



Chapter V

Municipal Engineering Office (MEO)

External Services



1. Approval and issuance of Building Permit

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, demolish and add any portion thereof or cause the same to be done, without first obtaining a Building Permit & other permits supplementary such as ancillary permits & accessory permits therefore from the Building Official assigned in the place where the subject building/structure is located or to be done.

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Case 1- Applicant is the owner of the lot and property is titled:	
Building Permit Form	Municipal Engineering Office
1. Certified true copy of TCT	Client/Assessor's Office
Or Tax declaration of property	Client/Assessor's Office
2. Current tax receipt or certification of non-tax delinquency	Treasury Office
3. Building plans	Private Licensed Civil Engineer/Architect
4. Bill of materials and cost estimates	Private Licensed Civil Engineer/Architect
5. Specifications	Private Licensed Civil Engineer/Architect
6. Deed of sale, if not yet transferred	Client
7. Barangay certification	Barangay Hall where the building will be located
8. Locational clearance	Municipal Planning and Development Office
9. Fire Safety Evaluation Clearance	Bureau of Fire Protection
<i>* 4 copies for nos. 1-8 and 2 copies for no. 9</i>	
Case 2- Applicant is not the owner of the lot and the property is titled:	
Building Permit Form	Municipal Engineering Office
1. Affidavit of consent	Client
2. Certified true copy of TCT or Tax declaration of property	Client/Assessor's Office
4. Current tax receipt or Certification of Non-Tax Delinquency	Treasury Office
4. Building plans	Private Licensed Civil Engineer/Architect
5. Bill of materials and cost estimates	Private Licensed Civil Engineer/Architect
6. Specifications, if 2-storey and above	Private Licensed Civil Engineer/Architect
7. Barangay Certification	Barangay Hall where the building be located
8. Locational Clearance	Municipal Planning & Development Office
9. Fire Safety Evaluation Clearance	Bureau of Fire Protection
<i>* 4 copies for nos. 1-8 and 2 copies for no. 9</i>	



Case 3- Applicant is the owner of the lot and the property is only under Tax Declaration:

Building Permit Form	Municipal Engineering Office
1. Tax Declaration of property	Client/Municipal Assessor's Office
2. Current tax receipt or certification of non-tax delinquency	Client/Municipal Assessor's Office
3. Building plans	Private Licensed Civil Engineer/Architect
4. Bill of materials and cost estimates	Private Licensed Civil Engineer/Architect
5. Specifications, if 2-storey and above	Private Licensed Civil Engineer/Architect
6. Deed of sale, if not yet transferred	Client
7. Barangay certification	Barangay Hall where the building be located
8. Locational clearance	Municipal Planning & Development Office
9. Fire Safety Evaluation Clearance	Bureau of Fire Department

* 4 copies for nos. 1-7 and 2 copies for no. 8

Case 4- Applicant is not the owner of the lot and the property is only under Tax Declaration

Building Permit Form	Municipal Engineering Office
1. Affidavit of consent	Client
2. Tax declaration of property	Client/Municipal Assessor's office
3. Current tax receipt or certification of non-tax delinquency	Municipal Treasury Office
4. Building plans	Private Licensed Civil Engineer/Architect
5. Bill of materials and cost estimates	Private Licensed Civil Engineer/Architect
6. Specifications, if 2-storey and above	Private Licensed Civil Engineer/Architect
7. Barangay Certification	Barangay Hall where the building be located
8. Locational Clearance	Municipal Planning & Development Office
9. Fire Safety Evaluation Clearance	Bureau of Fire Department

* 4 copies each

Note: Seismic Analysis and Structural design computations 3 to 4 stories or more.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Forms and requirements	1.0 Evaluate submitted documents	None	5 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>
	1.1 Compute/ Assess necessary fees	None	1 hour	<i>Municipal Engineer /Building Official MEO</i>
	1.2 Issue Computation Slip			



<p>2. Pay the required fees at the Municipal Treasury Office (MTO) by showing the Computation slip</p> <p>*Secure Official Receipt (OR)</p>	<p>2. Accept payment based on the Computation Slip and issue OR</p>	<p>Inspection fee- PhP100.00;</p> <p>Mayor's Permit fees- PhP100.00</p> <p><i>plus Bldg. Permit fees to be computed based on table below</i></p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>3. Return to the MEO and present Official Receipt (OR) and arrange for schedule of site inspection</p>	<p>3.0 Check the OR</p> <p>3.1 Schedule Site Inspection</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Municipal Engineer /Building Official MEO</i></p>
<p>4. Wait for the conduct of site inspection</p>	<p>4. Conducts site inspection</p>	<p>None</p>	<p>1 Day</p>	<p><i>Municipal Engineer /Building Official MEO</i></p>
<p>5. Return to the MEO and receive Approved Building Permit</p>	<p>5. Approve Building Permit and release Owner's Copy; retain copy for file and copy furnish appropriate agencies</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Municipal Engineer/Building Official</i></p> <p><i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i></p>
<p>Total</p>	<p>PhP200.00 plus Bldg. Permit fees</p>	<p>1 day, 1 hour 50 minutes</p>		



