

I. ISSUANCE OF BUILDING PERMITS

The Building Permit is issued to individuals who want to build their structures.

Office or Division:	OFFICE OF THE MUNICIPAL ENGINEER / LOCAL BUILDING OFFICIAL
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All
CHECKLIST	WHERE TO SECURE
1. Five (5) copies Application form	Office of the Local Building Official
2. In case the applicant is the	
registered owner of the lot:	
a.One (I) