

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:		2G – Government to Citizen / Government to overnment to Government		
Who may avail:	Potential Buil	ding Owners / Building Contractors		
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE		
 Building Permit Form – 5 Electrical Permit Form – copies Sanitary / Plumbing Forr 	2	City Engineer's Office, 3 rd Floor, City Hall, Saluysoy City Engineer's Office, 3 rd Floor, City Hall, Saluysoy City Engineer's Office, 3 rd Floor, City Hall, Saluysoy		
copies				
4. Transfer Certificate of Ti (Land Title) (5 photocopi		Registry of Deeds Meycauayan / Owner		
 5. Contract of Sale/Lease (is not the registered own photocopies) 	if applicant	Lessor of Property		
 6. Tax Declaration (5 photo 7. Latest Real Property Tax Receipt (Amilyar -5 photocopies) 	copies)	City Assessor's Office, 1 st Floor, City Hall, Saluysoy Owner's Copy / City Treasurer's Office		
 8. Lot/Location Plan with Vicinity Map (5 copies – original signature of Licensed Civil Engineer/Architect) 	with	Owner / Licensed Civil Engineer / Architect		
 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 beconstructed		
11.Community Tax Certifica (Cedula) – 1 photocopy	te	Barangay Hall / City Treasurer's Office, 1 st Floor, City Hall, Saluysoy		
12.Locational/Zoning Cleara	ance – 1	City Urban Planning and Development		



original & 1 photo	ocopy		oor, City Hall, Sal	
13. PRC ID of the S (Electrical Engine	igning Engineers	Licensed Electrical Engineer / Master		
Plumber/Archited	t/Civil Engineer) – 2	Plumber / Ar	chitect / Civil Eng	ineer)
photocopies with				
signature				
14. Current Year Pro		Licensed Civ	/il Engineer / Arch	itect
	gning Engineers – 2			
photocopies	intian Clearanaa			
15. Fire Safety Evalu			re Protection, Fire	
(FSEC - 1 origina	ar & T photocopy)		n Common Trans	sport Terminal,
		Malhacan		
16.ECC (Environme	•	ECC, City of	Malolos, Bulacar	ו
Certificate - 1 orig	ginal & 1			
photocopy)			f Malalaa Dulaas	
17.DOLE (CSHP-Co	•		of Malolos, Bulacar	
and Health Progr	am - 1 original &			
1 photocopy)				
18.Structural Compu	utation/Analysis	Licensed Civ	/il Engineer/Archit	ect
(For 2-Storey Bui	ilding and above)			
 – 3 copies 				
19.Soil/Boring Test /	Analysis for 3-	Geodetic Engineer		
Storey Buildinga	nd Above (3		-	
copies)				
Additional Docume	ents For Repair,			
Renovation and Ac	dition:			
1. Previous Buildir	ng Permit – 1	Owner's Cor	ov / City Engineer	's Office, 3 rd Floor, City
photocopy		Hall, Saluys		
2. Approved Plan	 original copy 	Owner's Copy / City Engineer's Office, 3 rd Floor, City		
	^	Hall, Saluysoy		
3. Certification of (Occupancy – 1	Owner's Copy / City Engineer's Office, 3 rd Floor, City Hall, Saluysoy		
photocopy	lustion Clasrance		by / Bureau of Fire	e Protection, Fire
4. Fire Safety-Eva (FSEC) –1 pho			ycauayan Comm	
	nocopy	Terminal, N		
**IMPORTANT: Bu	iilding Permit			
Form should be N	•			
	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submit the	1. Receive and	None	15 minutes	Edgar P. Dimasin
filled-out and	review			Building Inspector I
notarized application form	submitted			
with complete	documents and			Joel C. Clave
requirements.	inform the client on			Engineering Assistant
	the scheduled			



