



CITY ENGINEER'S OFFICE



ISSUANCE OF SPECIAL PERMIT FOR TRUCK BAN

Service Information

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of Letter Request 2. One (1) copy of OR / CR				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit letter request together with OR/CR	1.1. Receives and verifies submitted documents	None	10 mins.	<i>Administrative Aide III</i>
	1.2. Prepares assessment of payment	None	10 mins.	<i>Administrative Aide III</i>
1.2 Payment of fees	1.3 Receives payment	750 (Class A) gross weight	10 mins.	<i>Cashier</i>
		1000 (Class B) 4,500 – 12,000 gross weights		
		1,250 (Class C) above 12,000 gross weights		
	1.4 Prepares Permit	None	20 mins.	<i>Administrative Aide III</i>
	1.5 Checks/reviews/counter signs permit	None	10 mins.	<i>Division Head</i>
	1.6 Recommends to the City Mayor for Approval	None	10 mins.	<i>Assistant City Engineer City Engineer</i>



	1.7 Approves Permit	None	Within 1 day or lesser time depending on the availability of the City Mayor	City Mayor
TOTAL:		None	1 day, 1 hour & 10 mins.	

ISSUANCE OF SPECIAL PERMIT FOR USE OF ROADS (Motorcade, Parade, Fun Run, Recorrída, Road Closure)

Service Information

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of Letter Request 2. One (1) copy of OR / CR				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits letter request together with the route of the activity	1.1 Receives and verifies submitted documents	None	10 mins.	Laboratory Aide I
	1.2 Refers request to City Engineer	None	1 hour.	Assistant City Engineer City Engineer
	1.3 Prepares Assessment of payment	None	5 mins.	Laboratory Aide I
1.4 Payment of fees	1.4 Receives payment	350.00 pesos day of the activity	10 mins.	Cashier



	1.5 Prepares Permit	None	20 mins.	Laboratory Aide I
	1.6 Checks/reviews/countersigns permit	None	10 mins.	Division Head
	1.6 Recommends to the City Mayor for Approval	None	10 mins.	Assistant City Engineer City Engineer
	1.7 Approves the Permit	None	Within 1 day or lesser time depending on the availability of the City Mayor	City Mayor
TOTAL:		None	1 day, 1 hour & 5 mins.	

ISSUANCE OF PERMIT (FOR HANGING OF BANNERS/TARPAULINS/ STREAMERS)

Service Information

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client (G2C)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) copy of Letter Request 2. Actual streamers/banners/tarpaulins to be hanged				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2 Submits letter request together	1.1 Receives and verifies	None	5 mins.	Laboratory Aide I



with the route of the activity	submitted documents			
	1.2 Refers request to City Engineer	None	1 hour.	<i>Assistant City Engineer City Engineer</i>
	1.3 Prepares Assessment of payment	None	5 mins.	<i>Laboratory Aide I</i>
1.2 Payment of fees	1.4 Receives payment	240.00 Pesos sq.m/week per	5 mins.	<i>Cashier</i>
	1.5 Prepares Permit	None	20 mins.	<i>Laboratory Aide I</i>
	1. 6 Reviews permit for approval	None	10 mins.	<i>Division Head</i>
	1.7 Approves the permit and signs banners/tarpaulins/streamers	None	Within the day	<i>Assistant City Engineer City Engineer</i>
TOTAL:		None	1 day, 1 hour & 45 mins.	

ASSISTANCE TO RESEARCHERS

Service Information

Office or Division:	City Engineer's Office, Administrative Division
Classification:	Simple Transaction
Type of Transaction:	Government to Client (G2C)
Who may avail:	Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



1. Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.3 Submits request/ referral	1.1 Receives request/referral	None	10 mins.	<i>Receiving Clerk</i>
	1.2 Refers request/referral to Administrative Officer	None	2 hours	<i>City Engineer</i>
	1.3 Evaluates request and refers to division/section head if needed	None	30 mins.	<i>Division Head</i>
1.2 Payment of fees	1.4 Informs requesting party of the status of the request	None	30 mins.	
	1.5 Prepares Permit	None	20 mins.	<i>Laboratory Aide I</i>
TOTAL:		None	3 hours & 10 mins.	

ASSISTANCE TO STUDENTS ON IMMERSION, PRACTICUM & ON-THE-JOB TRAINING (OJT)

Service Information

Office or Division:	City Engineer's Office, Administrative Division
Classification:	Simple Transaction
Type of Transaction:	Government to Client (G2C)
Who may avail:	Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



1. Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits request/ referral	1.1 Receives request/referral	None	10 mins.	<i>Receiving Clerk</i>
	1.2 Refers request/referral to Administrative Officer	None	1 hour	<i>City Engineer</i>
	1.3 Evaluates request and confers with division/section heads if the request is practicable	None	30 mins.	<i>Division Head</i>
	1.4 Recommends request for approval	None	30 mins.	
	1.5 Approval of Request	None	10 mins.	<i>City Engineer</i>
	1.6 Informs requesting party of the status of the request	None	5 mins.	<i>Division Head</i>
TOTAL:		None	2 hours & 25 mins.	



