



**CITY ENGINEERS OFFICE /
OFFICE OF THE BUILDING OFFICIAL**



EXTERNAL SERVICES

1. Building Permit & Ancillary Permits

Service Description: Building Permit & Ancillary Permits (Permits supplementary to Building Permit) is secured by the owner before proceeding to the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/ building/ structure or portion thereof, it is issued by the City Engineer/Building Official after the accompanying principal plans, specifications and other pertinent documents with the duly accomplished application forms are found satisfactory and substantially conforming to the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Complex Transaction	
Type of Transaction:	G2C– Government to Citizen G2B– Government to Business Entity G2G– Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Five (5) copies of duly accomplished & notarized prescribed application forms 2. Five (5) sets of duly accomplished prescribed ancillary permits application forms <ul style="list-style-type: none"> • In case the applicant is the registered owner of the lot 3. One (1) Certified true copy & Two (2) photocopies of OCT/TCT, on file with the Registry of Deeds 4. Three (3) photocopies of Tax Declaration 5. Three (3) photocopies Current Real Property Tax Receipt <ul style="list-style-type: none"> • In case the applicant is not the registered owner of the lot, in addition to the above 6. A copy of notarized contract of lease, or deed of absolute sale or Authority to use the lot <ul style="list-style-type: none"> • In case the applicant is a Corporation, in addition to the above 7. Original Copy of Authority to Sign (Corporate Secretary's Affidavit) 8. Five (5) sets of design plans, specifications and other documents prepared, signed and sealed over the printed names of the duly licensed and registered professionals. 	<p>City Engineers Office/ Office of Building Official, 4th floor City Hall Building, RGC, Carig Sur, Tuguegarao City</p> <p>Register of Deeds Regional Office No. 2 , RGC, Carig Sur, Tuguegarao City</p> <p>City Assessor's Office Ground Floor City Hall Building, RGC, Carig Sur, Tuguegarao City</p> <p>City Treasurer's Office Ground Floor City Hall Building, Carig Sur, Tuguegarao City</p> <p>Lot Owner</p> <p>Corporate Secretary</p> <p>Preferred licensed & registered professionals</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>8.1. Architectural Documents, including but not limited to, General conditions</p> <p>8.2. Civil/Structural Documents</p> <p>8.3. Electrical Documents , including design analysis, short circuit analysis & voltage drop calculations</p> <p>8.4. Mechanical Documents</p> <p>8.5. Sanitary Documents</p> <p>8.6. Plumbing Documents</p> <p>8.7. Electronics Documents</p> <p>8.8. Geodetic Documents, lot survey plans, including but not limited to: Line & grade, Vicinity Map/Location Map covering 2 Km. radius for commercial, industrial & institutional complex & within half km. radius for residential buildings on scale showing prominent landmarks or major thoroughfares, Lot Plan, Relocation Survey Plan & Report, Detailed Topographic Plan of the Site and immediate vicinity.</p> <p>8.9. Fire Protection Plan (If applicable)</p> <p>9. Three copies of Valid PTR & PRC ID of all involved professionals</p> <p>10. Structural Analysis and Design for all buildings/structures except for one storey and single detached building/structure with a total floor area of 20.00 sq. meters or less</p> <p>11. Boring Test for buildings/structures of three (3) Storeys and higher</p> <p>12. Load test (if necessary)</p> <p>13. Seismic Analysis</p> <p>14. Bill of Materials</p> <p>15. Cost Estimate</p> <p>16. Materials Technical Specifications</p> <p>17. Notarized Estimated Value of the structure to be erected as declared by the owner</p> <p>19. Clearances</p> <p>18. Locational Clearance</p>	<p>Preferred Architect</p> <p>Preferred Civil /Structural Engineer</p> <p>Preferred license & registered Professional Electrical Engineer</p> <p>Preferred license & registered Professional Mechanical Engineer</p> <p>Preferred license & registered Sanitary Engineer</p> <p>Preferred registered Plumber</p> <p>Preferred license & registered Geodetic Engineer</p> <p>Preferred license & registered Professional Mechanical Engineer</p> <p>All Involved licensed & registered professionals</p> <p>Preferred Civil/Structural Engineer</p> <p>Geotechnical Engineer who undertook the Accredited Testing Institution who undertook the Test</p> <p>Preferred Civil/Structural Engineer</p> <p>Preferred licensed & registered professional</p> <p>Preferred licensed & registered professional</p> <p>Preferred licensed & registered professional Building/Structure owner</p> <p>Office of the City Zoning Officer, 2nd Floor City Hall Building, RGC, Carig Sur, Tuguegarao City</p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
19. Barangay Clearance 20. Approved Construction Safety & Health Program <ul style="list-style-type: none"> • Whenever necessary, written clearances shall be obtained from the various authorities exercising and enforcing regulatory functions affecting buildings/ structures. Such authorities who are expected to enforce their own regulations are: • Department of Public works & Highways • Air Transportation Office • Department of Human Settlement & Urban Development (formerly HLURB) • Local Government Unit • Department of Tourism • Department of Environment & Natural Resources • Department of Transportation and Communication • Department of Interior & Local Government • Philippine Ports Authority • Department of Education • Department of Health • Philippine Institute of Volcanology & Seismology • Laguna Lake Development Authority 		Office of the Barangay Captain where the building/structure is to be constructed. DOLE Regional Office 02, RGC, Carig Sur, Tuguegarao City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of Duly Accomplished Application Forms & Documentary Requirements 1.1 Submit application set to the Receiving Officer at the CEO/OBO for initial assessment & verification	1.1. Receive application set and check for completeness	Schedule of Fees and Other Charges on Separate Sheets	15 minutes	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.2 Receive Claim Stub</p> <p>Receive application set together with the list of lacking requirement/s</p> <p>1.3 Sign the CEO/OBO logbook</p>	<p>If the application is found complete,</p> <p>1.2. Accomplish CEO/OBO logbook, Fill up Claim Stub and release same to the client</p> <p>If the application is found incomplete</p> <p>Return application set together with the list of lacking requirement/s</p> <p>1.3. Let the client sign the CEO/OBO logbook signifying receipt of the Claim Stub</p> <p>Process Application:</p> <p>Indorse appropriate documents to CFM (BFP) for issuance of FSEC & application set to CEO/OBO Evaluators/ Inspectors, Review/ Evaluate Plans & accompanying documents, Conduct Site Inspection, Prepare Reports and Assessment of Fees & Charges, Inform non-compliant applicant & advice withdrawal of application to the Permit Releasing Officer at the CEO/OBO</p>	<p>Schedule of Fees and Other Charges on Separate Sheets</p>	<p>1 Minute</p> <p>1 Minute</p> <p>6 Days, 5 Hours, 41 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/ <i>Office of the Building Official</i></p> <p><i>Administrative assistant III</i> City Engineers Office/ <i>Office of the Building Official</i></p> <p>City Fire Marshal, BFP Office of the City Fire Marshal</p> <p>City Engineers / Building Official City Engineers Office/ <i>Office of the Building Official</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receipt of the Order of Payment		Schedule of Fees and Other Charges on Separate Sheets		
2.1 Present claim stub to the assessment releasing officer at the CEO/OBO	2.1 Receive the Claim Stub		1 Minute	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
2.2 Receive Order of Payment	2.2 Accomplish CEO/OBO logbook and Release Order Payment		2 Minutes	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
2.3 Sign the CEO/OBO logbook	2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees to the		1 Minutes	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
For non-compliant application	Cashier at the City Treasurers Office		10 Minutes	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
Present Claim Stub to the Releasing Officer	Receive Claim Stub & Accomplish the CEO/OBO logbook			
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minutes	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice the client to comply with the deficiencies then re-apply	Schedule of Fees and Other Charges on Separate Sheets	1 Minute	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
3. Submission of Official Receipt 3.1 Submit Official Receipt to the assessment releasing officer	3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"		2 Minutes	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
3.2 Received marked Claim Stub	3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub		2 Minutes	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
3.3 Sign the CEO/OBO logbook and wait for the permit	3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice the client to wait for the permit		1 Minute	<i>Administrative assistant III City Engineers Office/ Office of the Building Official</i>
	Prepare Permit, Final Review/evaluate Application Set, Approve Permit and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer		10 Minutes	<i>City Engineer/ Building Official City Engineers Office/ Office of the Building Official</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Claiming of the Permit</p> <p>4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO</p> <p>4.2 Receive Permit, Clearances & other Documents</p> <p>4.3 Sign the CEO/OBO logbook</p>	<p>4.1 Receive marked Claim Stub and accomplish CEO/OBO logbook</p> <p>4.2 Release Permit, Clearances & other documents</p> <p>4.3 Let the client sign the CEO/OBO logbook signifying receipt of documents</p>	<p>Schedule of Fees and Other Charges on Separate Sheets</p>	<p>10 Minutes</p> <p>1 Minute</p> <p>1 Minute</p>	<p><i>Administrative assistant III City Engineers Office/ Office of the Building Official</i></p>
	TOTAL:		7 Days	