Building Permit Fees

1. Bases of Assessment
 - a. Character of occupancy of use of building/structure
 - b. Cost of construction
 - c. Floor area
2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table

Table II G.I. on fixed Cost of Construction per Sq. Meter

LOCATION	GROUP		
All Cities/ Municipalities	A, B, C, D, E, G, H & I	F	J
	P10,000	P8,000	P6,000

3. Construction/addition/renovation/alteration of buildings/structure under Group/s and Sub-Division shall be assessed as follows:

a.	Division A-1 Area in sq. meter	Fee (P) Per sq.m.
i)	Original complete construction up to 20.00 sq.meter	2.00
ii)	Additional/renovation/alteration up to 20.00 sq.m. Regardless of floor area of original construction	2.40
iii)	Above 20.00 sq.m. to 50.00 sq.m.	3.40
iv)	Above 50.00 sq.m. to 100.00 sq.m.	4.80
v)	Above 100.00 sq.m. 150.00 sq.m.	6.00
vi)	Above 150.00 sq.m.	7.20

Sample Computation for Building Fee for a 75.00 sq.m.floor area:

Floor Area = 75.00 sq.m.

Therefore, area bracket is 3. A.iv

Fee =P4.80/sq.m.

Building Fee = 75.00 x 4.80 = P360.00

b	Division A-2 Area in sq.m.	Fee (P) Per sq.m.
i)	Original complete construction up to 20.00 sq.m. regardless of floor area of original construction	3.00
ii)	Additional/renovation/alteration up to 20.00 sq.m. regardless of floor area of original construction	3.40
iii)	Above 20.00 sq.m. to 50.00 sq.m.	5.20
iv)	Above50.00 sq.m. to 100.00 sq.m.	8.00
v)	Above 150.00 sq.m.	8.40



c	Divisions. B-1/C-1/E-1,2,3/F-1/G-1,2,3/F-1/G-1,2,3,4,5/H-1 Area in sq.m.	Fee, (P) Per sq.m.
i)	Up to 5000	23.00
ii)	Above 5000 to 6000	22.00
iii)	Above 6000 to 7000	20.50
iv)	Above 7000 to 8000	19.50
v)	Above 8000 to 9000	18.00
vi)	Above 9000 to 10,000	17.00
vii)	Above 10,000 to 15,000	16.00
viii)	Above 15,000 to 20,000	15.00
ix)	Above 20,000 to 30,000	14.00
x)	Above 30,000	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example.

Sample computation for Building Fee for a building having a floor area of 32,000sq.m.:

<i>First 5000sq.m. @23.00</i>	<i>11,500.00</i>
<i>Next 1000sq.m. @22.00</i>	<i>2,200.00</i>
<i>Next 1000sq.m. @20.50</i>	<i>2,050.00</i>
<i>Next 1000sq.m. @19.50</i>	<i>1,950.00</i>
<i>Next 1000sq.m. @18.00</i>	<i>1,800.00</i>
<i>Next 1000sq.m. @17.00</i>	<i>1,700.00</i>
<i>Next 5000sq.m. @16.00</i>	<i>8,000.00</i>
<i>Next 5000sq.m. @15.00</i>	<i>7,500.00</i>
<i>Next 10000 sq.m. @14.00</i>	<i>14,000.00</i>
<i>Last 2000sq.m. @12.00</i>	<i>2,000.00</i>
<i>Total</i>	<i><u>P 53,100.00</u></i>



d	Divisions C,2/D-1,2,3 Area in sq.m.	Fee, (P) Per sq.m.
i)	Up to 5000-	12.00
ii)	Up to 5000 to 6000	11.00
iii)	Up to 6000 to 7000	10.20
iv)	Up to 7000 to 8000	9.60
v)	Up to 8000 to 9000	9.00
vi)	Up to 9000 to 10,000	8.40
vii)	Up to 10,000 to 15,000	7.20
viii)	Up to 15,000 to 20,000	6.60
ix)	Up to 20,000 to 30,000	6.00
x)	Up to 30,000	5.00
e	Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3d)	Fee, (PhP) As stated

NOTE: Computation of the Building Fee in item 3. d. follows the example of Section 3.c. of this Schedule.



2. Issuance of Certified True Copies

Certified copies of documents/records on file may be issued to requesting parties for legal purposes provided by a written request and approved by the Municipal Engineer & Building Official or by the Municipal Mayor or by the Municipal Administrator.