2. Assist in ocular inspection on the scheduled date	date of ocular inspection 2.1 Inspection and inform the client for the result of assessment and payment of fees	None	8 hours	Marcelino P. Villanueva Administrative Aide IV Djerdy John O. Godoy Engineering Staff Office of the City Engineer Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Assistant Office of the City
3. Proceed to the City Engineer's Office for the order of payment	through text 3.1 Issue order of payment.	None	40 minutes	Engineer Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Assistant Office of the City Engineer
4. Proceed to the Cashier Window at the City Treasurer's Office, Ground Floor	4.1 Issue official receipt	See Building Permit Assess ment Specific ation Table 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
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	Gil P. Maglaqui Acting City Engineer Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Assistant Liezl D. Montes Senior Admin. Assist. I Marcelino P. Villanueva Administrative Aide V Office of the City Engineer



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:	Please refer to Building Permit Assessme nt Specificati on Table below	9 hours & 46 minutes	Engineer

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 1 Set fixtures = ₱ 31.00	
Plumbing	Septic Tank = ₱ 24.00	₽
	Water Meter = ₱ 10.00	
	Total Connected Load 5KVA or less over 5KVA	₱ 200.00
Electrical	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	₽				
	Total Connected Load 5KVA or less over 5KVA	₱ 200.00				
	Over 5KVA to 50KVA = ₱200.00 + ₱20.00/KVA	₽				
Electrical	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:	Classification: Simple						
Type of Transaction: G2C/G2B/G2G			- Government to Citizen / Government to Business/				
Government to			Government				
Who may avail:		All					
CHECKLIST OF					WHERE TO SE		
 Barangay Clear 1photocopy) Sketch (Landm Title or Tax Dec (1photocopy) Community Tax 	 1photocopy) 3. Sketch (Landmarks) – 1 original 4. Title or Tax Declaration (OHA) – (1photocopy) 			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			
Additional Documer Electrical Permit: 1. Building Permit -	- (1 ph	hotocopy) Hall, Saluysoy					
CLIENT STEPS	-	ENCY TIONS	FE	ES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit filled- out and duly signed application form with complete requirements		nents nform the on the luled r		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. Ocula inspec			None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst. Office of the City Engineer	



	1	N L		
3. Wait for Order of Payment and proceed to the Cashier Window at the City Treasurer's	3.1 Issue Order of Payment.	None	20 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
Office, Ground Floor	3.2 Receive Payment and issue official	Php330.00- Residential	6 minutes	Michelle A. Lanozo Senior Admin Asst. I
	receipt.	Php426.00- Commercial		Ethel B. Zuniga Admin Assistant I
		Php426.00- Temporary Industrial is based on submittedKVA load		Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
		Based on load payment.		
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	P 330.00- Residential P 426.00-	9 hours & 4 minutes	
		Commercial P 426.00-		
		Temporary Industrial is		
		based on submitted KVA load		



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 Transacti	on:		G – Government to Citizen / Government to Business/				
		Government to					
Who may avail:		All					
CHECKLIST OF	REQ	JIREMENTS		WHERE TO S	ECURE		
1. Yellow Card co MERALCO	1. Yellow Card coming from		MERALCO				
 Certificate of C photocopy Electrical Perm 		-			Office, 3 rd Floor, Saluysoy Office, 3 rd Floor, Saluysoy		
CLIENT STEPS		AGENCY	FEES TO BE	PROCESSING	PERSON		
		ACTIONS	PAID	TIME	RESPONSIBLE		
1. Submit complete requirements.	rev	Receive and iew submitted cuments.	None	10 minutes	Marcelino P. Villanueva Administrative Aide IV		
requirements.					Eric B. Baetiong Engineering Staff Office of the City Engineer		
2. Assist in	2. (Conductocular	None	1 day (as per	Edgar P. Dimasin		
ocular inspection.	ins	pection.		schedule)	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 of p	lssue order bayment.	None	20 minutes	Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer		
at the City Treasurer's Office, Ground		Receive /ment and	Php 30.00- Residential	6 minutes	Michelle A. Lanozo Senior Admin Asst. I		
Floor	issue official receipt		Php60.00- Commercial		Ethel B. Zuniga Admin. Assistant I		
			Php150.00- Industrial		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	P 30.00-	8 hours & 59	, <u>v</u>
		Residential	minutes	
		P 60.00-		
		Commercial		
		P 150.00-		
		Industrial		