2. Certificate of Occupancy/Certificate of Final Electrical Inspection (CFEI)

Service Description: Certificate of Occupancy/Certificate of the Final Electrical Inspection Is secured by owner before occupying/using a building and other related structures, It is issued by the City Engineering/Building Official after the accompanying. As Built plans, Specifications and other pertinent documents with duly accomplished application forms are found satisfactory and substantially conforming to the Implementing Rules and Regulation of the National Building Code of the Philippines (PD 1096)

Office or Division:	City Engineers Office/Office of the Building Official
Classification:	Complex Transaction
Type of Transaction:	G2C– Government to Citizen
	G2B– Government to Business Entity
	G2G– Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Four (4) copies duly accomplished, notarized application form for Certification of Occupancy	City Engineers Office/ Office of Building Official, 4 th floor City Hall Building, RGC, Carig Sur, Tuguegarao City
2. Four (4) copies of duly notarized Certificate of Completion signed by the owner/applicant and sign & sealed by the duly licensed Civil Engineer or Architect in-charge of construction. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer	
3. One (1) copy of the construction logbook signed & sealed by the owners Civil Engineer or Architect who undertook full-time inspection and supervision	City Engineers Office/ Office of Building Official, 4 th floor City Hall Building, RGC, Carig Sur, Tuguegarao City
4. Two (2) photocopies of the Valid Licenses of all involved professionals (Professional Tax receipt and the Professional Regulation Commission Identification Card)	Preferred full time supervising Civil Engineer/Architect
5. Two (2) sets of Photographs of the completed structure showing fronts, sides and rear areas	Preferred Involved Licensed & registered Professionals
6. In the addition to the above requirements,	Preferred full time supervising Civil Engineer/Architect



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Four (4) sets of As– Built Plans and specifications prepared, signed and sealed over the printed names of the duly licensed and registered professionals for Buildings and other related structures that deviated from the approved Building Permit Plans.		Preferred Involved Licensed & registered Professionals		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1 Submission of Duly Accomplished Application Forms & Documentary Requirements</p> <p>1.1 Submit application to the receiving Officer at the CEO/OBO for initial assessment & verification</p> <p>1.2 Receive Claim Stub</p> <p>Return application set together with the list of lacking requirement/s</p> <p>1.3 Sign the CEO/OBO</p>	<p>1.1 Receive application set and check for completeness</p> <p>If the application is found Complete,</p> <p>1.2 Accomplish CEO/OBO logbook, fill up Claim Stub</p> <p>If the application is found incomplete</p> <p>Return application set together with list of lacking requirement/s</p> <p>1.3 Let the client sign the CEO/OBO logbook signifying receipt of the Claim Stub</p>	<p>Schedule Fees and Other Charges on Separate Sheets</p>	<p>15 Minutes</p> <p>1 Minute</p> <p>1 Minute</p>	<p><i>Administrative Assistant III</i> City Engineering Office/ Office of the Building Official</p> <p><i>Administrative Assistant III</i> City Engineering Office/ Office of the Building Official</p> <p><i>Administrative Assistant III</i> City Engineering Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Receipt of the Order of Payment</p> <p>2.1 Present claim stub to the assessment releasing officer at the CEO/OBO</p> <p>2.2 Receive Order of Payment</p> <p>2.3 Sign the CEO/OBO logbook</p>	<p>Indorse appropriate documents to CFM (BFP) for issuance of FSIC & application set to CEO/OBO Evaluators/ Inspectors, Review/ Evaluate accompanying documents, Conduct Site Inspection, Prepared reports, Prepare Assessment of Fees & Charges, inform client for non-compliance & for withdrawal of application to the Releasing Officer at the CEO/OBO</p> <p>2.1 Receive the Claim Stub</p> <p>2.2 Accomplish CEO/OBO logbook and Release Order Payment</p> <p>2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees & Charges at the City Treasurers Office</p>	<p>Schedule Fees and Other Charges on Separate Sheets</p>	<p>6 Days, 5 Hours, 41 Minutes</p> <p>1 Minute</p> <p>2 Minutes</p> <p>2 Minutes</p>	<p>City Fire Marshal, BFP Office of the City Fire Marshal</p> <p>City Engineering Office/Building Official Engineers Office/Office of the Building Official</p> <p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official</p> <p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official</p> <p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>For non-compliant application</p> <p>Present Claim Stub to the Releasing Officer</p> <p>Receive application set together with the list of deficiencies</p> <p>Sign of the CEO/OBO logbook</p> <p>3. Submission of Official Receipt</p> <p>3.1 Submit Official Receipt to the assessment release officer</p> <p>3.2 Received marked Claim Stub</p> <p>3.3 Sign the CEO/OBO logbook and wait for the permit</p>	<p>Receive Claim Stub & Accomplish the CEO/OBO logbook</p> <p>Release non-compliant application set together with the list of deficiencies</p> <p>Let the client sign the CEO/Obo logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice the client to comply the deficiencies then re-apply</p> <p>3.1 Receive & Record Official Receipt, mark Claim Stub "PAID"</p> <p>3.2 Accomplish the CEO/OBO logbook & Release marked Claim Stub</p> <p>3.3 let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice the wait for the permit</p>	<p>Schedule Fees and Other Charges on Separate Sheets</p>	<p>10 Minutes</p> <p>1 Minutes</p> <p>1 Minutes</p> <p>2 Minutes</p> <p>2 Minutes</p> <p>1 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claim of the Certificate	Prepare Certificate, Final Review/evaluation Application Set, Approve Certificate and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Office	Schedule Fees and Other Charges on Separate Sheets	10 Minutes	City Engineer/ Building Official City Engineers Office/Office of the Building Official
4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO	4.1 Receive marked Claim Stub and accomplish CEO/OBO logbook		10 Minute	<i>Administrative Assistant III</i> City Engineers Office/Office of the Building Official
4.2 Receive Certificate Clearance, Clearance & other Documents	4.2 Release Certificates, Clearance & other documents		1 Minute	
4.3 Sign the CEO/OBO logbook	4.3 Let the client sign the CEO/OBO logbook signifying receipt of documents.		1 Minute	
	TOTAL:		7 Days	