PREPARATION OF PROGRAM OF WORKS AND ESTIMATES (ONE OR TWO - STOREY BUILDING)

Service Information

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2 Submits request	1.1 Receives letter request after referral of the head of office	None	10 mins.	
	1.2 Log-in record or refer to the Annual Investment Plan	None	Half day	<i>Division Head</i>
	1.3 Assigns technical staff	None	20 mins.	<i>Division Head</i>
	1.4 Site Inspection	None	4 hours	<i>Engineer IV Engineer II Architect III Lab. Tech. II Draftsman Engineering Assts</i>
	1.5 Drafting and Design	None	7 days (One-Storey Building)	<i>Engineer IV Engineer II / Structural Engineer</i>



			14 days (Two-Storey Building)	Architect III Draftsman Engineering Assts. Engineering Aides
	1.6 Prepares estimate and Program of Work	None	6 days (One-Storey Building) 8 days (Two-Storey Building)	Engineer II Lab. Tech. II Engineering Asst. Engineering Aides
	1.7 Checks and reviews	None	1 day	Division Head
	1.8 Recommends for approval	None	2 Hours	City Engineer
	1.9 Approves	None	Within 1 day or	City Mayor
TOTAL:		None	13 days, 2 hours and 30 minutes	

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Copy of Letter Request/ Referral.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1.1 Submits letter request	1.1 Receives letter request after referral of the head of office	None	10 mins.	
	1.2 Log-in record or refer to the Annual Investment Plan	None	Half day	<i>Division Head</i>
	1.3 Assigns technical staff	None	20 mins.	<i>Division Head</i>
	1.4 Site Inspection	None	4 hours	<i>Engineer IV Engineer II Architect III Lab. Tech. II Draftsman Engineering Assts</i>
	1.5 Ground/ Foundation Survey	None	7 days	<i>Engineer IV Engineer II Laborer I Engineering Aides</i>
	1.6 Drafting and Design	None	14 days	<i>Engineer IV Engineer II / Architect III Draftsman Engineering Assts. Engineering Aides</i>
	1.7 Prepares estimate and Program of Work	None	6 days	<i>Engineer II Lab. Tech. II Engineering Asst. Engineering Aides</i>
	1.8 Checks and reviews	None	1 day	<i>Division Head</i>



	1.9 Recommends for approval	None	2 hours	<i>City Engineer</i>
	1.10 Approves	None	Within 1 day or	<i>City Mayor</i>
TOTAL:		None	26 days, 2 hours & 30 minutes	

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. One (1) Copy of Letter Request/ Referral.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits letter request	1.1 Receives letter request after referral of the head of office	None	10 mins.	
	1.2 Log-in record or refer to the Annual Investment Plan	None	Half day	<i>Division Head</i>
	1.3 Assigns technical staff	None	20 mins.	<i>Division Head</i>
	1.4 Site Inspection/ reconnaissance	None	4 hours	<i>Engineer II Lab. Tech. II Engineering Assts</i>
	1.5 Route/ Profile Leveling Survey	None	5 days (for roads)	<i>Engineering Aides</i>



	(Topographic Survey)		4 days (for drainage)	
	1.6 Drafting and Design	None	6 days (for roads)	
			10 days (for drainage)	
	1.7 Prepares estimate and Program of Work	None	5 days	
	1.8 Checks and reviews	None	4 hours	<i>Division Head</i>
	1.9 Recommends for approval	None	2 hours	<i>City Engineer</i>
	1.10 Approves	None	Within 1 day or	<i>City Mayor</i>
TOTAL:		None	24 days, 6 hours & 30 minutes	



PREPARATION OF PROGRAM OF WORKS AND ESTIMATES (WATER SYTEM BRIDGES)

Service Information

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Copy of Letter Request/ Referral.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits letter request	1.1 Receives letter request after referral of the head of office	None	10 mins.	
	1.2 Log-in record or refer to the Annual Investment Plan	None	2 hours	<i>Division Head</i>
	1.3 Assigns technical staff	None	20 mins.	<i>Division Head</i>
	1.4 Site Inspection/ reconnaissance	None	2 days	<i>Engineer II Lab. Tech. II Engineering Assts</i>
	1.5 Topographic Survey	None	4 days (for water system) 5 days (for bridges)	<i>Engineering Aides</i>



	1.6 Drafting and Design	None	14 days	
	1.7 Prepares estimate and Program of Work	None	10 days	
	1.8 Checks and reviews	None	1 day	<i>Division Head</i>
	1.9 Recommends for approval	None	2 hours	<i>City Engineer</i>
	1.10 Approves	None	Within 1 day or	<i>City Mayor</i>
TOTAL:		None	37 days, 2 hours & 30 minutes	



PREPARATION OF PROGRAM OF WORKS AND ESTIMATES (BARANGAY PROJECTS)

Service Information

Office or Division:	City Engineer's Office, Barangay Projects Section			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	70 Legazpi City Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Barangay (requesting barangay)		
2. Approved Barangay Resolution noted by the City		City Engineer's Office/ City Budget Office		
3. Approved Barangay Resolution or AIP for		City Engineer's Office/ City Budget Office		
4. Letter of Consent- for Projects to be constructed		Lot owner of private property		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.3 Submits request	1.1 Receives request and required documents	None	10 mins.	<i>Receiving Clerk</i>
	1.2 Refers request	None	4 hours	<i>City Engineer</i>
	1.3 Assigns technical staff	None	30 mins.	<i>Section Head</i>
	1.4 Inspects/ verifies/ prepares plan, estimate & POW	None	3 weeks	<i>Section Head Civil Engineer Electrical Engineer Gen. Forman Engineering Asst.</i>