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	Simple				
Type of Transaction:	G2C/G2B/G2G -	G2C/G2B/G2G – Government to Citizen / Government to Business/				
	Government to G	Government to Government				
Who may avail:	All					
CHECKLIST OF RE			WHERE TO	RECUDE		
(All original)			WHERE IU	SECORE		
1. As-Built Plans and	aled by respective	Licensed C	Civil Engineer/Arch	itect		
 Daily Construction Certificate of Component of Component	-		Civil Engineer/Arch g Office, Meycaua			
 Approved Building and Official Receip Photo/s of Building 	ots (original)	Owner's C	Owner's Copy			
substantial comple 6. Affidavit of Change	tion (original)	Owner Licensed Civil Engineer/Architect				
 (In-Charge of Desi Construction) 7. Fire Safety Inspec Occupancy Permit Fire Protection) 	tion Certificate for	Bureau of Fire Protection – Meycauayan				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit filled-out and notarized form	1. Receive and review submitted	None	10 minutes	Edgar P. Dimasin Building Inspector I		
with complete requirements.	documents.			Joel C. Clave Engineering Asst.		
				Marcelino P. Villanueva Administrative Aide IV		
				Carlo Vincent A. Dela Cruz - Engineering Staff Office of the City Engineer		



				14 2000
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 hour (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	3.1 Issue order of payment.	See Occupan	40 minutes	Edgar P. Dimasin Building Inspector I
to the Cashier Window at the City Treasurer's Office, Ground Floor	paymont	cy Permit Assessm ent Specifica		Joel C. Clave Engineering Asst. Office of the City Engineer
	3.2 Receive payment and	tion Table Based on	6 minutes	Teresa M. Fernandez Admin Assistant III
	issue official receipt	order of payment		Rose M. Nito Ticket Checker III Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare the 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	3 minutes	Marcelino P. Villanueva Administrative Aide IV
				Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	Please	1 hour & 19	
		refer to	minutes	
		Оссира	(plus 1 day for	
		ncy Dormit	inspection)	
		Permit Assess		
		ment		
		Specific		
		ation		
		Table		
L	1	•		



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	Simple				
Type of Transaction:	G2C/G2B –	Government to (Citizen / Gove	rnment to Business		
Who may avail:	All					
CHECKLIST OF RE	QUIREMENTS		WHERE TO	SECURE		
 Excavation Form Request from Wa Barangay Cleara photocopy Sketch (Landman Community Tax 0 (Cedula) – 1 pho CLIENT STEPS Submit filled- outform with complete requirements. 	ater District nce – original & 1 rks) Certificate	City Engineer's Water District Barangay Hall Owner Barangay Hall FEES TO BE PAID None	- Meycauayar of the baranga	ay where to excavate		



			r	2002
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. 4.2 Release the Permit 	None	20 minutes 1 minute	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer Marcelino P. Villanueva Administrative Aide IV
				Djerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL:	Residential - P500.00	1 hour & 10 minutes	
		Commercial P700.00	(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 Engine	er	
Classification:		Simple		
Type of Transactio	n: G2C/0	G2C/G2B – Government to Citizen / Government to Business		
Who may avail:	All			
CHECKLI	ST OF REQUIRI	EMENTS	WHER	E TO SECURE
 TCT (Land BarangayCl Tax Declara /Latest Real Fencing Pla Lot Plan – c Bill of Mater Community photocopy DOLE (CSH 	tion/Tax Receipt Property - 1 pho n – original (5se original (3 copies ials – original (3 Tax Certificate (IP-Construction HealthProgram-1	opy al & 1 photocopy -Amilyar tocopy ts) copies) Cedula) - 1	City Engineer's Office Registry of Deeds-Meycauayan/Owner Barangay Hall of the barangay where thefence 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	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit filled-out and notarized form with complete requirements.	1. Receive and review submitted documents.		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
2. Assist in ocular inspection.	2. Conduc ocular inspection.	t None	1 day (as per schedule)	Engineer 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.4.2 Release the Permit	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 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	Please refer to Fencing Permit Assessment Specification Table.	1 hour & 13 minutes (plus 1 day for inspection)	