3. Certificate of Annual Inspection/ Certificate of Annual Electrical Inspection / Renewal of Certificate of Occupancy

Service Description: Certificate of Annual Inspection/CFEI/Renewal of Certificate of Occupancy is secured by the owner/occupant of a building/structure to ensure continuous compliance to building/structure safety standards, it is issued by the City Engineer/Building Official after inspection and finding the building/structure & accompanying documents satisfactory and substantially conforming to the Implementing Rules & Regulations of the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C– Government to Citizen G2B– Government to Business Entity G2G– Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Written request for the issuance of a Certificate of Annual Inspection/ Renewal of Certificate of Occupancy/Certificate of Annual Electrical Inspection stating among others the name of owner/occupant of the building/structure, location and the number of years the building/structure has existed. 2. Certification prepared, signed and sealed over the printed names of the duly licensed and registered professionals hired by the owner who undertook the annual inspection. A brief Description of the Building/Structure must be provided stating the Total floor area, Number of rooms, Number of Aircon Units, Number of Plumbing Units and other information's in aide of computing fees & other charges. <ol style="list-style-type: none"> 2.1 Civil Engineer/Structural Engineer - That the structure is structurally safe 2.2 Architect- That the structure is Architecturally Presentable 2.3 Professional Electrical Engineer -That the Electrical Installations are in order 2.4 Electronics Engineer- That the electronics installations are in order 2.5 Professional Mechanical Engineer- That the mechanical installations are in order 2.6 Master Plumber- That the Plumbing installations are in order 2.7 Sanitary Engineer- That the sanitary installations are in 		<p>Building/Structure owner</p> <p>Preferred licensed and registered professionals who undertook the annual inspection</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Indorse appropriate documents to CFM (BFP) for issuance of FSIC & application set to CEO/OBO Evaluators/Inspectors, Review/Evaluate accompanying documents, Conduct Site Inspection, Prepared reports, Prepare Assessment of Fees & Charges, inform client for non-compliance & for withdrawal of application to the Releasing Officer at the CEO/OBO	Schedule Fees and Other Charges on Separate Sheets	6 Days, 5 Hours, 46 Minutes	City Fire Marshal, BFP Office of the City Fire Marshal City Engineering Office/Building Official Engineers Office/ Office of the Building Official
2. Receipt of the Order of Payment 2.1 Present claim stub to the assessment releasing officer at the CEO/OBO	2.1 Receive the Claim Stub		1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official
2.2 Receive Order of Payment	2.2 Accomplish CEO/OBO logbook and Release Order Payment		2 Minutes	
2.3 Sign the CEO/OBO logbook	2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees & Charges at the City Treasurers Office		1 Minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For non-compliant application		None	10 Minutes	<i>Administrative Aide I</i>
Present Claim Stub to the Releasing Officer	Receive Claim Stub & Accomplish the CEO/OBO logbook		1 Minutes	City Engineers Office/ <i>Office of the Building Official</i> Or
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minutes	<i>Administrative Assistant III</i> City Engineers Office/ <i>Office of the Building Official</i>
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies, advise the client to comply with the deficiencies then re-apply		2 Minutes	
3. Submission of Official Receipt 3.1 Submit Official Receipt to the assessment releasing officer	3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"			<i>Administrative Aide I</i> City Engineers Office/ <i>Office of the Building Official</i> Or <i>Administrative Assistant III</i> City Engineers Office/ <i>Office of the Building Official</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.2 Received marked Claim Stub	3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub	None	2 Minutes	<i>Administrative Aide I City Engineers Office/ Office of the Building Official</i>
3.3 Sign the CEO/OBO logbook and wait for the Permit	3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice to wait for the permit		1 Minute	<i>Or Administrative Assistant III City Engineers Office/Office of the Building Official</i>
	Prepare Certificate, Final Review and evaluate Application Set, Approve Certificate and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer		10 Minutes	<i>City Engineers / Building Official City Engineers Office/Office of the Building Official</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claiming of the Permit		None		
4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO	4.1 Receive marked Claim Stub and accomplish CEO/OBO logbook		10 Minutes	<i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official Or
4.2 Receive Certificates, Clearances & other Documents	4.2 Release Certificates, Clearances & other documents		1 Minute	<i>Administrative Assistant III</i> City Engineers Office/ Office of the Building Official
4.3 Sign the CEO/OBO logbook	4.3 Let the client sign the CEO/OBO logbook signifying receipt of documents		1 Minute	
	TOTAL:		5 Days	