				<i>Lab. Tech. II Draftsman</i>
	1.5 Checks and recommends for approval	None	2 days	<i>Section Head Asst. City Engineer</i>
	1.6 Approves and releases POW	None	1 day	<i>City Engineer Receiving Clerk</i>
TOTAL:		None	30 days, 2 hours and 30 minutes	



ISSUANCE OF FINAL INSPECTION REPORT TO COMPLETED BARANGAY PROJECTS

Service Information

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Barangay (requesting party)		
2. Duly labelled pictures of the completed projects (before, during & after)		Barangay (requesting party)		
3. Certificate of completion and acceptance of barangay projects		City Engineering (Barangay Division)		
4. Notice of Commencement of work		City Engineering (Barangay Division)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits request together with required documents	1.1 Receives/ verifies requests and required documents	None	10 mins.	<i>Receiving Clerk</i>
	1.2 Refers requests to Assistant City Engineer	None	4 hours	<i>City Engineer</i>
	1.3 Assigns inspectors	None	1 day	<i>Asst. City Engineer</i>
	1.4 Inspects/ Assesses completed Project	None	2 days	<i>Section Head Civil Engineer Electrical Engineer Gen. Forman Engineer Asst. Lab. Tech. II Admin. Aide IV</i>



	1.5 Prepares and releases inspection report	None	30 minutes	<i>Releasing Clerk</i>
TOTAL:		None	3 days, 4 hours & 40 minutes	



REPAIR & MAINTENANCE OF STREETLIGHTS AND OTHER ELECTRICAL FACILITIES

Service Information

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request/ referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits request	1.1 Receives request/ referral	None	10 mins.	<i>Receiving Clerk</i>
	1.2 Refers request/ referral to Section head	None	1 day	<i>City Engineer</i>
	1.3 Assigns inspectors to validate needs	None	4 hours	<i>Section Head</i>
	1.4 Inspects/ Assesses needs	None	4 hours	<i>Electrician</i>
	1.5 Assigns action team	None	20 minutes	<i>Section Head</i>
	1.6 Commencement of work	None	depends on work activities needed/ the extent of the repair or work to be done	<i>Electrical Team</i>
TOTAL:		None	7 days	



REPAIR AND MAINTAINANCE AND SERVICE VEHICLES AND HEAVY EQUIPMENTS AND OTHER EQUIPMENTS

Service Information

Office or Division:	City Engineer's Office, Motor pool Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Complex Transaction			
Who may avail:	City Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits request	1.1 Receives request/referral	None	10mins.	<i>Receiving Clerk</i>
	1.2 Refers requests/referral to division head	None	2 hours	<i>City Engineer</i>
	1.3 Evaluates and prepares Pre-Repair Recommendation	None	1 day	<i>Section head Mechanic</i>
	1.4 Commencement of work	None	Depends on work activities needed and availability of materials	<i>Mechanic</i>
	1.5 Prepares and submit Post-Repair Inspection Report	None	2 hours	<i>Section Head</i>
TOTAL:		None	7days	



REPAIR IMPROVEMENT AND MAINTAINANCE OF BROAD AND DRAINAGES

Service Information

Office or Division:	City Engineer's Office, Maintenance Division			
Classification:	Complex Transaction			
Type of Transaction:	Government to Government (G2G)/Government to Client			
Who may avail:	70 Legazpi City Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits request	1.1 Receives request/referral	None	10mins.	<i>Receiving Clerk</i>
	1.2 Refers requests/referral to division head	None	1 day	<i>City Engineer</i>
	1.3 Assigns inspectors to validate needs	None	1 day	<i>Section head</i>
	1.4 Inspects/assesses needs	None	3 hours	<i>foreman</i>
	1.5 Assigns action team	None	30 minutes	<i>Section Head</i>
	1.6 Commencement of work	None	Depend on work activities needed/ the	<i>Maintenance team</i>



			extent of the repair of work to be done	
TOTAL:		None	7days	

PREPARATION OF CONSTRUCTION PLANS (BUILDINGS,SYMBOLIC STRUCTURES AND SPECIAL FLAGSHIP PROJECTS)

Service Information

Office or Division:	City Engineer's Office, Planning, Design and Programming Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	The local Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of referred letter request or as per instruction of the Honorable Mayor and City Engineer.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits letter request or as per instruction from the Honorable Mayor and City Engineer	1.1 Conference with the stakeholders to ascertain requirements	None	2hours	<i>Division Head</i>
	1.2 Conduct site inspection and assessment of the site or the location	None	4 hours/ Half Day	<i>Division Head Draftsman</i>
	1.3 Research / benchmark and prepare preliminary design/plan for approval.	None	1 Week	<i>Division Head</i>



	1.4 Collate Engineering designs inputs for: Geodetic Engineer, Electrical Engineer, Structural, Mechanical and Plumbing Engineer	None	2 Weeks (depends on the submittal of allied Engineering Professionals	<i>Division Head Engineer IV (Civil Engineer) Engineer IV (Mechanical Engineer) Engineer IV (Electrical Engineer) Engineer II (Geodetic Engineer)</i>
	1.5 Drafting of plans/Drawing productions and technical specifications	None	Simple: 2 Weeks Complex: 4 Weeks or more	<i>Draftsman CADD operator (3 persons)</i>
	1.6 Review, checking and approval	None	2 days	<i>Division Head</i>
	1.7 Submission	None	1 day	<i>Division Head</i>
TOTAL:		None	2 Weeks to 2 months	