Office or Division:		Municipal Engineering Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and other necessary documents	1.0 Check on records the existence of the requested document /s 1.1 Issues Order of Payment	None	20 minutes	<i>Administrative Aide VI/ Administrative Aide III MEO</i>
2. Pay the required fees at the Municipal Treasury Office by showing OP *Secure OR	2. Accept payment based on the OP and issue OR	Certification Fee- PhP 50.00/ copy Verification Fee- PhP 50.00	30 minutes	<i>Revenue Collection Clerk MTO</i>
3. Return to the MEO for the processing and release of the Certification	3.0 Check the OR 3.1 Review, certify and issue the Certificate to the client	None	10 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO Municipal Engineer/Building Official MEO</i>
TOTAL		PhP 100.00	1 hour	



3. Approval and Issuance of Electrical Permit

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, demolish and add any portion thereof or cause the same to be done, without first obtaining a Building Permit & other permits supplementary such as ancillary permits & accessory permits therefore from the Building Official assigned in the place where the subject building/structure is located or to be done.

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Forms		BENECO accredited Electrical Contractors		
Barangay Clearance		Barangay Hall where the Electrical connection is to be located		
Form stating number of switches, lighting and convenience outlets, electrical plan		Private Electrical Engineer		
<i>Please bring a set of photocopies of the above documents</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Forms and requirements	1.0 Evaluates submitted documents	None	5 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>
	1.1 Compute/ Assess necessary fees and issue Computation Slip	None	20 minutes	<i>Municipal Engineer /Building Official MEO</i>
2. Pay the required fees at the Municipal Treasury Office (MTO) by showing the Computation slip *Secure OR	2. Accept payment based on the Computation Slip and issue Official Receipt (OR)	Inspection fee- PhP100.00 <i>Plus Fees to be computed based on table below</i>	30 minutes	<i>Revenue Collection Clerks MTO</i>



3. Return to the MEO and present Official Receipt (OR) and arrange for schedule of site inspection, if necessary, otherwise proceed to Step 5	3.0 Check the OR 3.1 Schedule Site Inspection	None	5 minutes	Municipal Engineer /Building Official MEO
4. Wait for the conduct of site inspection	4. Conducts site inspection	None	1 Day	Municipal Engineer /Building Official MEO
5. Return to the MEO and receive Approved Electrical Permit	5. Approve Building Permit, record and release Electrical Permit	None	10 minutes	Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO Municipal Engineer/Building Official MEO
TOTAL		Varies	1 Day, 1 hour, 10 minutes	

Electrical Permit Fees

(a)	Total Connected Load, (KVA)	Fee (PhP)
i)	5KVA or less-	200.00
ii)	Over 5 KVA to 50 kVA-	200.00+20,00/KVA
iii)	Over 50 KVA to 300 kVA-	1,000.00 + 10,00/KVA
iv)	Over 300 KVA to 1,500 kVA-	3,600.00 + 5.00 KVA
v)	Over 1,500 KVA to 6,000 KVA -	9,600.00 + 2.50/KVA
vi)	Over 6,000 KVA-	20,850.00 + 1.25/KVA

NOTE: Total Connected Load as shown in the schedule



(b)	Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity (KVA)		Fee (PhP)
	i)	5KVA or less-	40.00
	ii)	Over 5 KVA to 50 KVA	40.00+ 4.00/KVA
	iii)	Over 50 KVA to 300 KVA	220.00 + 2.00/KVA
	iv)	Over 300 KVA to 1,500 KVA	720.00 + 1.00 KVA
	v)	Over 1,500 KVA to 6,000 KVA	1,920.00 + 0.50/KVA
	vi)	Over 6,000 KVA	4,170.00 + 0.25/KVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/installed by the owner/applicant as shown in the electrical plans and specification.

(c)	Pole/Attachment Location Plan Permit		Fee (PhP)
	i)	Power Supply Pole Location	30.00/pole
	ii)	Guying Attachment	30.00/attachment

This applies to designs/installation within the premises



(d)	Miscellaneous Fees: Electrical Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit		Fee (PhP)
	Use or Character of Occupancy	Electric Meter	Wiring Permit
	Residential	15.00	15.00
	Commercial/Industrial	60.00	36.00
	Residential	30.00	12.00
(1.)	Central Office switching equipment, remote switching units, concentrators, PAB/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other type of switch/routing/distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communication.		2.40 Per port
(2.)	Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location.		1,000.00 Per port
(3.)	Automated letter machines, ticketing vending and other types of electronic dispensing machine, telephone booths, pay phones, coin changes, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors.		10.00 Per outlet