4. Permit for Temporary Service Connection/Certificate of Electrical Inspection for Temporary Power Connection

Service Description: Permit for Temporary Service Connection/Certificate of Electrical Inspection for Temporary Power Connection is secured by an owner/applicant with approved Building Permit/Electrical Permit intending to avail temporary service connection, it is issued by the City Engineer/Building Official after the accompanying Electrical plans, specifications and other pertinent documents with duly accomplished application is found satisfactory and substantially conforming to the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers Office/Office of the Building Official			
Classification:	Simple Transaction			
Type of Transaction:	G2C– Government to Citizen G2B– Government to Business Entity G2G– Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Three (3) copies of duly accomplished prescribe application forms 2.Three (3) sets of Electrical Plan prepared, signed and sealed over the printed name of the duly licensed and registered professional Electrical Engineer 3. One (1) Photocopy of valid Professional Tax Receipt (PTR) & Professional Regulation Commission Identification Card (PRC I.D.) of the involved professional 4.One (1) photocopy of the approved Electrical Permit/Building Permit		City Engineers Office/Office Building Official 4 th floor City Hall Building, RGC, Carig Sur, Tuguegarao City Preferred Professional Electrical Engineer Preferred Professional Electrical Engineer Building/Structure Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of duly accomplished Application Forms & Documentary Requirements		Electrical Fees :		<i>Administrative assistant III City Engineers Office/Office of the Building Official</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit application set to the receiving officer at the CEO/OBO for initial assessment & verification	1.1 Receive application set and check for completeness	The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures: a. Total Connected Load (kVA)	10 Minutes	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official or <i>Administrative Aide I</i>
1.2 Receive Claim Stub Receive application set together with the list of lacking requirement/s	1.2 If the application is found complete, accomplish CEO/OBO logbook, fill up Claim Stub and release it to the client If the application is found incomplete, Return application set together with the list of lacking requirement/s	i. 5 kVA or less... (PHP 200.00) ii. Over 5 kVA to 50 kVA... (PHP 200.00 + 20.00/kVA) iii. Over 50 kVA to 300 kVA... (PHP 1,100.00 + 10.00/kVA) iv. Over 300 kVA to 1,500 kVA... (PHP 3,600.00 + 5.00/kVA) v. Over 1,500 kVA to 6,000 kVA... (PHP 9,600.00 + 2.50/kVA)	5 Minutes	City Engineers Office/Office of the Building Official
1.3 Sign the CEO/OBO logbook	1.3 Let the client sign the CEO/OBO logbook signifying receipt of the claim stub	vi. Over 6000 kVA... (PHP 20,850.00 + 1.25/kVA)	1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Indorse application set to CEO/OBO Evaluators/ Inspectors, review/ evaluate plans & accompanying documents, conduct site Inspection, Prepare reports and assessment of fees & charges, Inform non-compliant applicant & advice withdrawal of application to the Permit Releasing Officer at the CEO/OBO		2 Days, 6 Hours, 17 Minutes	City Engineer/ Building Official City Engineers Office/ Office of the Building Official
2. Receipt of the Order of Payment	Issue Order of Payment		1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i>
2.1 Present claim stub to the assessment releasing officer at the CEO/OBO	2.1 Receive the Claim Stub			
2.2 Receive Order of Payment	2.2 Accomplish CEO/OBO logbook and Release Order Payment		2 Minute	City Engineers Office/ Office of the Building Official



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.3 Sign the CEO/OBO logbook	2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees to the Cashier at the City Treasurers Office		1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official
For non-compliant application		None	10 Minutes	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official
Present Claim Stub to the Releasing Officer	Receive Claim Stub & accomplish the CEO/OBO logbook			
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minute	<i>Administrative Aide I</i> City Engineers Office/Office of the Building Official
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice the client to comply the deficiencies then re-apply		1 Minute	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3. Submission of Official Receipt</p> <p>3.1 Submit Official Receipt to the assessment releasing officer</p> <p>3.2 Received marked Claim Stub</p> <p>3.3 Sign the CEO/OBO logbook and wait for the permit</p>	<p>3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"</p> <p>3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub</p> <p>3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice to wait for the release of permit</p>		<p>2 Minutes</p> <p>2 Minutes</p> <p>1 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claiming of the Permit	Prepare permit, final review/evaluate application set, approve permit and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer		1 Minutes	City Engineer/ Building Official City Engineers Office/ Office of the Building Official
4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO	4.1 Receive marked Claim Stub and accomplish CEO/OBO logbook		5 Minutes	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official
4.2 Receive Permit, Clearances & other Documents	4.2 Release permit, clearances & other documents		1 Minute	or <i>Administrative Aide I</i> City Engineers Office/
4.3 Sign the CEO/OBO logbook	4.3 Let the client sign the CEO/OBO logbook signifying receipt of documents		1 Minute	Office of the Building Official
	TOTAL:		3 Days	



5. Demolition Permit

Service Description: Demolition Permit is secured by an owner/applicant for the systematic dismantling or destruction of a building/structure, in whole or in part after the accompanying plans, specifications and other pertinent documents with duly accomplished application is found satisfactory and substantially conforming to the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C– Government to Citizen	
	G2B– Government to Business Entity	
	G2G– Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Three (3) copies of duly accomplished & notarized prescribe application forms		City Engineers Office/Office of the Building Official, 4th flr. City Hall Bldg. Carig Sur, Tug. City
2. Barangay Clearance		Office of the Barangay Captain where the demolition is located
3. Three (3) sets of Plans showing the area or dimension involved, prepared, signed & sealed by a Civil Engineer/Architect.		Preferred Civil Engineer/Architect
4. Photocopy of valid Professional Tax Receipt (PTR) & Professional Regulation Commission Identification Card (PRC I.D.) of the involved professional.		Preferred Civil Engineer/Architect
5. Three (3) sets Site Development Plan		Preferred Civil Engineer/Architect
6. Three (3) Location/Vicinity Plan In case the applicant is the registered owner of the structure		Preferred Civil Engineer/Architect
7. Photocopy of the Current Real Property Tax Receipt		City Treasurers Office Ground floor City Hall Bldg. Carig Sur, Tug. City
8. Photocopy of Tax Declaration In case the applicant is not the registered owner of the structure , in addition to the above,		City Assessors Office Ground floor City Hall Bldg. Carig Sur, Tug. City
9. A Copy of the Deed of absolute sale or authority to demolish the structure In Case the applicant is a Corporation, in addition to the above		Lot Owner
10. Original copy of the Authority to sign (Corporate Secretary's Affidavit)		Corporate Secretary



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.Submission of duly accomplished Application Forms & Documentary Requirements</p> <p>1.1 Submit application set to the receiving officer at the CEO/OBO for initial assessment & verification</p> <p>1.2. Receive Claim Stub</p> <p>Receive application set together with the list of lacking requirement/s</p> <p>1.3 Sign the CEO/OBO logbook</p>	<p>1.1 Receive application set and check for completeness</p> <p>1.2. If the application is found complete, accomplish CEO/OBO logbook, fill up Claim Stub and release it to the client</p> <p>If the application is found incomplete,</p> <p>Return application set together with the list of lacking requirement/s</p> <p>1.3 Let the client sign the CEO/OBO logbook signifying receipt of the claim stub</p>	<p>Demolition/Moving of Building/ Structures Fees per sq. meter of area or dimensions involved:</p> <p>i. Building in all groups per sq. meter floor area... (PHP 3.00)</p> <p>ii. Building systems/ frames or portion thereof per vertical or horizontal dimensions, including fences... (PHP 4.00)</p> <p>iii. Structures up to 10.00 meters in height...(PHP 800.00)</p> <p>a. Every meter or portion thereof in excess of 10.00 meters...(PHP 50.00)</p> <p>iv. Appendage of up to 3.00 cu. Meters/ unit ...(PHP 50.00)</p> <p>Every cu. Meter or portion thereof in excess of 3.00 cu. Meters...(PHP 50.00)</p> <p>v. Moving fee, per sq. meter of area of building/structure to be moved...(PHP 3.00)</p>	<p>10 Minutes</p> <p>5 Minutes</p> <p>1 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p> <p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Indorse application set to CEO/OBO Evaluators/ Inspectors, Review/ Evaluate Plans & accompanying documents, Conduct Site Inspection, Prepare Reports and Assessment of Fees & Charges, Inform non-compliant applicant & advice withdrawal of application to the Permit Releasing Officer at the CEO/OBO		2 Days, 6 Hours, 17 Minutes	City Engineer/ Building Official City Engineers Office/ Office of the Building Official
2. Receipt of the Order of Payment				<i>Administrative assistant III</i>
2.1 Present claim stub to the assessment releasing officer at the CEO/OBO	2.1 Receive the Claim Stub		1 Minute	City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i>
2.2 Receive Order of Payment	2.2 Accomplish CEO/OBO logbook and Release Claim Stub		2 Minute	City Engineers Office/ Office of the Building Official
2.3 Sign the CEO/OBO logbook	2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees to the Cashier at the City Treasurers Office		2 Minute	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For non-compliant application Present Claim Stub to the Releasing Officer	Receive Claim Stub & Accomplish the CEO/OBO logbook		10 Minutes	
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minutes	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i>
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice the client to comply with the deficiencies then re-apply		1 Minutes	City Engineers Office/ Office of the Building Official



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3. Submission of Official Receipt</p> <p>3.1 Submit Official Receipt to the assessment releasing officer</p> <p>3.2 Received marked Claim Stub</p> <p>3.3 Sign the CEO/OBO logbook and wait for the permit</p>	<p>3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"</p> <p>3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub</p> <p>3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice to wait for the release of permit</p>		<p>2 Minutes</p> <p>2 Minutes</p> <p>1 Minute</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare permit, final review/evaluate application set, approve permit and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer		1 Minutes	
4. Claiming of the Permit 4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO	4.1 Receive marked claim stub and accomplish CEO/OBO logbook		5 Minutes	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official
4.2 Receive Permit, Clearances & other Documents	4.2 Release Permit, Clearances & other documents		1 Minute	
4.3 Sign the CEO/OBO logbook	4.3 Let the client sign the CEO/OBO signifying receipt of documents logbook.		1 Minute	
	TOTAL:		3 Days	



6. Fencing Permit

Service Description: Fencing Permit is secured by a lot owner intending to enclose his property, issued by the City Engineer/Building Officer after the accompanying plans, specifications and other pertinent documents with duly accomplished application are found satisfactory and substantially conforming to the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C– Government to Citizen G2B– Government to Business Entity G2G– Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Three (3) copies of duly accomplished & Notarized prescribe application forms 2. Barangay Clearance 3. Three (3) sets of Plans & specifications of the Fence details, prepared, signed & sealed over the printed name a licensed Civil Engineer/ Architect. 4. Three (3) sets Site Development Plan 5. Three (3) sets Location Plan / Vicinity Plan 6. Photocopy of valid Professional Tax Receipt (PTR) & Professional Regulation Commission Identification Card (PRC I.D.) of the involved professional <p>In case the applicant is the registered owner of the lot</p> <ol style="list-style-type: none"> 7. Photocopy of the Real Property Tax Receipt 9. Certified true copy of OCT/TCT <p>In case the applicant is not the registered owner of the lot, in addition to the above</p> <ol style="list-style-type: none"> 10. A copy of the Duly notarized contract of lease, or deed of absolute sale or authority to use the lot <p>In case the applicant is a Corporation, in addition to the above</p> <ol style="list-style-type: none"> 11. Original copy of the Authority to sign (Corporate Secretary's Affidavit) 	<p>City Engineers Office /Office of the Building.Official, 4th floor, City Hall Building, Carig Sur, Tuguegarao City Office of the Barangay Captain where the fencing activity is located</p> <p>Preferred Civil Engineer/Architect Preferred Civil Engineer/Architect</p> <p>Preferred Civil Engineer/Architect</p> <p>Preferred Civil Engineer/Architect City Treasurer's Office Ground Floor City Hall Building, Carig Sur, Tuguegarao City City Assessors Office Ground Floor City Hall Building, Carig Sur, Tuguegarao City ROD Reg. 02, RGC, Carig Sur, Tuguegarao City Lot Owner</p> <p>Corporate Secretary</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.Submission of duly accomplished Application Forms & Documentary Requirements</p> <p>1.1 Submit application set to the receiving officer at the CEO/OBO for initial assessment & verification</p> <p>1.2 Receive Claim Stub</p> <p>Receive application set together with the list of lacking requirement/s</p> <p>1.3 Sign the CEO/OBO logbook</p>	<p>1.1 Receive application set and check for completeness</p> <p>1.2 If the application is found complete, accomplish CEO/OBO logbook, fill up Claim Stub and release it to the client</p> <p>1.3 Let the client sign the CEO/OBO logbook signifying receipt of the claim stub</p>	<p>Fencing Fees:</p> <p>i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof ... (PHP 3.00)</p> <p>ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof... (PHP 4.00)</p> <p>iii. Made of indigenous materials, barbed, chicken or hog wires, per lineal meter... (PHP 24.00)</p>	<p>10 Minutes</p> <p>5 Minutes</p> <p>1 Minute</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Indorse application set to CEO/OBO Evaluators/ Inspectors, Review/ Evaluate Plans & accompanying documents, Conduct Site Inspection, Prepare Reports and Assessment of Fees & Charges, Inform non-compliant applicant & advice withdrawal of application to the Permit Releasing Officer at the CEO/OBO		2 Days, 6 Hours, 17 Minutes	City Fire Marshal, BFP Office of the City Fire Marshal
2. Receipt of the Order of Payment				<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official
2.1 Present claim stub to the assessment releasing officer at the CEO/OBO	2.1 Receive the Claim Stub		1 Minute	Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official
2.2 Receive Order of Payment	2.2 Accomplish CEO/OBO logbook and Release Claim Stub		2 Minutes	
2.3 Sign the CEO/OBO logbook	2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees to the Cashier at the City Treasurers Office		1 Minute	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For non-compliant application				
Present Claim Stub to the Releasing Officer	Receive Claim Stub & accomplish the CEO/OBO logbook		10 Minutes	
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minute	
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice the client to comply the deficiencies then re-apply		1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official
3. Submission of Official Receipt				
3.1 Submit Official Receipt to the assessment releasing officer	3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"		2 Minutes	
3.2 Received marked Claim Stub	3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub		2 Minutes	
3.3 Sign the CEO/OBO logbook and wait for the permit	3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice to wait for the release of permit		1 Minute	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claiming of the Permit	Prepare permit, final review/evaluate application set, approve permit and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer		71 Minutes	
4.1. Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO	4.1. Receive marked Claim Stub and accomplish CEO/OBO logbook		5 Minutes	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official
4.2. Receive Permit, Clearances & other Documents	4.2. Release Permit, Clearances & other documents		1 Minute	
4.3. Sign the CEO/OBO logbook	4.3. Let the client sign the CEO/OBO logbook signifying receipt of documents		1 Minute	
	Total:		3 Days	