ISSUANCE OF CERTIFICATE ANNUAL INSPECTION

Service Information

Office or Division:	City Engineer's Office, Annual Building Inspection Section			
Classification:	Government to Client			
Type of Transaction:	Complex Transaction			
Who may avail:	Business Establishments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Business Permit Application (new applicant)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submits Application @ BPLO	1.1 Receives/validates request thru the email sent by the BPLO	None	20 mins	<i>Receiving Clerk</i>
	1.2 Inspects business establishment	None	2 to 3 days	<i>Inspectorate Team (composed of Civil, Mechanical & Electrical)</i>
	1.3 Reviews/verifies compliance and issuance of Certificate or return of application	None	30 minutes	<i>Section Head</i>
	1.4(a) Assesses fees thru ETRACS (if approved)	None	1 hour	<i>Assessment Clerk</i>
	1.4(b) Letter of Denial (if disapproved)	None	30 minutes	<i>Encoder</i>



1.2 Payment of Fees	1.5 Receives payment	Attached Schedule of	5 minutes	<i>Cashier</i>
	1.6 Prepares certificate	None	10 minutes	<i>Clerk</i>
	1.7 Checks/ countersigns Certificate of Annual Inspection/ Letter	None	15 minutes	<i>Section Head</i>
	1.8 Approves the Certificate of Annual Inspection/ Letter	None	10 minutes	<i>Department Head</i>
	1.9 (a) Releases the Certificate of Annual Inspection/ Letter	None	20 minutes	<i>Releasing Clerk</i>
	1.9 (b) Delivery of Letter of Denial	None	2 to 3 days	<i>Messenger/ Clerk</i>
TOTAL:		None	3 days, 2 hours and 45 minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Send text/e-mail or call up City Engineer's Office e-mail address: ceolegazpicity@yahoo.com contact number: 09171344453; 09682434819
How feedbacks are processed	<ol style="list-style-type: none">1) Internalizes feedbacks and discovers the area of concerns for corrective measures.2) Quick look at it from other point of view or perspective for possible growth area3) Provide or enlist help for a positive result.
How to file complaint	<ol style="list-style-type: none">1) Secure, fill-up properly and sign Client's Feedback Form provided near the suggestion Box at the PACD and drop the same.2) Formal letter/ complaint addressed to the City Engineer3) Can call or contact the city engineer thru the CEO e-mail or mobile number.
How complaints are processed	<ol style="list-style-type: none">1. Retrieve/classify and summarize complaint.2. Analyze complaint and take appropriate action.3. Inform/ notify the client of the action/s taken through letter.4. If not within the authority, endorse/ forward complaint to Head of Office.



Contact Information of CCB, PCC, ARTA	
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Building Permit Application

Service Information

A Building Permit is issued by the Building Official (BO) 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 portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR).

Office or Division:	Building Permit Division/One-Stop Shop for Construction Permits
Classification:	Highly Technical
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Four (4) copies of duly accomplished and notarized Application Form for Building Permit and the necessary Ancillary Permit Form	Legazpi City Website https://legazpi.gov.ph/services
Proof of lot/property ownership <ul style="list-style-type: none"> a. In case the applicant is the registered owner of the lot, one (1) certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds b. In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner 	Registry of Deeds
Certification from a duly licensed and registered Geodetic Engineer that the proposed construction, renovation, alteration, repair or addition shall be within the property of the owner/applicant and will not encroach	



any adjoining property (<i>incorporated in the first page of Architectural Design Plans</i>)	
Four (4) sets of Survey Plans, Design Plans/Drawings, Specifications and other documents prepared, signed and sealed over the printed name of the respective duly licensed and registered design professionals, and approved by the owner/applicant	
Three (3) sets of Structural Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Civil/ Structural Engineer (<i>Applicable 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</i>)	
Boring and Load Test (<i>Applicable for buildings/structures of three (3) storeys and higher, lower building structures for areas with potential geological/geotechnical hazards, or if necessary, in accordance with the provisions of the National Structural Code of the Philippines-NSCP</i>)	
Three (3) sets of Electrical Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Professional Electrical Engineer	
One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three specimen signatures) and sealed by the respective professionals	
Four (4) sets of duly notarized Bill of Materials/Cost Estimate of the building or structure to be erected, signed and sealed over the printed name by a duly licensed and registered Architect or Civil Engineer, and approved by the owner/applicant	
One (1) Construction Logbook, signed and sealed over the printed name of the duly licensed and registered Civil Engineer or Architect- In-Charge of construction, and signed by the owner/applicant	
Certificate of Approval of Construction Safety and Health Program (CSHP)	Department of Labor and Employment
Certification that the project will NOT affect the Power Line Corridor, per Republic Act No. 11361	Albay Electric Cooperative



Fire Safety Compliance Report (FSCR), if applicable <i>(as prescribed by the provisions of the Revised IRR of Fire Code of the Philippines)</i>	
Affidavit of Undertaking <i>(for clearances from National Government Agencies which can be submitted 30 days or less after the issuance of the Building Permit per JMC No. 2018-01, applicable for Simple Structures only)</i>	
Special Power of Attorney (for individuals) or Board Resolution/Secretary's Certificate (for corporations) for the authorized representative/signatory in behalf of the owner/applicant	
Other Zoning requirements, if necessary/applicable: <ul style="list-style-type: none"> a. Affidavit of Non-Objection b. Affidavit of Undertaking on Lot Occupancy c. Barangay Resolution/Endorsement d. Manifestation e. Simple Subdivision Approval/Copy of Approved Subdivision Plan f. Other pertinent documents based on the evaluation of the application 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B - Receiving Window)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>