FENCING FEES/ASSESSMENT

Made of masonry, metal, concrete up to 1.80 meters in height, per lineal metal or fraction thereof					
In excess of 1.80 meters in height,	, per lineal meter or fraction thereof	₱ 4.00			
Made of indigenous materials, bar	bed, 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 Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month Every sq. meter or fraction thereof in excess of 20.00 sq. meters = ₱ 12.00					
•	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 C	Citizen / Government to Business		
Who may avail:	Commercial and Industrial Es	stablishments		
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE		
1. Mechanical Permit For	ms	City Engineer's Office		
2. Mechanical Plan- origi	inal (5 copies –	Professional Mechanical Engineer		
signed andsealed)				
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 Certific	cate (Cedula) - 1 photocopy	Owner's Copy / Treasurer's Office		
7. Latest Real Property Ta	ax Receipt			
(Amilyar) - 1photocopy	1			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements	1. Receive and review submitted	None	10 minutes	Edgar P. Dimasin Building Inspector I
and with original signature of	documents.			Joel C. Clave Engineering Asst.
Professional Mechanical Engineer.				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	3.1 Issue order of payment.	None	30 minutes	Edgar P. Dimasin Building Inspector I
the City Treasurer's Office, Ground Floor				Joel C. Clave Engineering Asst.
				Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	3.2 Receive payment and issue official	Machinerie s per kw x P60.00	6 minutes	Michelle A. Lanozo Senior Admin Asst. I
	receipt	Based on order of payment.		Ethel B. Zuniga Admin. Assistant I
				Dominica I. Lagpao Administrative Aide IV Office of the City
				Treasurer
4. Present Official Receipt	4.1Prepare Mechanical 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:	Machinerie s per kw x P60.00 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	Office of the City Engineer				
Classification:	Simple					
Type of Transaction:	G2C/G2B –	Governmen	t to Citizen / Gove	ernment to Business		
Who may avail:	Commercia	l and Industri	ial Establishment	S		
CHECKLIST C	F REQUIREMEN	TS	WHE	RE TO SECURE		
1. Annual Mechanical	Permit Form – 2 c	copies	City Engineer's	Office		
2. Mechanical Lay-out	t – original (3 copi	es –	Professional Me	chanical Engineer		
signed and sealed						
3. Latest Real Propert			Owner's Copy / Treasurer's Office			
(Amilyar) - 1 photoc		4				
4. Community Tax Ce	runcale (Cedula) -	I	Barangay Hall / Treasurer's Office			
5. Previous copy of Ap	proved Mechanic	alPermit				
5. 1 101003 00py 0174	-		Owner's Copy			
CLIENT TEPS	AGENCY	FEES TO	PROCESSIN	PERSON RESPONSIBLE		
OLIENT TELO	ACTIONS	BE PAID G TIME				
1. Submit filled-out	1. Receive and	None	3 minutes	Edgar P. Dimasin		
application form with	review			Building Inspector I		



complete	submitted			Joel C. Clave
requirements.	documents.			Engineering Asst.
				Marcelino P. Villanueva
				Administrative Aide IV
				Djerdy John O. Godoy
				Engineering Staff
				Office of the City Engineer
2. Assist in ocular	2. Conduct	None	1 day (as per	Edgar P. Dimasin
inspection.	ocular		schedule)	Building Inspector I
	inspection.		,	
				Joel C. Clave
				Engineering Asst.
				Office of the City Engineer
3. Wait for Order of	3.1 Issue order	None	20 minutes	Edgar P. Dimasin
Payment and proceed	of payment.			Building Inspector I
to the Cashier Window				. .
at the City Treasurer's				Joel C. Clave
Office, Ground Floor				Engineering Asst.
Office, Ground 1 1001				
				Marcelino P. Villanueva
				Administrative Aide IV
				Office of the City Engineer
				, ,
				Michelle A. Lanozo
	3.2 Receive	Same with	6 minutes	Senior Admin Asst. I
	payment and	Mechanic		
	issue official	al Permit		Ethel B. Zuniga
	receipt	Fee		Ū.
	looolpt	Based on		Admin. Assistant I
		order of		
				Dominica I. Lagpao
		payment		Administrative Aide IV
				Office of the City Treasurer
4. Present Official	4.1Prepare	None	20 minutes	Gil P. Maglaqui
Receipt	Annual			Acting City Engineer
	Mechanical			
	Permit			
				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	Same with Mechanic al Permit Fee	52 minutes (plus 1 day for inspection)	

9. ISSUANCE OF ANNUAL BUILDING PERMIT

Annual Building permit is issued to check buildings structural condition.