7. Excavation and Ground Preparation Permit

Service Description: Excavation and Ground Preparation Permit is secured by an owner/ applicant intending to proceed with the ground preparation & excavation activity while the building permit application is still on process, it is issued by the City Engineer/Building Official after determining that the application is compliant to line and grade, setbacks, yard/easements and parking requirements

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C– Government to Citizen	
	G2B– Government to Business Entity	
	G2G– Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. Three (3) copies of duly accomplished prescribed application forms</p> <p>2. A Cash Bond of Fifty thousand pesos (PHP 50,000.00) for excavations more than 50.00 cubic meters and more than 2.00 meters in depth and additional Three hundred pesos (PHP 300.00) for every cubic meter in excess of fifty (50.00) cubic meters until the building permit is issued.</p> <p>Said excavation shall not exceed one hundred (100.00) cubic meters or three (3.00) meters in depth and shall not be left open without any work being done in the site for more than one hundred twenty (120) days, otherwise the cash bond shall be forfeited in favor of the City government to cover the expense for the backfilling of the excavation should the owner/permittee fail to restore the same.</p> <p>If the bond is insufficient to effect the necessary restoration, additional cost to be incurred to complete the restoration shall be charged to the account of the owner/permittee or to whoever shall assume ownership of the property.</p> <p>If the owner/permittee refuses to backfilling of the excavation, the Building Official shall initiate legal</p>		<p>City Engineers Office/Office Building Official 4th floor City Hall building, RGC, Carig Sur, Tuguegarao City</p> <p>Building/Structure Owner</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of duly accomplished Application Forms & Documentary Requirements</p> <p>1.1 Submit application set to the receiving officer at the CEO/OBO for initial assessment & verification</p> <p>1.2. Receive Claim Stub</p> <p>Receive application set together with the list of lacking requirement/s</p>	<p>1.1 Receive application set and check for completeness</p> <p>1.2. If the application is found complete, accomplish CEO/OBO logbook, fill up Claim Stub and release it to the client</p> <p>If the application is found incomplete ,</p> <p>Return application set together with the list of lacking requirement/s</p>	<p>a. Establishment of Line & Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters...(PHP 24.00)</p> <p>i. Every meter of fraction thereof in excess of 10.00 meters...(PHP 2.40)</p> <p>b. Ground Preparation and Excavation Fee</p> <p>i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.</p> <p>a) Inspection and Verification Fee...(PHP 200.00)</p>	<p>10 Minutes</p> <p>5 minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.3. Sign the CEO/OBO logbook	1.3. Let the client sign the CEO/OBO logbook signifying receipt of the claim stub	b. Per cu. Meter of excavation...(PHP 3.00) c. Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit...(PHP 50.00) d. Per cu. Meter of excavation for foundation with basement...(PHP 4.00) e. Excavation other than foundation or basement, per cu. Meter...(PHP 3.00) f. Encroachment of footings or foundations of buildings/structures to public areas as permitted, per s.q. meter or fraction thereof of footing or foundation encroachment...(PHP 250.00)	1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Receipt of the Order of Payment</p> <p>2.1 Present claim stub to the assessment releasing officer at the CEO/OBO</p> <p>2.2 Receive Order of Payment</p> <p>2.3 Sign the CEO/OBO logbook</p>	<p>Indorse application set to CEO/OBO Evaluators/ Inspectors, Review/ Evaluate Plans & accompanying documents, Conduct Site Inspection, Prepare Reports and Assessment of Fees & Charges, Inform non-compliant applicant & advice withdrawal of application to the Permit Releasing Officer at the CEO/OBO</p> <p>2.1 Receive the Claim Stub</p> <p>2.2 Accomplish CEO/OBO logbook and Release Claim Stub</p> <p>2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees to the Cashier at the City Treasurers Office</p>		<p>2 Days, 6 Hours, 17 Minutes</p> <p>1 Minute</p> <p>2 Minutes</p> <p>1 Minute</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For non-compliant application Present Claim Stub to the Releasing Officer	Receive Claim Stub & Accomplish the CEO/OBO logbook		10 Minutes	
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minute	
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice client to comply the deficiencies then re-apply		1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official
3. Submission of Official Receipt 3.1 Submit Official Receipt to the assessment releasing officer	3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"		2 Minutes	
3.2 Received marked Claim Stub	3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub		2 Minutes	
3.3 Sign the CEO/OBO logbook and wait for the permit	3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice to wait for the release of permit		1 Minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claiming of the Permit 4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO 4.2 Receive Permit, Clearances & other Documents 4.3 Sign the CEO/OBO logbook	Prepare Permit, Final Review/evaluate Application Set, Approve Permit and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer 4.1 Receive marked Claim Stub and accomplish CEO/OBO logbook 4.2 Release Permit, Clearances & other documents 4.3 Let the client sign the CEO/OBO logbook signifying receipt of documents		71 Minutes 5 Minutes 1 Minute 1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official
	TOTAL:		3 Days	



