



CITY ENGINEER'S OFFICE



ISSUANCE OF SPECIAL PERMIT FOR TRUCK BAN

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>
2. Payment of fees	2.1 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		
	2.2 Prepares Permit	None	20 mins.	<i>Administrative Aide III</i>
	2.3 Checks/reviews/countersigns permit	None	10 mins.	<i>Division Head</i>
	2.4 Recommends to the City Mayor for Approval	None	10 mins.	<i>Assistant City Engineer City Engineer</i>



	2.5 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 PERMIT FOR USE OF ROADS
(Motorcade, Parade, Fun Run, Recorrida, Road Closure)**

Office or Division:	City Engineer's Office, Administrative Division			
Classification:	Simple Transaction			
Type of Transaction:	Government to Client			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of Letter Request				
One (1) copy of route of the activity				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request together with the route of the activity	1.1 Receives and verifies submitted documents	none	10 minutes	<i>Administrative Aide IV</i>
	1.2 Refers request to City Engineer	none	1 hour	<i>Assistant City Engineer</i> <i>City Engineer</i>
	1.3 Prepares assessment of payment	none	5 minutes	<i>Administrative Aide IV</i>
2. Payment of fees	2.1 Receives payment	P/ 350.00 per day of the activity	10 minutes	<i>Cashier</i>
	2.2 Prepares permit	none	20 minutes	<i>Administrative Aide IV</i>
	2.3 Checks / reviews / countersigns permit	none	10 minutes	<i>Division Head</i>
	2.4 Recommends for City Mayor's approval	none	10 minutes	<i>Assistant City Engineer</i> <i>City Engineer</i>
	2.5 Approves the permit	none	within the day	<i>City Mayor</i>



	Total:	P/ 350.00 per day of the activity	1 day, 1 hour & 5 minutes	
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**ISSUANCE OF PERMIT
(For hanging of banners/Tarpaulins/Streamers)**

Office or Division:	City Engineer's Office, Administrative Division
Classification:	Simple Transaction
Type of Transaction:	Government to Client
Who may avail:	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of Letter Request				
Actual streamers/banners/tarpaulins to be hanged				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request together with the actual number of streamers/banners/tarpaulins to be hanged	1.1 Receives and verifies	none	5 minutes	<i>Administrative Aide IV</i>
	1.2 Refers request to City Engineer	none	1 hour	<i>Assistant City Engineer</i> <i>City Engineer</i>
	1.3 Prepares assessment of payment	none	5 minutes	<i>Administrative Aide IV</i>
2. Payment of fees	2.1 Receives payment	/ 24.00 per sq.m. / week per piece with additional charge for dismantling fee based on the number of banners per week	5 minutes	<i>Cashier</i>
	2.2 Prepares permit	none	20 minutes	<i>Administrative Aide IV</i>
	2.3 Reviews permit for approval	none	10 minutes	<i>Division Head</i>
	2.4 Approves the permit and signs	none	10 minutes	<i>Assistant City Engineer</i>



	banners / tarpaulins / streamers			<i>City Engineer</i>
	2.5 Approves the permit	none	within the day	<i>City Mayor</i>
	Total:		1 day, 1 hour & five minutes	

ASSISTANCE TO RESEARCHERS

Office or Division:	City Engineer's Office, All Divisions			
Classification:	Government to Client			
Type of Transaction:	Simple Transaction			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request / referral	1.1 Receives request / referral	none	10 minutes	<i>Receiving Clerk (Administrative Aide I)</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 minutes	<i>Division Head</i>
	1.4 Informs requesting party of the status of the request	none	30 minutes	<i>Division Head</i>
	Total:		1 day, 1 hour & five minutes	

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

Office or Division:	City Engineer's Office, All Divisions			
Classification:	Government to Client			
Type of Transaction:	Simple Transaction			
Who may avail:	Students			



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request / referral	1.1 Receives request / referral	none	10 minutes	Receiving Clerk (Administrative Aide I)
	1.2 Refers request / referral to Administrative Officer	none	1 hour	City Engineer
	1.3 Evaluates request and confers with division/section heads if the request is practicable	none	30 minutes	Division Head
	1.4 Recommends request for approval	none	30 minutes	Division Head
	1.5 Approval of request	none	10 minutes	City Engineer
	1.6 Informs requesting party of the status of the request	none	5 minutes	Division Head
			2 hours and 25 minutes	