(4.)	Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications service, irrespective of whether a user terminal is connected.	2.40 Per outlet
(5.)	Station/termination/control point/port/central or remote panels/outlets for security and alarm system (including watchman system, burglar alarms, intrusion detection systems, sensors, detectors, parking management system, barrier controls, signal lights, etc.) electronics fire alarm (including early-detection systems, smoke detectors, etc.) sound-reinforcement/background, music/paging/conference system and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance system, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected.	2.40 Per termination
(6.)	Studios, auditoriums, theatres, and similar structures for radio and TV broadcast recording, audio/video reproductions/simulation and similar activities.	1,000.00 Per location
(7.)	Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception.	1,000.00 Per structure
(8.)	Electronic or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc.	50.00 Per unit
(9.)	Poles and attachment: i) Per pole (to be paid by pole owner)- ii) Per attachment (to be paid by any entity who attaches to the pole of others)- Other types or electronically-controlled device, apparatus, equipment or units not specifically identified above.	20.00 20.00 50.00 Per unit



5. Approval and Issuance of Fencing Permit

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, demolish and add any portion thereof or cause the same to be done, without first obtaining a Building Permit & other permits supplementary such as ancillary permits & accessory permits therefore from the Building Official assigned in the place where the subject building/structure is located or to be done.

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application forms		Municipal Engineering Office		
Tax declaration or TCT of the property		Client/Municipal Assessor's Office		
Barangay clearance/certification		Barangay Hall where the fencing will be located		
Current tax receipts or Certificate of Non-Tax Delinquency		Client/Municipal Treasury Office		
Location plan and fencing drawings		Private Civil Engineer		
Cost estimates		Private Civil Engineer		
<i>Please bring a set of photocopies of the above documents</i>				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and requirements	1.0 Evaluate submitted documents	None	5 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>
	1.1 Compute/ Assess necessary fees	None	20 minutes	<i>Municipal Engineer /Building Official MEO</i>
	1.2 Issue Computation Slip			



<p>2. Pay the required fees at the Municipal Treasury Office (MTO) by</p> <p>showing the Computation slip</p> <p>*Secure Official Receipt (OR)</p>	<p>2. Accept payment based on the Computation Slip and issue OR</p>	<p>Inspection fee- PhP100.00</p> <p>Mayor's Permit fee- PhP100.00</p> <p><i>Plus, fees to be computed based on table below</i></p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>3. Return to the MEO and present Official Receipt (OR) and arrange for schedule of site inspection, if necessary otherwise proceed to Step 5</p>	<p>3.0 Check the OR</p> <p>3.1 Schedule Site Inspection</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Municipal Engineer /Building Official MEO</i></p>
<p>4. Wait for the conduct of site inspection</p>	<p>4. Conducts site inspection</p>	<p>None</p>	<p>1 Day</p>	<p><i>Municipal Engineer /Building Official MEO</i></p>
<p>5. Return to the MEO and receive Approved Fencing Permit</p>	<p>5. Approve Building Permit, record and release Electrical Permit</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I</i></p> <p><i>Municipal Engineer/Building Official MEO</i></p>
<p>TOTAL</p>		<p>PhP 100.00</p>	<p>1 Day, 1 hour, 10 minutes</p>	



Fencing Permit Fee	Fee (PhP)
Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	3.00
In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
Made of indigenous materials, barbed, chicken or hog wires, per lineal meter	2.40
Line and grade, first 10 meters	24.00
every meter or fraction thereof in excess of 10.0 meters	2.40



5. Approval and Issuance of Ground Preparation and Excavation Permit

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, demolish and add any portion thereof or cause the same to be done, without first obtaining a Building Permit & other permits supplementary such as ancillary permits & accessory permits therefore from the Building Official assigned in the place where the subject building/structure is located or to be done.

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application forms		Municipal Engineering Office		
Tax declaration or TCT of the property		Client/Municipal Assessor's Office		
Barangay clearance/certification		Barangay Hall where the excavation is to be located		
Current tax receipts or Certificate of Non-Tax Delinquency		Municipal Treasury Office		
Plans and details		Private Licensed Civil Engineer		
Cost estimates		Private Licensed Civil Engineer		
<i>Note: Please bring a set of photocopies of the above documents</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and requirements	1.0 Evaluate submitted documents	None	5 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>
	1.1 Compute/ Assess necessary fees 1.2 Issue Computation Slip	None	20 minutes	<i>Municipal Engineer /Building Official MEO</i>
2. Pay the required fees at the Municipal Treasury Office (MTO) by showing	2. Accept payment based on the Computation Slip and issue OR	Inspection fee- PhP100.00	30 minutes	<i>Revenue Collection Clerks MTO</i>



