Up to 4.00 sq. meters of signboard area	₱ 120.00
	Every sq. meter or fraction thereof in excess of 4.00 sq. meters	₱ 24.00

Installation fees, per sq. meter or fraction thereof of display surface:

Type of Display	Business Signs	Advertising Signs
Neon	₱ 36.00	₱ 52.00
Illuminated	₱ 24.00	₱ 36.00
Others	₱ 15.00	₱ 24.00
Painted-on	₱ 9.60	₱ 18.00