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

Office or Division:	City Engineer's Office, Construction Division			
Classification:	Government to Government			
Type of Transaction:	Highly Technical Transaction			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of Letter Request / Referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request	1.1 Receives letter request after referral of the head of office	none	10 minutes	Receiving Clerk (Administrative Aide I)
	1.2 Log-in record or refer to the Annual Investment Plan	none	half day	Division Head



	1.3 Assigns technical staff	none	20 minutes	<i>Division Head</i>
	1.4 Site Inspection	none	4 hours	<i>Engineer IV Engineer II Lab. Tech. II Draftsman Engineering Assts.</i>
	1.5 Ground / Foundation Survey	none	7days	<i>Engineer IV Engineer II Laborer 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 Assts. 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 lesser time depending on the availability of the City Mayor	<i>City Mayor</i>
	DURATION OF TRANSACTION: Three-Storey Building		26 days, 2 hours & 30 minutes	

**PREPARATION OF PROGRAM OF WORKS AND ESTIMATES
(ROADS AND DRAINAGES for 1 Million Pesos and Below)**

Office or Division:	City Engineer's Office, Construction Division
Classification:	Government to Government
Type of Transaction:	Highly Technical Transaction
Who may avail:	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) copy of Letter Request / Referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submits letter request	1.1 Receives letter request after referral of the head of office	none	10 minutes	Receiving Clerk (Administrative Aide I)
	1.2 Log-in record or refer to the Annual Investment Plan	none	half day	Division Head
	1.3 Assigns technical staff	none	20 minutes	Division Head
	1.4 Site Inspection and reconnaissance	none	4 hours	Engineer II Lab. Tech. II Engineering Assts. Engineering Aides
	1.5 Route/Profile Levelling Survey (Topographic Survey)	none	5 days (for roads) 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	Division Head
	1.9 Recommends for approval	none	2 hours	City Engineer
	1.10 Approves	none	within 1 day or lesser time depending on the availability of the City Mayor	City Mayor
	Total:		24 days, 6 hours & 30 minutes	

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

Office or Division:	City Engineer's Office, Construction Division	
Classification:	Government to Government	
Type of Transaction:	Highly Technical Transaction	
Who may avail:		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
One (1) copy of Letter Request / Referral		



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request	1.1 Receives letter request after referral of the head of office.	none	10 minutes	Receiving Clerk (Administrative Aide I)
	1.2 Log-in record or refer to the Annual Investment Plan	none	half day	Division Head
	1.3 Assigns technical staff.	none	20 minutes	Division Head
	1.4 Site Inspection and reconnaissance	none	4 hours	Engineer II Lab. Tech. II Engineering Assts. Engineering Aides
	1.5 Topographic Survey	none	4 days (for water system) 5 days (for bridges)	
	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	Division Head
	1.9 Recommends for approval	none	2 hours	City Engineer
	1.10 Approves	none	within 1 day or lesser time depending on the availability of the City Mayor	City Mayor
	Total:		37 days, 2 hours & 30 minutes	

PREPARATION OF PROGRAM OF WORKS AND ESTIMATES (BARANGAY PROJECTS)

Office or Division:	City Engineer's Office, Barangay Projects Section
Classification:	Government to Government
Type of Transaction:	Complex Transaction
Who may avail:	70 Legazpi City Barangays
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request	Barangay (requesting barangay)



Approved Barangay Resolution noted by the City Mayor for Augmentation or City Funded Project		City Engineer's Office/City Budget Office		
Approved Barangay Resolution or AIP for barangay funded projects		City Engineer's Office/City Budget Office		
Letter of Consent - for projects to be constructed inside or passing thru a private property		Lot Owner of private property		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request	1.1 Receives request and required documents	none	10 minutes	Receiving Clerk (Administrative Aide I)
	1.2 Refers request	none	4 hours	City Engineer
	1.3 Assigns technical staff	None	30 minutes	Section Head
	1.4 Inspects/verifies/prepares plan, estimate & POW	None	3 weeks	Section Head Civil Engineer Elec. Engineer Gen. Foreman Eng'g. Asst. Lab. Tech. II
	1.5 Checks and recommends for approval	none	2 days	Section Head Asst. City Engineer
	1.6 Approves and releases POW	none	1 day	City Engineer Releasing Clerk (Administrative Aide I)
	DURATION OF TRANSACTION		37 days, 2 hours & 30 minutes	