	1.3 If compliant, issue Claim Stub. If non-compliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Zoning Review and Evaluation	None	4 hours	<i>Zoning Evaluator, Zoning Officer, Zoning Administrator</i>
	1.5 If non-compliant, issue Notice of Deficiencies	None	30 minutes	<i>Zoning Evaluator, Zoning Officer, Zoning Administrator</i>
	1.6 Technical Review and Evaluation	None	5 days (for Complex Applications)	<i>Bureau of Fire and Trade Evaluators, Building Permit Division Chief, Fire Marshall, Building Official</i>
	1.7 If non-compliant, issue Notice of Deficiencies	None	30 minutes	<i>Building Permit Division Chief, Building Official</i>
	1.8 Prepare Consolidated Order of Payment	None	1 hour	<i>Assessor</i>
		None	1 hour	<i>Building Permit Division Chief</i>



	1.9 Review Consolidated Order of Payment	None	1 hour	<i>Building Official</i>
	1.10 Approve Consolidated Order of Payment			
2. Receive the Order of Payment (through SMS and E-mail) and Pay the Fees and Charges (Window A - Cashier or Online Payment)	2.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	2.2 Prepare Permits and Clearances for Issuance	None	1 hour	<i>Clerk</i>
	2.3 Recommend Issuance of Building Permit	None	1 hour	<i>Building Permit Division Chief</i>
	2.4 Approve Issuance of Building Permit	None	1 hour	<i>Building Official</i>
3. Receive the Building Permit, Locational Clearance and Fire Safety Evaluation Clearance (Window C - Releasing Window)	Release Building Permit, Locational Clearance and Fire Safety Evaluation Clearance	None	15 minutes	<i>Releasing Clerk</i>
	Total		20 days & 13 hours	



NOTE:

- The **contents of all design plans/drawings, specifications and other documents** prepared by the respective design professionals must be based from the requirements as prescribed by the provisions of **Rule III, Section 302 (Application for Permits) of the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)** and the latest **Zoning Ordinance** of the City
- Only **COMPLETE** and **COMPLIANT** applications will be accepted
- **“SIMPLE STRUCTURES,”** under JMC 2018-01, are defined as structures with a maximum floor area of 1,500 sq. m., which covers the following types of structures: (a) Single dwelling residential of not more than three (3) storeys; (b) Commercial buildings of not more than two (2) storeys; (c) Renovation within a mall with issued Building Permit; and (d) Warehouse storing non-hazardous substance.

REQUIRED SIZE OF BUILDING PLANS

- **A3 (297 mm x 420 mm) or Standard Size for RESIDENTIAL BUILDINGS**
- **Standard Size (20” x 30” or 30” x 40”) for COMMERCIAL AND OTHER BUILDING TYPES**
- Plans must be drawn to scale of not less than **1:100 m** showing readable/clear/complete labels, dimensions and specifications

Certificate of Occupancy Application

Service Information

A Certificate of Occupancy issued by the Building Official (BO) to an owner/applicant before using a building/ structure. The purpose of obtaining the said permit is to confirm that the house or building is in a suitable living condition considering its compliance to the provisions of the code and to the submitted plans and specifications.

Office or Division:	Building Permit Division/One-Stop Shop for Construction Permits
Classification:	Highly Technical
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Three (3) copies of duly accomplished Application Form for Certificate of Occupancy	Legazpi City Website https://legazpi.gov.ph/services



Three (3) copies of duly accomplished and notarized form for Certificate of Completion	Legazpi City Website https://legazpi.gov.ph/services
Three (3) sets of As-Built Plans showing the deviations made from the approved building plans, prepared, signed and sealed over the printed names of the duly licensed and registered professionals who signed the approved building plans	
Certification from the Geodetic Engineer that the construction, alteration, repair or addition did not encroach any adjoining property <i>(incorporated in the first page of As-Built Architectural Design Plans)</i>	
One (1) photocopy of latest PRC Identification Card and Professional Tax Receipt, signed (three specimen signatures) and sealed by the respective design professionals	
Duly accomplished Construction Logbook with Certification from the duly licensed and registered Civil Engineer or Architect-In-Charge of construction	
Photographs of the completed structure showing front, sides and rear areas	
Fire Safety Compliance and Commissioning Report (FSCCR), if applicable <i>(as prescribed by the provisions of the Revised IRR of Fire Code of the Philippines)</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B - Receiving Window)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	Receiving Clerk
	1.2 Review Application Form and Documentary Requirements	None	1 hour	Document Verifier



	1.3 If compliant, issue Claim Stub. If non-compliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Joint Site Inspection	None	1 day	<i>Zoning, Bureau of Fire and Trade Inspectors</i>
	1.5 Technical Review and Evaluation	None	5 days (for Complex Applications) 15 days (for Highly-Technical Applications)	<i>Zoning, Bureau of Fire and Trade Inspectors, Building Permit Division Chief, Zoning Administrator, Fire Marshall, Building Official</i>
	1.6 If non-compliant, issue Notice of Deficiencies	None	30 minutes	<i>Building Permit Division Chief, Building Official</i>
	1.7 Prepare Consolidated Order of Payment	None	1 hour	<i>Building Permit Division Chief</i>
	1.8 Review Consolidated	None	1 hour	<i>Building Official</i>



	Order of Payment			
	1.9 Approve Consolidated Order of Payment			
2. Receive the Order of Payment (through SMS and E-mail) and Pay the Fees and Charges (Window A - Cashier or Online Payment)	2.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	2.2 Prepare Permits and Clearances for Issuance	None	1 hour	<i>Clerk</i>
	2.3 Recommend Issuance of Certificate of Occupancy	None	1 hour	<i>Building Permit Division Chief</i>
	2.4 Approve Issuance of Certificate of Occupancy	None	1 hour	<i>Building Official</i>
3. Receive the Building Permit, Locational Clearance and Fire Safety Evaluation Clearance (Window C - Releasing Window)	Release Certificate of Occupancy and Fire Safety Inspection Certificate	None	15 minutes	<i>Releasing Clerk</i>
	Total		21 days, 8 hrs. & 30 mins.	