the Computation slip *Secure Official Receipt (OR)		Mayor's Permit fee- PhP100.00 <i>Plus, fees to be computed based on table below</i>		
3. Return to the MEO and present Official Receipt (OR) and arrange for schedule of site inspection, if necessary otherwise proceed to Step 5	3.0 Check the OR 3.1 Schedule Site Inspection	None	5 minutes	<i>Municipal Engineer /Building Official</i> MEO
4. Wait for the conduct of site inspection	4. Conducts site inspection	None	1 Day	<i>Municipal Engineer /Building Official</i> MEO
5. Return to the MEO and receive Approved Excavation and Ground Preparation Permit	5. Approve Permit, record and release Electrical Permit	None	10 minutes	<i>Administrative Aide VI/</i> <i>Administrative Aide III/</i> <i>Administrative Officer I</i> MEO <i>Municipal Engineer/</i> <i>Building Official</i> MEO
TOTAL		Varies	1 Day, 1 hour, 10 minutes	



Excavation and Ground Preparation Permit	Fees (PhP)
Per cu. meters of excavation	3.00
Issuance of GP and EP, valid only for thirty (30) days or supersede upon issuance of building permit	50.00
Per cu. meters of excavation for foundation with basement	4.00
excavation other than foundation or basement, per cu. meter	3.00
Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq.m. or fraction thereof of footings or foundation encroachment	250.00



6. Municipal Heavy Equipment Rental

The municipality of Itogon through ordinance no. 25, s. 2008 created the Municipal Economic Enterprise Development and Management Office (MEEDMO) of the Municipality of Itogon. The office shall be the main and central supervisory body for the conceptualization, profitable management and operation of all feasible economic enterprises which the municipal government ventures upon. The SB res. no. 86, s. 2009 establishes the heavy equipment rental enterprise which shall be under the MEEDMO.

Office or Division:		Municipal Engineering Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request approved by the LCE with the following details: <i>What type of equipment? Where to use? When to use and duration?</i>		Lessee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved written request	1.0 Receive document and check availability of the requested equipment 1.1 Prepare the Equipment Rental Request including assessment of fees	None	30 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I/ Construction and Maintenance Foreman (CMF)/ Construction and Maintenance General Foreman (CMGF) MEO</i>
2. Sign the Equipment Rental Request Form	2. Review and sign the Equipment Rental Request Form then let the LCE approved the same	None	30 minutes	<i>Municipal Engineer Mechanic II MEO Local Chief Executive (LCE) Mayor's Office</i>



3. Pay the required fees at the Municipal Treasury Office by showing Rental Request Form and secure Official Receipt (OR)	3. Accept payment based on the Rental Request Form and issue OR	<i>Rental fees to be computed based on the table below</i>	30 minutes	<i>Revenue Collection Clerks MTO</i>
4. Return to the MEO for the processing of the request	4.0 Assign Driver/Heavy Equipment Operator to be in-charge and check on the equipment for lease before the scheduled date/time and to prepare inspection reports thereafter 4.1 Prepare Trip Ticket	None	20 minutes	<i>Administrative Aide III/ CMGF/CMF MEO</i>
5. Proceed to the motor pool for dispatch of the equipment requested	5.0 Record details in the client's logbook 5.1 Mobilize the Heavy Equipment	None	1 day	<i>Administrative Aide III/ CMGF/CMF MEO</i>



6.0 Return the leased equipment and settle additional payment to the MTO, if any	6. Check actual use of the equipment with lease contract made; Assess additional remunerations according to actual use, if any	<i>Refer to lease contract and report of driver/operator or as to actual use</i>	20 minutes	<i>Administrative Aide III/ CMGF/CMF MEO</i>
Total		Varies	1 day, 2 hours, 10 minutes	

Rental Fees		
Heavy Equipment	Bare Rate/Hour w/o operator	Operated Rate/Hour w/ operator
4D Bulldozer with Reaper (Exclusive of Fuel)	1,401.12	2,052.00
Payloader - KLD	1,384.24	2,130.00
- APACHE	1,051.05	1,617.00
Road Grader – Any Model	837.41	1,378.00
Dump Truck, 3.00 cu.m.	482.72	743.00
Self-loading Truck		
- first four km.		2,000.00
- succeeding km.		500.00
Road Roller	414.80	761.00
Backhoe, Wheel Type Excavator, 0.40m ³	1,365.65	2,101.00
Man lifter (Boom Truck)	577.72	889.00



7. Approval and Issuance of Mechanical Permit

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, demolish and add any portion thereof or cause the same to be done, without first obtaining a Building Permit & other permits supplementary such as ancillary permits & accessory permits therefore from the Building Official assigned in the place where the subject building/structure is located or to be done.