ISSUANCE OF FINAL INSPECTION REPORT TO COMPLETED BARANGAY PROJECTS

Office or Division:	City Engineer's Office, Barangay Projects Section
Classification:	Government to Government
Type of Transaction:	Complex Transaction
Who may avail:	70 Legazpi City Barangays
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request	Barangay (requesting party)
Duly labelled pictures of the completed project (before, during & after)	Barangay (requesting party)
Certificate of completion and acceptance of barangay projects	City Engineering (Barangay Division)



Notice of commencement of work		City Engineering (Barangay Division)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request together with required documents	1.1 Receives/verifies request and required documents	none	10 minutes	Receiving Clerk (Administrative Aide I)
	1.2 Refers request to Assistant City Engineer	none	4 hours	City Engineer
	1.3 Assigns inspectors	None	1 day	Assistant City Engineer
	1.4 Inspects / assesses completed project	None	2 days	Section Head Civil Engineer Electrical Engineer Gen. Foreman Engineering Asst. Lab. Tech. II Administrative Aide IV
	1.5 Prepares and releases inspection report	none	30 minutes	Releasing Clerk (Administrative Aide I)
	DURATION OF TRANSACTION		3 days, 4 hours & 40 minutes	

REPAIR & MAINTENANCE OF STREETLIGHTS AND OTHER ELECTRICAL FACILITIES

Office or Division:	City Engineer's Office, Electrical Section			
Classification:	Government to Government			
Type of Transaction:	Complex Transaction			
Who may avail:	70 Legazpi City Barangays & City Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request	1.1 Receives request / referral	none	10 minutes	Receiving Clerk (Administrative Aide I)
	1.2 Refers request / referral to section head	none	1 day	City Engineer



	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		7 Days	

REPAIR AND MAINTENANCE OF SERVICE VEHICLES AND HEAVY EQUIPMENTS AND OTHER EQUIPMENTS

Office or Division:	City Engineer's Office, Motorpool Division
Classification:	Government to Government
Type of Transaction:	Complex Transaction
Who may avail:	City Government Offices

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request	1.1 Receives request / referral	none	10 minutes	<i>Receiving Clerk (Administrative Aide I)</i>
	1.2 Refers request / 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 submits Post-Repair Inspection Report	none	2 hours	<i>Section Head</i>
	Total:		7 Days	



REPAIR, IMPROVEMENT AND MAINTENANCE OF ROADS AND DRAINAGES

Office or Division:	City Engineer's Office, Maintenance Division			
Classification:	Government to Government/Government to Client			
Type of Transaction:	Complex Transaction			
Who may avail:	70 Legazpi City Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/referral				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request	1.1 Receives request / referral	none	10 minutes	<i>Receiving Clerk (Administrative Aide I)</i>
	1.2 Refers request / 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	depends on work activities needed/the extent of the repair or work to be done	<i>Maintenance Team</i>
	Total:		7 Days	

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

Office or Division:	City Engineer's Office, Planning, Design and Programming Division			
Classification:	Government to Government			
Type of Transaction:	Highly Technical Transaction			
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. Submit letter request or as per instruction from the Honorable Mayor and City Engineer	1.1 Conference with the stakeholders to ascertain requirements	none	2 hours	<i>Division Head</i>
	1.2 Conduct site inspection and assessment of the site or 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:		2 weeks to 2 Months	
Note: Duration of transaction varies for every project considering the varying complexity of each project.				