NOTE:

- The **contents of all design plans/drawings, specifications and other documents** prepared by the respective design professionals must be based from the requirements as prescribed by the provisions of **Rule III, Section 302 (Application for Permits) of the Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)** and the latest **Zoning Ordinance** of the City
- Only **COMPLETE** and **COMPLIANT** applications will be accepted



- **“SIMPLE STRUCTURES,”** under JMC 2018-01, are defined as structures with a maximum floor area of 1,500 sq. m., which covers the following types of structures: (a) Single dwelling residential of not more than three (3) storeys; (b) Commercial buildings of not more than two (2) storeys; (c) Renovation within a mall with issued Building Permit; and (d) Warehouse storing non-hazardous substance.

REQUIRED SIZE OF BUILDING PLANS

- **A3 (297 mm x 420 mm) or Standard Size** for **RESIDENTIAL BUILDINGS**
- **Standard Size (20” x 30” or 30” x 40”)** for **COMMERCIAL AND OTHER BUILDING TYPES**
- Plans must be drawn to scale of not less than **1:100 m** showing readable/clear/complete labels, dimensions and spec

Electrical/Temporary Wiring Permit and Certificate of Final Electrical Inspection Application (CFEI)/Certificate of Electrical Inspection (CEI)

Service Information

Office or Division:	Building Permit Division
Classification:	Complex
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent/request	Building Permit Division, City Engineer's Office
Four (4) copies of duly accomplished Application Form for Electrical Permit	Building Permit Division, City Engineer's Office
Electrical Design Plan, signed and sealed over the printed name of the duly licensed and registered Professional Electrical Engineer, and approved by the owner/applicant	
Sketch of Location	
Proof of lot/property ownership <ul style="list-style-type: none"> a. In case the applicant is the registered owner of the lot, one (1) certified true copy of latest Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT), on file with the Registry of Deeds b. In case the applicant is not the registered owner of the lot, in addition to the certified true copy of latest OCT/TCT, any of the following: duly 	Registry of Deeds



<p>notarized copy of the Contract of Lease, Award Notice, Deed of Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner</p> <p>c. If within a resettlement site, Certification from the Urban Poor Affairs Office that the applicant is the awardee of house/lot applied for</p>	Urban Poor Affairs Office
Photographs of the structure applied for showing front, sides and rear areas	
Barangay Clearance	Office of the Punong Barangay Concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window E)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If non-compliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Technical Review and Evaluation	None	2 days	<i>Electrical Evaluator, Building Permit Division Chief</i>



	1.5 Site Inspection	None	1 day	<i>Electrical Inspector</i>
	1.6 Prepare Order of Payment	None	1 hour	<i>Electrical Inspector</i>
	1.7 If non-compliant, issue Notice of Deficiencies/ Notice of Denial	None	1 hour	<i>Building Permit Division Chief, Building Official</i>
2. Receive the Order of Payment (Window E)	Release Order of Payment	None	15 minutes	<i>Releasing Clerk</i>
3. Pay the Fees and Charges (Window A - Cashier)	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	3.2 Prepare Permit for Issuance	None	1 hour	<i>Clerk</i>
	3.3 Recommend Issuance Permit	None	1 hour	<i>Building Permit Division Chief</i>
	3.4 Approve Issuance of Permit	None	1 hour	<i>Building Official</i>
4. Receive the Temporary/Permanent Wiring Permit and Certificate of Electrical Inspection (CEI)/Certificate of Final Electrical Inspection	Release Temporary/Permanent Wiring Permit and Certificate of Electrical Inspection (CEI)/Certificate of Final Electrical	None	15 minutes	<i>Clerk</i>



Application (CFEI)(Window E)	Inspection Application (CFEI)			
	Total		3 days, 7 hrs. & 15 mins.	

Mechanical Permit Application

Service Information

Office or Division:	Building Permit Division
Classification:	Complex
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent/request	Building Permit Division, City Engineer's Office
Four (4) copies of duly accomplished Application Form for Mechanical Permit	Building Permit Division, City Engineer's Office
Five (5) sets of Mechanical Design Plans, signed and sealed over the printed name of the duly licensed and registered Professional Mechanical Engineer, and approved by the owner/applicant	
Five (5) sets of Mechanical Design Specifications, signed and sealed over the printed name of the duly licensed and registered Professional Mechanical Engineer, and approved by the owner/applicant	
Five (5) sets of Bill of Materials/Cost Estimate of the proposed work, signed and sealed over the printed name by the duly licensed and registered Professional Mechanical Engineer, and approved by the owner/applicant	
Five (5) sets of Design Computation, signed and sealed over the printed name of the duly	



licensed and registered Professional Mechanical Engineer <i>(for elevators)</i>	
Five (5) sets of Heat Load Calculation, including Energy Efficiency Ratio (EER), signed and sealed over the printed name of the duly licensed and registered Professional Mechanical Engineer <i>(for air-conditioning units)</i>	
Five (5) sets of Hydraulic Calculation, signed and sealed over the printed name of the duly licensed and registered Professional Mechanical Engineer <i>(for sprinkler system)</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If non-compliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Technical Review and Evaluation	None	2 days	<i>Mechanical Evaluator, Building Permit Division Chief</i>
		None	1 hour	<i>Building Permit Division Chief,</i>



