

MUNICIPAL ENGINEERING OFFICE

ISSUANCE OF BUILDING PERMIT

1. Apply in person/online to get the copy of List of Requirements, Unified Form for Building Permit, and other Ancillary Permit Forms
2. Accomplish all the necessary permit forms & other requirements
3. Evaluation of Plans & computation of Order of Payment
4. Endorse one (1) copy of Building Plan & Specifications to the Bureau of Fire Protection (BFP) & get a copy of Fire Safety Evaluation Clearance (FSEC)
5. Pay the corresponding fees to the Treasury Office
6. Present the Official Receipt & FSEC
7. Issuance of Building Permit

ISSUANCE OF CERTIFICATE OF OCCUPANCY

1. Apply in person/online to get the copy of Application for Certificate of Occupancy, Certificate of Completion & other requirements
2. Evaluation & Site Inspection of the Building
3. Pay the Occupancy Fee to the Treasury
4. Endorse to the Bureau of Fire Protection (BFP) for Final Inspection & get a copy of Fire Safety Inspection Certificate (FSIC)
5. Present the Official Receipt & FSIC
6. Issuance of Certificate of Occupancy

RESPONSIBLE PERSONS:

1. Engr. Manuel C. Balbuena - Municipal Engineer
2. Engr. Sheryll Ann B. Galang - Draftsman II
3. Isidro Q. Geraldino - Watchman