8. Repair Permit

Service Description: Repair Permit is secured by an owner/occupant of a building/structure who intend to undertake repair/alteration/renovation/improvement in part of the building/structure, it is issued by the City Engineer/Building Official after the accompanying plans, specifications and other pertinent documents with duly accomplished application is found satisfactory and substantially conforming to the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C– Government to Citizen G2B– Government to Business Entity G2G– Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1.Three (3) copies of duly accomplished prescribe application forms	City Engineers Office/Office of the Building Official, 4th flr. City Hall Bldg. Carig Sur, Tug. City
	2.Barangay Clearance	Office of the Barangay Captain where the demolition is located
	3.One (1) set of Previously approved Building Plans In case the applicant is the registered owner of the Building/Structure	Building/Structure Owner
	4.Photocopy of the Current Real Property Tax Receipt	City Treasurer’s Office Ground floor
	5.Photocopy of the Tax Declaration In case the applicant is not the registered owner of the building/structure, in addition to the above,	City Hall Bldg. Carig Sur, Tug. City
	6.A copy of the Duly notarized contract of lease, or deed of absolute sale or authority to repair In case the applicant is a Corporation, in addition to the above	City Treasurer’s Office Ground floor City Hall Bldg. Carig Sur, Tug. City
	7.Original copy of the Authority to sign (Corporate Secretary’s Affidavit)	Building/Structure Owner
	8.A copy of the Bill of Materials/ Estimated Value of work	Corporate Secretary Preferred Civil Engineer/Architect
	9. Photocopy of valid Professional Tax Receipt (PTR) & Professional Regulation Commission Identification Card (PRC I.D.) of the involved professional	Preferred Licensed and registered professional



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.Submission of duly accomplished Application Forms & Documentary Requirements</p> <p>1.1 Submit application set to the receiving officer at the CEO/OBO for initial assessment & verification</p> <p>1.2 Receive Claim Stub</p> <p>Receive application set together with the list of lacking requirement/s</p>	<p>1.1 Receive application set and check for completeness</p> <p>1.2 If the application is found complete, accomplish CEO/OBO logbook, fill up Claim Stub and release it to the client</p> <p>If the application is found incomplete ,</p> <p>Return application set together with the list of lacking requirement/s</p>	<p>Repairs Fees:</p> <p>i. Alteration/renovation/ improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups...(PHP 5.00)</p> <p>ii. Alteration/ renovation/ improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups ...(PHP 5.00)</p> <p>iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)</p>	<p>10 Minutes</p> <p>5 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Receipt of the Order of Payment</p> <p>2.1 Present claim stub to the assessment releasing officer at the CEO/OBO</p> <p>2.2 Receive Order of Payment</p> <p>2.3 Sign the CEO/OBO logbook</p>	<p>2.1 Receive the Claim Stub</p> <p>2.2 Accomplish CEO/OBO logbook and Release Claim Stub</p> <p>2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees to the Cashier at the City Treasurers Office</p>		<p>1 Minute</p> <p>2 Minutes</p> <p>1 Minute</p>	<p><i>Administrative Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For non-compliant application				
Present Claim Stub to the Releasing Officer	Receive Claim Stub & Accomplish the CEO/OBO logbook		10 Minutes	
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minute	
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice the client to comply the deficiencies then re-apply		1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official
3. Submission of Official Receipt				
3.1 Submit Official Receipt to the assessment releasing officer	3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"		2 Minutes	
3.2 Received marked Claim Stub	3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub		2 Minutes	
3.3 Sign the CEO/OBO logbook and wait for the permit	3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice to wait for the release of permit		1 Minute	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claiming of the Permit 4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO 4.2 Receive Permit, Clearances & other Documents 4.3 Sign the CEO/OBO logbook	Prepare Permit, Final Review/evaluate Application Set, Approve Permit and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer 4.1 Receive marked Claim Stub and accomplish CEO/OBO logbook 4.2 Release Permit, Clearances & other documents 4.3 Let the client sign the CEO/OBO logbook signifying receipt of documents		1 Minutes 5 Minutes 1 Minute 1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official
	TOTAL:		3 Days	



9. Sign Permit

Service Description: Sign Permit is secured by those who intend to install/erect/anchor signs, it is issued by the City Engineer/Building Official after the accompanying plans, specifications and other pertinent documents with duly accomplished application is found satisfactory and substantially conforming to the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096).

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C– Government to Citizen	
	G2B– Government to Business Entity	
	G2G– Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Three (3) copies of duly accomplished prescribe application forms		City Engineers Office/Office of the Building Official, 4th flr. City Hall Bldg. Carig Sur, Tug. City
2. Barangay Clearance		Office of the Barangay Captain where the Sign is located
3.Three (3) sets of Plans & specifications of the Sign details, prepared, signed & sealed over the printed name of the involve License professionals		Preferred licensed & registered professionals
4.Three (3) sets of Site Development Plan		Preferred licensed & registered professionals
5. Three (3) sets of the Location Plan / Vicinity Plan In case the applicant is the registered owner of the lot		Preferred licensed & registered professionals
6. Photocopy of the Current Real Property Tax Receipt		City Treasurers Office Ground floor City Hall Bldg. Carig Sur, Tug. City
7. Photocopy of the Tax Declaration		City Treasurers Office Ground floor City Hall Bldg. Carig Sur, Tug. City
8. Certified true copy of OCT/TCT & a photocopy In case the applicant is not the registered owner of the lot, in addition to the above,		Register of Deeds Regional Office No. 2 , RGC, Carig Sur, Tuguegarao City
9. A copy Duly notarized contract of lease, or deed of absolute sale or authority to use the lot In case the applicant is a Corporation, in addition to the above		Lot Owner
10. Original copy of the Authority to sign(Corporate Secretary's Affidavit)		Corporate Secretary Preferred Civil/Structural Engineer
11. Three (3) sets of Structural Design & computations		Preferred licensed & registered
12. Three (3) copies of Bill of Material		professional