Office or Division:	Office	Office of the City Engineer				
Classification:	Simple					
Type of Transaction	on: G2C/G	2B – Government to	o Citizen/ Governn	nent to Business		
Who may avail:	Comm	ercial and Industrial	Establishments			
CHECKLI	ST OF REQUIR	EMENTS	WHEF	RE TO SECURE		
1. Building Perr			Owner's Copy			
2. Occupancy F			Owner's Copy			
3. Community	Fax Certificate (Cedula) – (1	Barangay Hall /	Treasurer's Office		
photocopy) 4. Latest Real F photocopy		ceipt (Amilyar) - 1	Owner's Copy / Treasurer's Office			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON		
	ACTIONS	PAID	TIME	RESPONSIBLE		
1. Submit filled-out		None	3 minutes	Edgar P. Dimasin Building Inspector I		
form with	review submitted			building inspector i		
complete requirements.	documents.			Joel C. Clave		
requirements.	uocuments.			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	3.1Issue order of payment.	None	20 minutes	Edgar P. Dimasin Building Inspector I
proceed to the Cashier Window at the City				Joel C. Clave Engineering Asst.
Treasurer's Office, Ground Floor				Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and	See Annual Building Permit	6 minutes	Michelle A. Lanozo Senior Admin Asst. I
	issue official receipt	Assessment Specification Table.		Ethel B. Zuniga Admin. Assistant I
		Based on order of payment		Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official	4.1Prepare	None	20 minutes	Gil P. Maglaqui Acting City Engineer
Receipt	Annual Building Permit.			Edgar P. Dimasin Building Inspector I
				Joel C. Clave Engineering Asst. 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	Please refer to Annual Building Permit Assessment	52 minutes (plus 1 day for inspection)	
		Specification Table.	1130501011)	



ANNUAL INSPECTION FEES

a. Division A-1 and A-2:

Single detached dwelling units and duplexes are not subjet 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

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

₱ 120.00



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 th	e City Engine	er			
Classification:	Simple	Simple				
Type of Transaction:	G2C/G2B/	G2C/G2B/G2G – Government to Citizen / Government to				
	Business/	Government t	o Government			
Who may avail:	All					
CHECKLIST	FREQUIREMEN	ГS	WHE	WHERE TO SECURE		
1. Picture of the structur	e to be demolished	b	Owner			
2. Vicinity Map – origina	I & 2 photocopies		Owner's Copy			
3. Floor Plan (Building/S	Structure – 3 sets)		Licensed Civil I	Engineer/Architect		
4. Demolition Permit for sealed)	m duly notarized –	(signed and	Engineering Of	fice-Meycauayan		
5. Barangay Clearance	– original & 1 photo	осору	Barangay Hall	of the barangay where		
			the demolition	is located		
6. Community Tax Certi				/ Treasurer's Office		
7. Title and Tax Declara			Owner's Copy			
8. DOLE (CSHP-Constr		Health	DOLE Malolos	Branch		
Program - 1 original 8						
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON		
4 Ordersett filled and	ACTIONS	BE PAID	G TIME			
1. Submit filled-out application form with	1. Receive and review	None	10 minutes	Edgar P. Dimasin Building Inspector I		
notarized/complete	submitted			Joel C. Clave		
requirements/ original signature of Licensed	documents.			Engineering Asst.		
Civil				Marcelino P. Villanueva		
Engineer/Architect.				Administrative Aide IV		
				Djerdy John O. Godoy		
				Engineering Staff		
	<u> </u>			Office of the City Engineer		
2. Assist in ocular inspection.	2. Conduct ocular	None	1 day (as per schedule)	Edgar P. Dimasin Building Inspector I		
	inspection.			Joel C. Clave		
				Engineering Asst.		
				Office of the City Engineer		