	1.5 If non-compliant, issue Notice of Deficiencies/ Notice of Denial 1.6 Prepare Order of Payment	None	1 hour	<i>Building Official</i> <i>Mechanical Evaluator</i>
2. Receive the Order of Payment (Window B)	Release Order of Payment	None	15 minutes	<i>Releasing Clerk</i>
3. Pay the Fees and Charges (Window A - Cashier)	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	3.2 Prepare Permit for Issuance	None	1 hour	<i>Clerk</i>
	3.3 Recommend Issuance Permit	None	1 hour	<i>Building Permit Division Chief</i>
	3.4 Approve Issuance of Permit	None	1 hour	<i>Building Official</i>
4. Receive the Mechanical Permit(Window C)	Release Mechanical Permit	None	15 minutes	<i>Clerk</i>
	Total		2 days, 7 hrs. & 5 mins.	

Mechanical Permit to Operate Application

Service Information



Office or Division:	Building Permit Division
Classification:	Complex
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approved Mechanical Permit	Building Permit Division, City Engineer's Office
One (1) set of approved Mechanical Plans, Specifications and other documents	Building Permit Division, City Engineer's Office
Two (2) copies of certification from a duly licensed and registered Professional Mechanical Engineer that the equipment is safe and sound for operation under normal condition in accordance with the Philippine Mechanical Code and Mechanical Engineering Law (RA 8495)	
Two (2) copies of test results for the following: <ul style="list-style-type: none"> a. Weight/Trip Test <i>(for elevators)</i> b. Hydro Test or Hydrostatic Test <i>(for pressure vessel, piping system and steam lines)</i> c. Micro Switches Test <i>(for escalators)</i> d. Hydrostatic or Emission Test <i>(for steam boilers)</i> e. ORSAT or Emission Test <i>(for internal combustion engines)</i> f. Pneumatic Test <i>(for gas lines)</i> g. Nitrogen Test <i>(for refrigerant lines)</i> h. Effectivity Test <i>(for safety devices)</i> 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	Receiving Clerk
		None	1 hour	



	1.2 Review Application Form and Documentary Requirements	None	15 minutes	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If non-compliant, issue Checklist of Deficiencies	None	2 days	<i>Receiving Clerk</i>
	1.4 Site Inspection	None	1 hour	<i>Mechanical Inspector</i>
	1.5 If non-compliant, issue Notice of Deficiencies/ Notice of Denial	None	1 hour	<i>Building Permit Division Chief, Building Official</i>
	1.6 Prepare Order of Payment			<i>Mechanical Inspector</i>
2. Receive the Order of Payment (Window B)	Release Order of Payment	None	15 minutes	<i>Releasing Clerk</i>
3. Pay the Fees and Charges (Window A - Cashier)	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	3.2 Prepare Permit for Issuance	None	1 hour	<i>Clerk</i>
	3.3 Recommend Issuance Permit	None	1 hour	<i>Building Permit Division Chief</i>
		None	1 hour	



	3.4 Approve Issuance of Permit			<i>Building Official</i>
4. Receive the Mechanical Permit to Operate(Window C)	Release Mechanical Permit to Operate	None	15 minutes	<i>Clerk</i>
	Total		2 days, 7 hrs. & 15 mins.	

Demolition Permit Application

Service Information

Office or Division:	Building Permit Division
Classification:	Complex
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent/request	Building Permit Division, City Engineer's Office
Four (4) copies of duly accomplished and notarized Application for Demolition Permit	Building Permit Division, City Engineer's Office
Five (5) sets of Demolition Plans, signed and sealed over the printed name of the duly licensed and registered Architect or Civil Engineer, and approved by the owner/applicant	
Certification from a duly licensed and registered Geodetic Engineer that the proposed demolition works shall be within the property of the owner/applicant	
Proof of building/property ownership	
Pictures of the building to be demolished	
Sketch Map of the location of the building to be demolished	
Clearance from the General Services Office (for government buildings)	General Services Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If non-compliant, issue Checklist of Deficiencies	None	15 minutes	<i>Receiving Clerk</i>
	1.4 Technical Review and Evaluation	None	2 days	<i>Trade Evaluators, Building Permit Division Chief</i>
	1.5 If non-compliant, issue Notice of Deficiencies/ Notice of Denial	None	1 hour	<i>Building Permit Division Chief, Building Official</i>
	1.6 Prepare Order of Payment	None	1 hour	<i>Assessor</i>
2. Receive the Order of Payment (Window B)	Release Order of Payment	None	15 minutes	<i>Releasing Clerk</i>



3. Pay the Fees and Charges (Window A - Cashier)	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	Cashier
	3.2 Prepare Permit for Issuance	None	1 hour	Clerk
	3.3 Recommend Issuance Permit	None	1 hour	Building Permit Division Chief
	3.4 Approve Issuance of Permit	None	1 hour	Building Official
4. Receive the Demolition Permit (Window C)	Release Demolition Permit	None	15 minutes	Clerk
	Total		2 days, 7 hrs. & 15 mins.	