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.Submission of duly accomplished Application Forms & Documentary Requirements</p> <p>1.1 Submit application set to the receiving officer at the CEO/OBO for initial assessment & verification</p> <p>1.2 Receive Claim Stub</p> <p>Receive application set together with the list of lacking requirement/s</p> <p>1.3 Sign the CEO/OBO logbook</p>	<p>1.1 Receive application set and check for completeness</p> <p>1.2 If the application is found complete, accomplish CEO/OBO logbook, fill up Claim Stub and release it to the client If the application is found incomplete ,</p> <p>Return application set together with the list of lacking requirement/s</p> <p>1.3 Let the client sign the CEO/OBO logbook signifying receipt of the claim stub</p>	<p>Schedule of Fees and Other Charges on Separate Sheets</p>	<p>10 Minutes</p> <p>5 Minutes</p> <p>5 Minutes</p> <p>1 Minute</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2. Receipt of the Order of Payment</p> <p>2.1 Present claim stub to the assessment releasing officer at the CEO/OBO</p> <p>2.2 Receive Order of Payment</p> <p>2.3 Sign the CEO/OBO logbook</p>	<p>Indorse application set to CEO/OBO Evaluators/ Inspectors, Review/Evaluate Plans & accompanying documents, Conduct Site Inspection, Prepare Reports and Assessment of Fees & Charges, Inform non-compliant applicant & advice withdrawal of application to the Permit Releasing Officer at the CEO/OBO</p> <p>2.1 Receive the Claim Stub</p> <p>2.2 Accomplish CEO/OBO logbook and Release Claim Stub</p> <p>2.3 Let the client sign the CEO/OBO logbook signifying receipt of the Order of Payment and advice payment of fees to the Cashier at the City Treasurers Office</p>	<p>Schedule of Fees and Other Charges on Separate Sheets</p>	<p>2 Days, 6 Hours, 17 Minutes</p> <p>1 Minute</p> <p>2 Minutes</p> <p>1 Minute</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For non-compliant application		Schedule of Fees and Other Charges on Separate Sheets		
Present Claim Stub to the Releasing Officer	Receive Claim Stub & Accomplish the CEO/OBO logbook		10 Minutes	
Receive application set together with the list of deficiencies	Release non-compliant application set together with the list of deficiencies		1 Minute	
Sign the CEO/OBO logbook	Let the client sign the CEO/OBO logbook signifying receipt of the non-compliant application set together with the list of deficiencies and advice the client to comply the deficiencies then re-apply		1 Minute	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official
3. Submission of Official Receipt				
3.1 Submit Official Receipt to the assessment releasing officer	3.1 Receive & Record Official Receipt , mark Claim Stub "PAID"		2 Minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.2 Received marked Claim Stub	3.2 Accomplish the CEO/OBO logbook & Release marked Claim stub	Schedule of Fees and Other Charges on Separate Sheets	2 Minutes	<i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/Office of the Building Official
3.3 Sign the CEO/OBO logbook and wait for the permit	3.3 Let the client sign the CEO/OBO logbook signifying receipt of the marked Claim Stub and advice to wait for the release of permit		1 Minute	
	Prepare Permit, Final Review/evaluate Application Set, Approve Permit and indorse its release. Segregate documents & indorse owners copy to the Permit Releasing Officer		1 Minutes	
4. Claiming of the Permit				
4.1 Present marked Claim Stub to the Permit Releasing Officer at the CEO/OBO	4.1 Receive marked Claim Stub and accomplish CEO/OBO logbook		5 Minutes	
4.2 Receive Permit, Clearances & other Documents	4.2 Release Permit, Clearances & other documents		1 Minute	
4.3 Sign the CEO/OBO logbook	4.3 Let the client sign the CEO/OBO logbook signifying receipt of documents		1 Minute	
	TOTAL:		3 Days	



10. Certified True Copy

Service Description: Certified True Copy of a document is secured by a client for legal purposes but do not want to lose the original, it is stamped and signed as True Copy of the Original by the City Engineer's Office/Office of the Building Official.

Office or Division:	City Engineers Office/Office of the Building Official	
Classification:	Simple Transaction	
Type of Transaction:	G2C– Government to Citizen	
	G2B– Government to Business Entity	
	G2G– Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request for the issuance of a Certification/Certified true copy of a document issued by the City Engineers Office/Office of the Building Official		Requesting Party
2. Original copy/Owners Copy of the document issued by the City Engineers Office/Office of the Building Official & a Photocopy of the same document		Requesting Party



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.Submission of Request & Documentary Requirements</p> <p>1.1 Submit request and accompanying documents</p>	<p>1.1 Receive request and accompanying documents, verify authenticity of the document & prepare Order of Payment</p>	<p>Certifications:</p> <p>a. Certified true copy of building permit ...(PHP 50.00)</p> <p>b. Certified true copy of Certificate of Use/ Occupancy...(PHP 50.00)</p> <p>c. Issuance of Certificate of Damage...(PHP 50.00)</p> <p>d. Certified true copy of Certificate of Damage... (PHP 50.00)</p>	<p>10 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>
<p>2. Receipt of the Order of Payment and pay fee at City Treasurer's Office</p>		<p>e. Certified true copy of Electrical Certificate... (PHP 50.00)</p> <p>f. Issuance of Certificate of Gas Meter Installation...(PHP 50.00)</p>	<p>1 Minute</p>	
<p>3. Submit Official Receipt and wait for the Certification</p>	<p>3. Receive and Record Official Receipt</p>	<p>g. Certified true copy of Certificate of Operation... (PHP 50.00)</p> <p>h. Other Certifications... (PHP 50.00)</p>	<p>1 Minute</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Claiming of the Certified True Copy</p> <p>4.1 Receive the Certified True Copy of the document and sign the CEO/OBO logbook</p>	<p>Processing Stamp the Document, forward document to the City Engineer/Building Official for signature, Building Official sign the document & indorses release.</p> <p>4.1 Release the Certified document & let the client sign the CEO/OBO logbook signifying receipt of the document</p>		<p>10 Minutes</p> <p>2 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>
	TOTAL:		25 Minutes	



11. Certifications

Service Description: Certification is issued upon written request by the City Engineers/ Building Official to attest or confirm particular fact related to the mandate of the City Engineer's Office/Office of the Building Official

Office or Division:	City Engineers Office/Office of the Building Official			
Classification:	Simple Transaction			
Type of Transaction:	G2C– Government to Citizen G2B– Government to Business Entity G2G– Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for the issuance of a Certification stating among others the purpose of securing the document.		PSA and CCRO		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of Request 1.1 Submit request	1.1 Receive request verify facts stated therein & prepare Order of Payment	Certification Fee PHP 50.00	10 Minutes	<i>Administrative assistant III</i> City Engineers Office/ Office of the Building Official Or <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official
2. Receipt of the Order of Payment 2.1 Receive Order of Payment	2.1 Release the order of Payment and advice payment of fees to the City Treasurers Office		1 Minute	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3. Submit Official Receipt and wait for the Certification</p> <p>3.1 Submit Official Receipt</p> <p>4. Claiming of the Certification</p> <p>4.1 Receive the Certification and sign the CEO/OBO logbook</p>	<p>3.1 Receive and Record Official Receipt</p> <p>Processing: Prepare the Certification, forward document to the City Engineer/Building Official for signature, Building Official sign the document & indorses release</p> <p>4.1 Release the Certification & let the client sign the CEO/OBO logbook signifying receipt of the document</p>		<p>1 Minutes</p> <p>10 Minutes</p> <p>2 Minutes</p>	<p><i>Administrative assistant III</i> City Engineers Office/ Office of the Building Official</p> <p><i>Or</i> <i>Administrative Aide I</i> City Engineers Office/ Office of the Building Official</p>