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application forms		Municipal Engineering Office		
Itemized list, plans and drawings		Private Licensed Mechanical Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and requirements	1.0 Evaluate submitted documents	None	5 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>
	1.1 Compute/ Assess necessary fees	None	20 minutes	<i>Municipal Engineer /Building Official MEO</i>
	1.2 Issue Computation Slip			
2. Pay the required fees at the Municipal Treasury Office (MTO) by showing the Computation slip *Secure Official Receipt (OR)	2. Accept payment based on the Computation Slip and issue OR	Inspection fee- PhP100.00 Mayor's Permit fee- PhP100.00	30 minutes	<i>Revenue Collection Clerks MTO</i>



		<i>Plus, fees to be computed based on the following table</i>		
3. Return to the MEO and present Official Receipt (OR) and arrange for schedule of site inspection, if necessary otherwise proceed to Step 5	3.0 Check the OR 3.1 Schedule Site Inspection	None	5 minutes	<i>Municipal Engineer /Building Official MEO</i>
4. Wait for the conduct of site inspection	4. Conducts site inspection	None	1 Day	<i>Municipal Engineer /Building Official MEO</i>
5. Return to the MEO and receive Approved Mechanical Permit	5. Approve Permit, record and release Mechanical Permit	None	10 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i> <i>Municipal Engineer/ Building Official MEO</i>
TOTAL		Varies	1 Day, 1 hour, 10 minutes	



Mechanical Fees

(a)	Refrigeration, Air Conditioning and Mechanical Ventilation:	Fee, (PhP)
i)	Refrigeration (cold storage), per ton or fraction thereof	40.00
ii)	Ice Plants, per ton or fraction thereof-	60.00
iii)	Packaged/Centralized, Air Conditioning System up to 100 tons, per tons-	90.00
iv)	Every ton or fraction thereof above 100 tons-	40.00
v)	Window type air conditions, per unit-	60.00
vi)	Mechanical Ventilation, per KW or fraction thereof of blower or fan, or metric equivalent.	40.00
vii)	In a series of AC/REF system located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	As stated

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i)

1.10 KW per ton, for compressor up to 5 tons capacity,
 1.0 KW per ton, for compressor above 5 tons up to 50 tons capacity
 0.97 KW per ton, for compressor above 50 tons capacity.

For Ice making (refer to 5, a.ii)

3.50 kW per ton, for compressor up to 5 tons capacity,
 3.25 kW per ton, for compressor above 5 up to 50 tons capacity
 3.00 kW per ton, for compressor above 50 tons capacity

For Air conditioning (refer to 5.a.iii)

0.90 kW per ton, for compressors 1.2 to 5 tons capacity
 0.80 kW per ton, for above 5 up to 50 tons capacity.
 0.70 kW per ton, for compressor above 50 tons. Capacity



(b)	Escalator and Making Walks. Funiculars and the like.	Fee, (PhP)
	i) Escalator and moving walk, per kW or fraction thereof-	10.00
	ii) Escalator and moving walks up to 20.00 lineal meters or fraction thereof-	20.00
	iii) Every lineal meter or fraction thereat in excess of 20.00 lineal meters	10.00
	iv) Funicular, per kW or fraction thereof-	200.00
	(a) Per lineal meter travel-	20.00
	v) Cable car, per kW or fraction thereof-	40.00
	(a) Per lineal meter travel	5.00
(c)	Elevators, per unit	Fee, (PhP)
	i) Motor driven dumbwaiters-	600.00
	ii) Constructions elevators for materials-	2,000.00
	iii) Passenger elevators-	5,000.00
	v) Car elevators-	5,000.00
(d)	Boilers, per kW:	Fee, (PhP)
	i) Up to 7.5kW-	500.00
	ii) Above 7.5 kW to 22kW-	700.00
	iii) Above 22 kW to 37 kW	900.00
	iv) Above 37 kW to 52 kW-	1,200.00
	v) Above 52 kW to 67 kW-	1,400.00
	vi) Above 67 kW to 74 kW-	1,600.00
	vii) Every kW or fraction thereof above 74 KW	5.00
NOTE:		
a) <i>Boiler rating shall be computed on the basis of 1.00 sq.m. of heating surface for one (1) boiler kW.</i>		
b) <i>Steam from this boiler used to proper any prime-mover is exempted from fees.</i>		
c) <i>Steam engines/turbines/etc. properties from geothermal source will use the same schedule of fees above.</i>		
(e)	Pressurized water, heater, per unit	200.00
(f)	Water, sump and sewage pumps for commercial/industrial use, per kW or fraction hereof-	60.00
(g)	Automatic fire sprinkler system, per sprinkle head	4.00