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



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 Technic				
Type of Transaction:	•••	vernment to Citizen / Government to Business			
Who may avail:	All				
CHECKLIST OF REQUI		WHERE TO SECURE			
 Application letter requestic classification of land/issuad Development Permits/app Subdivision plans. In case Corporation, the applicant authorized by the Board of apply on behalf of the Corcopy Project Proposal – 1 copy Certified True Copy of Title SEC or DTI Registration a Permit, if there is any; – 1 Site Development Plans, Vicinity/Location Map – 1 Payment of Real Property Tax Declaration – 1 copy Payment of Application Feedback (Curpoor) Payment of Application Feedback (Curpoor) Location Clearance / Certe CUPDO / Deputized Zonia Administrator as to the ac potential compatible land Barangay Clearance – 1 of The applicant must submit to the Sangguniang Panlungsoor pertinent papers/documents. Xerox copy each) 	ance of proval of e of t must be duly of Directors to poration -1 = -1 copy and Mayor's copy Tax $-1 copy$ = for Re-ance ofproval ofbyification fromngtual anduses $-1 copycopythe Office ofd, the following$	Owner / Corporation Owner / Corporation Registry of Deeds-Meycauayan / Owner SEC – PICC /DTI-Malolos /BPLO-Meycauayan Licensed Civil Engineer/Architect Owner's Copy / Treasurer's Office Assessor's Office Owner / Corporation CUPDO - Meycauayan City Treasurer's Office			



	AGENCY	FEES TO	PROCESSING	PERSON
CLIENT STEPS	ACTIONS	BE PAID	TIME	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,	3.1 Issue order of payment.		40 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst.
Ground Floor				Liezl D. Montes Senior Admin. Assist. I Office of the City Engineer
	3.2 Receive payment and issue	P 1,500 / ha. +	6 minutes	Michelle A. Lanozo Senior Admin Asst. I
	official receipt	Processing Fee		Ethel B. Zuniga Admin. Assistant I
		P720/ha + Inspection Fee		Dominica I. Lagpao Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4. Prepare the Permit and forward	P1,500/ha 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	5. Release	None	3 minutes	Marcelino P. Villanueva
Development Permit.	Development Permit.			Administrative Aide IV
				Djerdy John O. Godoy
				Engineering Staff
				Office of the City
				Engineer
		P 1,500/		<u> </u>
		ha. +		
		Processing		
		Fee	1 hour & 19	
			minutes	
	TOTAL	P720/ha +	(plus 1 day for	
		Inspection	inspection)	
		Fee		
		,		
		P1,500/ha		
L	1	,	l	



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 Cit	v Engineer		
Classification:	Simple			
Type of Transaction:		vernment to Citizen / Government to Business		
Who may avail:	Commercial and	d Industrial Establishments		
-				
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
For Corporation				
1. Application Form -	•	City Engineer's Office		
2. As-Built Plan (3 se	ts-signed &	Licensed Civil Engineer/Architect		
sealed) 3. Contract of lease -		Logger of Bronorty		
certified true 2	-	Lessor of Property		
copies(lessee)				
4. Tax declaration/Re	al	Assessor's Office		
Property - 2				
photocopy				
5. Photos of Building	- 2 photocopy	Owner		
6. Locational/Zoning		CUPDO – Meycauayan		
Clearance(Busines	ss) - 2			
photocopy		Duran of Fire Durate stient Management		
7. Fire Safety		Bureau of Fire Protection – Meycauayan		
Inspection Certificate				
(Business) - 1				
photocopy				
8. Barangay Clearan	ce - 2	Barangay Hall of the barangay where the building is		
photocopy		located		
9. SEC/DTI - 1 photo		SEC-PICC / DTI-Malolos		
10. Certificate of Occu		Lessor of Property		
(Lessor) - 2photoc				
11. ECC (DENR) - 2 p	потосору	DENR – Pampanga		
For Single Proprietor				
1. Contract of lease -	- certified xerox	Lessor of Property		
2 copies				
2. Photos of Building		Owner		
3. Location/Zoning C		CUPDO-Meycauayan		
(Business) - 2 pho	tocopy			