ISSUANCE OF CERTIFICATE OF ANNUAL INSPECTION

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		
Business Permit Application (new applicant)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Application @ BPLO	1.1 Receives/validates request thru email sent by BPLO	none	20 minutes	<i>Receiving Clerk</i>
	1.2 Inspects business establishment	none	2 to 3 days	<i>Inspectorate Team (composed of Civil, Mechanical & Electrical Engineers)</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>
2. Payment of Fees	2.1 Receives payment	Attached Schedule of Fees	5 minutes	<i>Cashier</i>
	2.2 Prepares certificate	none	10 minutes	<i>Clerk</i>
	2.3 Checks / countersigns Certificate of Annual Inspection / Letter	none	15 minutes	<i>Section Head</i>
	2.4 Approves the Certificate of Annual Inspection / Letter	none	10 minutes	<i>Department Head</i>
	2.5 (a) Releases the 2.6 Certificate of Annual Inspection / Letter	none	20 minutes	<i>Releasing Clerk</i>
	2.5 (b) Delivery of letter of Denial	none	2 to 3 days	<i>Messenger / Clerk</i>



	Total:		3 days, 2 hours and 45 minutes	
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Building Permit Application

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:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)		
Type of Transaction:	Highly Technical		
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: 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)	
Certification that the project will NOT affect the Power Line Corridor, per Republic Act No. 11361	
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 (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)				
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 				
Affidavit of Undertaking (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)	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</i> <i>Zoning Officer</i> <i>Zoning Administrator</i>
	1.5 If non-compliant, issue Notice of Deficiencies	None	30 minutes	<i>Zoning Evaluator</i> <i>Zoning Officer</i> <i>Zoning Administrator</i>
	1.6 Technical Review and Evaluation	None	5 days (for Complex Applications) 15 days (for Highly-Technical Applications)	<i>Bureau of Fire Trade Evaluators</i> <i>Building Permit Division Chief</i> <i>Fire Marshall</i> <i>Building Official</i>
	1.7 If non-compliant, issue Notice of Deficiencies	None	30 minutes	<i>Building Permit Division Chief</i> <i>Building Official</i>
	1.8 Prepare Consolidated Order of Payment	None	1 hour	<i>Assessor</i>
	1.9 Review Consolidated Order of Payment	None	1 hour	<i>Building Permit Division Chief</i>
	1.10 Approve Consolidated Order of Payment	None	1 hour	<i>Building Official</i>
	2. Receive the Order of Payment (through SMS and E-mail) and Pay the Fees and	2.1 Pay Fees and Charges	Based on Order of Payment	15 minutes
2.2 Prepare Permits and Clearances for Issuance		None	1 hour	<i>Clerk</i>



Charges (Window A - Cashier or Online Payment)	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>

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

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:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Type of Transaction:	Highly Technical
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Three (3) copies of duly accomplished Application Form for Certificate of Occupancy	
Three (3) copies of duly accomplished and notarized form for Certificate of Completion	
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	<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 Joint Site Inspection	None	1 day	<i>Zoning Bureau of Fire 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 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>Assessor</i>
	1.8 Review Consolidated Order of Payment	None	1 hour	<i>Building Permit Division Chief</i>
	1.9* Approve Consolidated Order of Payment	None	1 hour	<i>Building Official</i>
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)	3. Release Certificate of Occupancy and Fire Safety Inspection Certificate	None	15 minutes	<i>Releasing Clerk</i>



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)

Office or Division:	Building Permit Division
Classification:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Type of Transaction:	Complex
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 notarized copy of the Contract of Lease, Award Notice, Deed of 	Registry of Deeds



Absolute Sale, Contract to Sell, Extra-Judicial Settlement or Authority from the registered owner c. If within a resettlement site, Certification from the Urban Poor Affairs Office that the applicant is the awardee of house/lot applied for		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		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>
	Prepare Order of Payment	None	1 hour	<i>Electrical Inspector</i>
	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)	2. Release Order of Payment	Based on Order of Payment	15 minutes	<i>Releasing Clerk</i>
	3.1 Pay Fees and Charges	Based on Order of Payment	15 minutes	<i>Cashier</i>