(h)	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW	
	i) Every kW up to 50kW	25.00
	ii) Above 50kW up to 100kW	20.00
	iii) Every kW above 100kW	3.00
(i)	Compressed Air, Vacuum, Commercial, Institutional and/or industrial Gases, per outlet	20.00
(j)	Gas Meter, per unit	100.00
(k)	Power piping for gas/steam/etc., per meter or fraction thereof or per cu.m. or fraction thereof whichever is higher	4.00
(l)	Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the L.T.O., per kW.	
	i) Up to 50kW	10.00
	ii) Above 50kW to 100kW	12.00
	iii) Every kW above, per cu. Meter or fraction thereof	3.00
(m)	Pressure Vessels, per cu.m. or fraction thereof	60.00
(n)	Other Machine/Equipment for commercial/industrial/institutional use not elsewhere specified, per kW or fraction thereof	60.00
(o)	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof	10.00
(p)	Weighing Scale, Structure, per ton or fraction thereof	50.00
<i>NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.</i>		



8. Approval and Issuance of Occupancy Permit

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, demolish and add any portion thereof or cause the same to be done, without first obtaining a Building Permit & other permits supplementary such as ancillary permits & accessory permits therefore from the Building Official assigned in the place where the subject building/structure is located or to be done.

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of Approved Building Permit or Barangay Certification, if old house prior to promulgation of the National Building Code of the Philippines		Applicant/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application forms and requirements	1.0 Evaluate submitted documents	None	5 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I</i> MEO
	1.1 Compute/ Assess necessary fees	None	20 minutes	<i>Municipal Engineer /Building Official</i> MEO
	1.2 Issue Computation Slip			



<p>2. Pay the required fees at the Municipal Treasury Office (MTO) by showing the Computation slip *Secure Official Receipt (OR)</p>	<p>2. Accept payment based on the Computation Slip and issue OR</p>	<p>Inspection fee- PhP 100.00 Mayor's Permit fee- PhP 100.00 <i>Plus, fees to be computed based on table below</i></p>	<p>30 minutes</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>3. Return to the MEO and present Official Receipt (OR) and arrange for schedule of site inspection, if necessary otherwise proceed to Step 5</p>	<p>3.0 Check the OR 3.1 Schedule Site Inspection</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Municipal Engineer /Building Official MEO</i></p>
<p>4. Wait for the conduct of site inspection</p>	<p>4. Conducts site inspection</p>	<p>None</p>	<p>1 Day</p>	<p><i>Municipal Engineer /Building Official MEO</i></p>
<p>5. Return to the MEO and receive Occupancy Permit</p>	<p>5. Approve Permit, record and release Occupancy Permit</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO Municipal Engineer/ Building Official MEO</i></p>
<p>TOTAL</p>		<p>Varies</p>	<p>1 Day, 1 hour, 10 minutes</p>	



Occupancy fees:

a. Division A-1 & A-2 buildings:

- P 100.00, costing up to P150,000.00
- P 200.00, costing more than P150,000.00 up to P400,000.00
- P 400.00, costing more than P400,000.00 up to P850,000.00
- P 800.00, costing more than P850,000.00 up to P1,200,000.00
- P 800.00, every million or portion thereof in excess of P1,200,000.00

b. Division B-1/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/and I-1 buildings:

- P 200.00, costing up to P150,000.00
- P 400.00, costing more than P150,000.00 up to P400,000.00
- P 800.00, costing more than P400,000.00 up to P850,000.00
- P 1,000.00, costing more than P850,000.00 up to P1,200,000.00
- P 1,000.00, every million or portion thereof in excess of P1,200,000.00

c. Division C-1,2/D-1,2,3 buildings:

- P 150.00, costing up to P150,000.00
- P 2500.00, costing more than P150,000.00 up to P400,000.00
- P 600.00, costing more than P400,000.00 up to P850,000.00
- P 900.00, costing more than P850,000.00 up to P1,200,000.00
- P 900.00, every million or portion thereof in excess of P1,200,000.00

d. Division J-1 buildings/structures:

- P 50.00, w/floor area up to 20.00 sq.m.
- P 240.00, w/ floor area above 20.00 sq.m. up to 500.00 sq.m.
- P 360.00, w/ floor area above 500.00 sq.m. up to 1,000.00 sq.m.
- P 480.00, w/ floor area above 1,000.00 sq.m. up to 5,000.00 sq.m.
- P 200.00, w/ floor area above 5,000.00 sq.m. up to 10,000 sq.m.
- P 2,400, w/ floor area above 10,000.00 sq.m

e. Division J-2 structures:

- Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal of which they are accessories
- Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d Above



- Towers such as for radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:

P 800.00- first 10.00 meters of height from the ground

P 50.00- every meter or fraction thereof in excess of 10.00 meters

f. P5.00, change in use/occupancy per sq.m. or fraction thereof of area affected

Inspection fees:

a. Division A-1 and A-2:

- **P 120.00**, single detached dwelling units and duplexes are not subject to annual inspections
- **P 120.00**, if the owner request inspections, the fee for each of the services enumerated below is
 - Land use conformity
 - Architectural presentability
 - Structural stability
 - Sanitary and health requirements
 - Fire-resistive requirements

b. Division B-1/D-1,2,3/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4 and I-1, Commercial, Industrial, Institutional buildings and appendages shall be assessed area as follows:

- **P 150.00**, appendage of up to 3.00 m³/unit
- **P 120.00**, floor area up to 100.00 m²
- **P 240.00**, above 100.00 m² up to 200.00 m²
- **P 80.00**, above 200.00 m² up to 350.00 m²
- **P 720.00**, above 350.00 m² up to 500.00 m²
- **P 960.00**, above 500.00 m² up to 750.00 m²
- **P 1,200.00**, above 750.00 m² up to 1,000.00 m²
- **P 1,200.00**, every 1,000.00 m² or its portion in excess of 1,000.00 m²



9. Infrastructure Project Implementation

The Municipal Engineering Office is mandated to administer, coordinate, supervise & control the construction, maintenance, improvement, and repair of roads, bridges and other engineering public works projects of the local government unit

Office or Division:		Municipal Engineering Office		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business		
Who may avail:		All PCAB Registered Contractors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contract Documents and Notice to Proceed (NTP)		Contractor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Notice to Proceed (NTP)	1.0 Receive and record Contract Documents and further transmit copies of the same to the office of the Commission on Audit (COA)	None	1 day	<i>Administrative Aide VI Administrative Aide III Administrative Officer I MEO</i>
2. Mobilize and start construction until project shall be completed	2. Conduct regular inspection while project is on-going	None	Project duration	<i>Project-in-charge MEO</i>
3. Submit request for final inspection, Statement of Work Accomplished (SWA) and Back-up Computation upon completion of the project to the LCE for approval	3. Receive approved request for inspection then prepare request to COA indicating the schedule of post-inspection	None	1 day	<i>Administrative Aide VI Administrative Aide III Administrative Officer I MEO</i>



4. Ensure presence during post-inspection to answer matters that may arise	4. Conduct post-inspection	None	1 day	<i>Project-in-charge</i> MEO
5. Return to MEO for processing of post-inspection reports and Billing documents	5.0 Prepare post-inspection reports and billing documents	None	1 day	<i>Project-in-charge</i> <i>Administrative Aide VI/</i> <i>Administrative Aide III/</i> <i>Administrative Officer I</i> MEO
	5.1 Review and approve post-inspection reports and billing documents			<i>Municipal Engineer</i> MEO
	5.2 Endorse documents to the next responsible office			<i>Administrative Aide VI/</i> <i>Administrative Aide III/</i> <i>Administrative Officer I</i> MEO
Total		None	4 days plus Project duration	



10. Technical Assistance in the Preparation of Program of Work (POW)

The office provides technical services to the local chief executive and other offices relative to the preparation of engineering designs, material testing & quality control and other public works for the municipality and its barangays

Office or Division:	Municipal Engineering Office
Classification:	Simple to Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Funding	
Barangay Resolution requesting for funding	Client/Barangay Hall
Certification of inclusion in the AIP from the MPDO	Municipal Planning & Development Office
With Funding	
Budget Resolutions/Ordinances identifying projects under respective source of funds, in the case of the municipality <i>Or</i> Budget Resolutions/Ordinances identifying projects under respective source of funds with the Certificate of Availability of Funds (CAF), in the case of barangays <i>Or</i> SARO, in the case of downloaded national agency funds <i>Or</i> Request with the List of funded projects, in the case of CSR/SDMP fund	Sangguniang Bayan Office Barangay Hall (Where the project is located) Municipal Budget Office/Municipal Accounting Office Municipal Budget Office/Municipal Accounting Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.0 Receive and record documents	None	5 minutes	<i>Administrative Aide III Administrative Aide VI Administrative Officer I MEO</i>
	1.1 Conducts Project pre-inspection	None	1 Day	<i>Municipal Engineer and Building Official MEO</i>
	1.2 Prepares Plans, Detailed Estimates and POW	None	Highly Technical- 20 days Complex-7 days Simple- 3 days	<i>Municipal Engineer and Building Official MEO</i>
	1.3 Review and recommend approval of POW of the concerned	None	1 day	<i>Municipal Engineer and Building Official MEO</i>
2. Return to the MEO and get a copy of the POW	2. Release copies of POW for hand carry to approving authorities: If Brgy. Funds, Punong Barangay of the requesting Barangay shall approve POW If Municipal funds and other funds, the Municipal Mayor shall approve POW			<i>Administrative Aide III Administrative Aide VI Administrative Officer I MEO</i> <i>Punong Barangay Concerned Barangay</i> <i>Municipal Mayor MO</i>
Total		None	Highly Tech'l- 20 days Complex- 7 days Simple- 3 days	