4. Barangay Cleara	ince (Business) –	Barangay H	all	
 2 photocopy 5. SEC/DTI - 1 photocopy 6. Certificate of Occupancy (Lessor) - 2photocopy 7. As-Built Plan (4 sets-signed & 		SEC-PICC / DTI-Malolos Lessor of Property		
sealed)		Licensed Ci	vil Engineer/Archi	tect
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	3.1 Issue order of payment.	None	40 minutes	Edgar P. Dimasin Building Inspector I
at the City Treasurer's Office, Ground Floor				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	6 minutes	Teresa M. Fernandez Admin. Assistant III
		Fee		Rose M. Nito Ticket Checker III Office of the City Treasurer



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



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 Divisio	n:	Office of the	City Engineer			
Classification:		Simple				
Type of Transac	tion:	G2C/G2B -	Government to Citizen / Government to Business			
Who may avail:		Industrial Establishments				
CHECKLIST OF	REQU	IREMENTS		WHERE TO S	SECURE	
1. DOLE (0	Order of	Payments)	DOLE – Malolo	os / Pampanga		
CLIENT STEPS		GENCY	FEES TO BE	PROCESSIN	PERSON	
	A	CTIONS	PAID	G TIME	RESPONSIBLE	
1. Present Order of Payment from DOLE		eive and submitted	None	3 minutes	Edgar P. Dimasin Building Inspector I	
DOLL	uocun				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	.1 Issu payme	e order of ent.	None	10 minutes	Edgar P. Dimasin Building Inspector I	
Cashier Window at the City					Joel C. Clave Engineering Asst.	
Treasurer's Office, Ground Floor					Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer	
	3.2 Re	eceive ant and issue	Based on the order of	6 minutes	Michelle A. Lanozo Senior Admin. Asst. I	
		receipt	payment from DOLE		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:	Based on the order of payment from DOLE	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 Cit	y Engineer			
Classification:	Simple	Simple			
Type of Transaction:	G2C/G2B – Gov	G2C/G2B – Government to Citizen / Government to Business			
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS		WHERE TO	SECURE	
 Excavation and Gro Form – 2 copies 	und Preparation	City Engineer'	s Office		
2. TCT/Deed of Sale -	1 photocopy	Registry of De	eds-Meycaua	yan / Owner	
3. Barangay Clearance		Barangay Hall		ay where the	
original & 1 photoco		excavation loc			
 4. Plan/Bill of Materials a) Architectural b) Foundation 	s (signed & sealed)	Licensed Civil Engineer/Architect			
5. DOLE (CSHP-Cons Health Program - 1 o photocopy)		DOLE Malolos Branch			
 Letter of Intent (Received/Approved- City Mayor's Office) 		Provided by th	ne client		
CLIENT STEPS AGENCY		FEES TO	PROCESS	PERSON	
	ACTIONS		ING TIME	RESPONSIBLE	
1. Submit filled-out application form w/	1. Receive and review submitted	None	3 minutes	Edgar P. Dimasin Building Inspector I	
complete requirements.	documents.			Joel C. Clave	



	1		r	
				Engineering Asst.
				Marcelino P. Villanueva
				Administrative Aide IV
				Djerdy John O. Godoy
				Engineering Staff
				Office of the City Engineer
2. Assist in ocular	2. Conduct ocular	None	1 day	Edgar P. Dimasin
inspection.	inspection.	Nono	(as per	Building Inspector I
			schedule)	•
			,	Joel C. Clave
				Engineering Asst. Office of the City
				Engineer
3. Wait for Order of	3.1 Issue order of	None	40 minutes	Edgar P. Dimasin
Payment and proceed	payment.			Building Inspector I
to the Cashier				Joel C. Clave
Window at the City				Engineering Asst. Office of the City
Treasurer's Office,				Engineer
Ground Floor		5		Linginioon
	3.2 Receive	Per cu.m.	6 minutes	Michelle A. Lanozo
	payment and issue official	excavation x ₱3.00+₱		Senior Admin. Asst. I
	receipt	200.00		
		inspection&v		Ethel B. Zuniga
		erification		Admin. Assistant I
		fees		Dominica I. Lagpao
				Administrative Aide V
				Office of the City
				Treasurer
4. Present Official		None	20 minutes	Gil P. Maglaqui
Receipt	EGP Permit.			Acting City Engineer Liezl D. Montes
				Senior Admin. Assist. I
				Office of the City
				Engineer
				Marcelino P. Villanueva
	4.2 Release the	None	3 minutes	Administrative Aide IV
	Permit			DJerdy John O. Godoy
				Engineering Staff
				Office of the City
				Engineer