3. Pay the Fees and Charges (Window A - 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 Temporary/Permanent Wiring Permit and Certificate of Electrical Inspection (CEI)/Certificate of Final Electrical Inspection Application (CFEI)(Window E)	4. Release Temporary/Permanent Wiring Permit and Certificate of Electrical Inspection (CEI)/Certificate of Final Electrical Inspection Application (CFEI)	None	15 minutes	Clerk

Mechanical Permit Application

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of intent/request	
Four (4) copies of duly accomplished Application Form for Mechanical Permit	
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		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>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>
	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>Mechanical Evaluator</i>
2. Receive the Order of Payment (Window B)	2. 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>

Excavation Permit to Operate Application

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

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent/Request				
Three (3) copies of duly accomplished Application for Excavation Permit.		Maintenance Division		
Three (3) sets of Total Estimated Project Cost.				
Three (3) copies of proposed construction schedule of PERTCPM/Bar chart if duration is more than Fifteen (15) days. The proposed construction schedule shall include the restoration work.				
Three (3) sets of construction drawing/plans showing sketch /street plans/profile where such excavation work is proposed including affected trees/shurbs, pavement, sidewalks, center islands and other fixtures.				
Three (3) copies of street maps showing adjusted traffic flow pattern to be submitted for approval in such cases where the traffic re-routing is considered necessary.				
Three (3) sets of built plan.				
CLIENT STEPS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>



	1.2 Review Application Form and Documentary Requirements.	None	15 minutes	Documentary Verifier
	1.3 Technical Review and Evaluation	None	1 Hour	<i>Trade Evaluator, Maintenance Division Chief</i>
	1.4 If no complaint, Issue Notice of Deficiencies/Notice of Denial	None	30 Minutes	<i>Division Chief/City Engineer</i>
	1.5 Site Inspection	None	2 Hours	<i>Inspectorate Team/Division Chief</i>
	1.6 If no Complaint, Issue Notice of Deficiencies/Notice of Compliance	None	30 Minutes	<i>Maintenance Division Chief/ City Engineer</i>
	1.7 Prepare Order of Payment	None	30 Minutes	<i>City Assessor</i>
2. Receive the Order of Payment (Window B)	2. 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>Maintence Division Chief</i>
	3.4 Approve Issuance of Permit	None	1 hour	<i>City Engineer</i>
4. Receive the Excavation Permit	4. Release Mechanical Permit	None	15 minutes	<i>Clerk</i>

Smoke-Free Certificate of Compliance Application

Office or Division:	Maintenance Division
Classification:	Government to Client (G2C), Government to Business Entity (G2B), Government to Government (G2G)
Type of Transaction:	Simple
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent/Request	



Three (3) copies of duly accomplished Application for Smoke Free Certificate of Compliance.		Maintenance Division		
Three (3) sets of floor Plan.				
Attached Business Permit				
CLIENT STEPS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Application Form and Documentary Requirements	1.1 Receive Application Form and Documentary Requirements	None	15 minutes	<i>Receiving Clerk</i>
	1.2 Review Application Form and Documentary Requirements.	None	15 minutes	Documentary Verifier
	1.3 Technical Review and Evaluation	None	1 Hour	<i>Trade Evaluator, Maintenance Division Chief</i>
	1.4 If no compliant, Issue Notice of Deficiencies/Notice of Denial	None	30 Minutes	<i>Division Chief/City Engineer</i>
	1.5 Site Inspection	None	2 Hours	<i>Inspectorate Team/Division Chief</i>
	1.6 If no Complaint, Issue Notice of Deficiencies/Notice of Compliance	None	30 Minutes	<i>Maintenance Division Chief/ City Engineer</i>
	1.7 Prepare Order of Payment	None	30 Minutes	<i>City Assessor</i>
2. Receive the Order of Payment (Window B)	2. 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>Maintence Division Chief</i>
	3.4 Approve Issuance of Permit	None	1 hour	<i>City Engineer</i>



4. Receive the Smoke-Free Certificate of Compliance Permit	4. Release Mechanical Permit	None	15 minutes	Clerk
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FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Send text/e-mail or call up City Engineers Office e-mail address: ceolegazpicity@gmail.com contact number: 09283375065
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 provided near the Suggestion Box at the PACD and drop the same 2. Formal letter/complaint addressed to the City Engineer 3. 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	