



City Engineering Department



Issuance of Building Permit

A document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portion thereof after the accompanying principal plans, specs. And other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines and its implementing Rules and Regulations.

Office or Division:	City Engineering Dept./Office of The Building Official			
Classification:	Simple			
Type of Transaction:	G2P			
Who may Avail:	Any person, who is a citizen of the Philippines and partnership or corporation duly organized & registered under the existing laws of the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
TCT No. / Survey No. / Lot. No.		Register of Deeds		
5 Sets of standard plans, specs. Duly signed & sealed of a licensed professional		Duly licensed registered professionals (Architect, CE, ME, PEE, PME, ECE, Master Plumber)		
Lot Plan		Duly Licensed Geodetic Engineer		
Certified True Copy of Lot Title		Register of Deeds		
Structural Analysis and Design		Duly Licensed Civil Engineering		
Deed of Sale or Lease		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits filled up forms together with then approved locational clearance at CPDCO & requirements for processing of building permit	Check submitted forms/ requirements whether complete or not. If all requests. Are complete, document shall be processed but if lacking, shall be returned to the client for compliance of all requirements.	None	10 minutes	(Project Eval. Officer II) Admin Aide IV Bookbinder II



	OBO-CED inspects the plans as to Line & Grade, Sanitary/Plumbing, Architectural, Structural, and Electrical & Mechanical. Advises client to pay Bldg. Permit fees at CTO & Submits one (1) set document at Bureau of Fire Protection for evaluation	Fees vary depending on the classification whether residential, commercial, etc., as embodies in the National Building Code	3 hours	Line & Grade (Engr. II) Structural (Engr. II) Electrical (Engr. III) Architectural (Arch. I) Mechanical (Engr. II), Assessment (Project Eval. Officer II)
2. Goes back to CED for final submission of the Bldg. Permit requirement together with the OR's	Building Official makes final recommendation/ evaluation of the Building Permit for compliance are complete	NONE	30 minutes	City Engineer/ Bldg. Official
3. Client claims the approved BLDG. w/ the OR's	Release of Building Permit to client	NONE		Aide IV/Bookbinder II
	TOTAL	None	3 hrs. 40 minutes	
End of transaction				



Issuance of Certificate Occupancy

A document issued by the Building Official to an owner/applicant to proceed with the use or to occupy the building/structure after the accompanying Certificate of Completion and final inspection of the building are found satisfactory and substantially conforming with the National Building Code of the Philippines and its implementing Rules and Regulations.

Office or Division:	City Engineering Dept./Office of The Building Official			
Classification:	Simple			
Type of Transaction:	G2P			
Who may Avail:	Any person, who is a citizen of the Philippines and partnership or corporation duly organized & registered under the existing laws of the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification of Completion		CED/OBO		
Certification of Final Electrical Inspection		CED/OBO		
Construction Logbook		Engr. Who undertook the supervision of the const.		
As-built plans & specs. If there are amendments of the building		Engineer who signed and sealed the permit plans		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits filled up forms together with the requirements for checking	1. Check submitted forms/ requirements whether complete or not. If all requests. Are complete, document shall be processed but if lacking, shall be returned to the client for compliance of all requirements.	None	10 minutes	(Project Eval. Officer II) Aide IV/Bookbinder II
	1.1Conducts final inspection of completed building/structure. Advise the client to submit all forms at the BFP for issuance of fire safety certificate		2 hours	Line & Grade- (Engr. II) Structural (Engr. II) Electrical (Engr. III) Architectural (Arch. I) Mechanical



				(Engr. II), Assessment (Project Eval. Officer II)
2.Goes back to CED for final submission of the Certificate of Occupancy requirement together with the OR's	2.Building Official makes final recommendation/ evaluation of the Certificate of Occupancy	None	30 minutes	City Engineer/ Bldg. Official
3.Client claims the approved Certificate of Occupancy	3.Release of Certificate of Occupancy to client	None		Admin Aide IV/Bookbinder II
	TOTAL	None	2 hrs. 40 minutes	
End of transaction				



Rent the City Auditorium and its Facilities for Public and Private Events

Office or Division:	Parks and Plaza (City Engineering Department)			
Classification:	Simple			
Type of Transaction:	G2G/G2C/G2B			
Who may Avail:	Any person or organizing desiring to rent the City Auditorium and its Facilities for Public and Private Events			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter to the City Mayor for Free of Charge Events				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	RENTAL			
1. Inquiry for the availability of the venue and issuance of form if available	1. To be determined depending on the facilities rented		10 minutes	City Auditorium
2. Payment of Rental Charges	2. City Treasurer's Office		10 minutes	Payment Receipt
3. Furnish copy of Payment Receipt	3. To be received by the City Auditorium		10 minutes	Receiving Section
	TOTAL	None	2 hours	
End of transaction				