|--|

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 Ci	ty Engineer			
Classification:	Simple				
Type of Transaction:	G2C/G2B – Go	overnment to Citizen / Government to Business			
Who may avail:	All				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SI	ECURE	
 Electronics Permit I Plan/ Specifications Materials (5copies) Barangay Clearance original & 1photoce DOLE (CSHP-Cons and HealthProgram photocopy) Letter of Intent (Rec City Mayor's Office) 	& & Bill of e – opy struction Safety a - 1 original & 1 seived/Approved-	f City Engineer's Electronics Barangay Hall located DOLE Malolos ginal & 1 Provided by the		Sealed of Licensed on Engineer where the building	
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	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	3.1 Issue order of payment.	None	20 minutes	Edgar P. Dimasin Building Inspector I
to the Cashier Window at the City Treasurer's Office,				Joel C. Clave Engineering Asst.
Ground Floor				Marcelino P. Villanueva Administrative Aide IV Office of the City Engineer
	3.2 Receive payment and	P1,000 per location +	6 minutes	Michelle A. Lanozo Senior Admin. Asst. I
	issue official receipt.	P10.00 per fixtures Based on		Ethel B. Zuniga Admin. Assistant I
		order of payment		Dominica I. Lagpao Administrative Aide V Office of the City Treasurer
4. Present Official Receipt	4.1Prepare 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	P1,000 per location + P10.00 per fixtures	42 minutes (plus 1 day for inspection)	



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:	0	Office of the City Engineer				
Classification:		Simple				
Type of Transaction	on: G	G2C/G2B – Government to Citizen / Government to Business				
Who may avail:		ommercia	al Establishments			
CHECKL	IST OF I	REQUIRE	MENTS	WHE	RE TO SECURE	
 4. National Grid Co along NGCP Lir 5. DPWH – origina 	Plan – Si ance – o orporatio nes) – ori Il & 1 pho constructi	2 copies – Signed & sealed – original & 1 photocopy ation Clearance (Structures original & 1 photocopy photocopy uction Safety and Health		City Engineer's Office Licensed Civil Engineer/Architect Barangay Hall of the barangay where the signage installed NGCP –San Jose Del Monte, Bulaca DPWH-2 nd Engineering District,Sta. Maria,Bulacan DOLE Malolos Branch		
		NCY	FEES TO BE	PROCESSI	PERSON	
CLIENT STEPS	ACT	IONS	PAID	NG TIME	RESPONSIBLE	
1. Submit filled- outform with complete requirements	review submitt docume	ents.	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. ocular inspecti	Conduct on.	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 Issu of paym	ue order nent.	None	20 minutes	Edgar P. Dimasin Building Inspector I Joel C. Clave Engineering Asst.	



			[]	1
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	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 V
				Office of the City
				Treasurer
4. Present Official Receipt	4.1Prepare the Signed Permit.	None	10 minutes	Gil P. Maglaqui Acting City Engineer Liezl D. Montes Senior Admin. Assist. I
	4.2 Release the Permit	None	5minutes	Marcelino P. Villanueva Administrative Aide IV DJerdy John O. Godoy Engineering Staff Office of the City Engineer
	TOTAL	See Assessment	44 minutes	
		Specification	(plus 1 day for	
		Table	inspection)	

ASSESSMENT

Erection and anchorage of	Up to 4.00 sq. meters of signboard area	₱ 120.00
display surface	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