Excavation and Ground Preparation Permit Application

Service Information

Office or Division:	Building Permit Division
Classification:	Complex
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent/request	Building Permit Division, City Engineer's Office
Four (4) copies of duly accomplished and notarized Application for Excavation and Ground Preparation Permit	Building Permit Division, City Engineer's Office



Five (5) sets of Building Plans, signed and sealed over the printed name of the duly licensed and registered Architect or Civil Engineer, and approved by the owner/applicant	
Certification from a duly licensed and registered Geodetic Engineer that the proposed excavation and ground preparation works shall be within the property of the owner/applicant	
Proof of lot/property ownership	
Five (5) sets of Structural Analysis and Design, signed and sealed over the printed name of the duly licensed and registered Civil/ Structural Engineer	
One (1) Construction Logbook, signed and sealed over the printed name of the duly licensed and registered Civil Engineer or Architect- In-Charge of construction, and signed by the owner/applicant	
Certificate of Zoning Compliance/Locational Clearance	City Planning and Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements (Window B)	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.3 If compliant, issue Claim Stub. If non-compliant, issue	None	15 minutes	<i>Receiving Clerk</i>



	Checklist of Deficiencies	None	2 days	<i>Trade Evaluators, Building Permit Division Chief</i>
	1.4 Technical Review and Evaluation	None	1 hour	<i>Building Permit Division Chief, Building Official</i>
	1.5 If non-compliant, issue Notice of Deficiencies/ Notice of Denial	None	1 hour	<i>Assessor</i>
	1.6 Prepare Order of Payment			
2. Receive the Order of Payment (Window B)	Release Order of Payment	None	15 minutes	<i>Releasing Clerk</i>
3. Pay the Fees and Charges (Window A - Cashier)	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>
	3.2 Prepare Permit for Issuance	None	1 hour	<i>Clerk</i>
	3.3 Recommend Issuance Permit	None	1 hour	<i>Building Permit Division Chief</i>
	3.4 Approve Issuance of Permit	None	1 hour	<i>Building Official</i>
4. Receive the Excavation and Ground Preparation Permit(Window C)	Release Excavation and Ground Preparation Permit	None	15 minutes	<i>Clerk</i>



	Total		2 days, 7 hrs. & 15 mins.	
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Temporary Sidewalk Enclosure and Occupancy Permit and Scaffolding Permit Application

Service Information

Office or Division:	Building Permit Division
Classification:	Complex
Type of Transaction:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent/request	Building Permit Division, City Engineer's Office
Four (4) copies of duly accomplished and notarized Application for Temporary Sidewalk Enclosure Permit and/or Scaffolding Permit	Building Permit Division, City Engineer's Office
Five (5) sets of Building Plans, signed and sealed over the printed name of the duly licensed and registered Architect or Civil Engineer, and approved by the owner/applicant	
If along a national road, Certification from Department of Public Works and Highways (DPWH)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary	1.1 Receive Application Form and	None	15 minutes	<i>Receiving Clerk</i>



Requirements (Window B)	Documentary Requirements	None	1 hour	<i>Document Verifier</i>
	1.2 Review Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.3 If compliant, issue Claim Stub. If non-compliant, issue Checklist of Deficiencies	None	2 days	<i>Trade Evaluators, Building Permit Division Chief</i>
	1.4 Technical Review and Evaluation	None	1 hour	<i>Building Permit Division Chief, Building Official</i>
	1.5 If non-compliant, issue Notice of Deficiencies/ Notice of Denial	None	1 hour	<i>Assessor</i>
	1.6 Prepare Order of Payment			
2. Receive the Order of Payment (Window B)	Release Order of Payment	None	15 minutes	<i>Releasing Clerk</i>
3. Pay the Fees and Charges (Window A - Cashier)	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>



	3.2 Prepare Permit for Issuance	None	1 hour	Clerk
	3.3 Recommend Issuance Permit	None	1 hour	Building Permit Division Chief
	3.4 Approve Issuance of Permit	None	1 hour	Building Official
4. Receive the Temporary Sidewalk Enclosure Permit and/or Scaffolding Permit(Window C)	Release Temporary Sidewalk Enclosure Permit and/or Scaffolding Permit	None	15 minutes	Clerk
	Total		2 days, 7 hrs. & 15 mins.	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Send text/e-mail or call up City Engineer's Office e-mail address: ceolegazpicity@yahoo.com contact number: 09171344453; 09682434819
How feedbacks are processed	<ol style="list-style-type: none"> 1) Internalizes feedbacks and discovers the area of concerns for corrective measures. 2) Quick look at it from other point of view or perspective for possible growth area 3) Provide or enlist help for a positive result.
How to file complaint	<ol style="list-style-type: none"> 1) Secure, fill-up properly and sign Client's Feedback Form



	<p>provided near the suggestion Box at the PACD and drop the same.</p> <ol style="list-style-type: none">2) Formal letter/ complaint addressed to the City Engineer3) Can call or contact the city engineer thru the CEO e-mail or mobile number.
How complaints are processed	<ol style="list-style-type: none">1. Retrieve/classify and summarize complaint.2. Analyze complaint and take appropriate action.3. Inform/ notify the client of the action/s taken through letter.4. If not within the authority, endorse/ forward complaint to Head of Office.
Contact Information of CCB, PCC, ARTA	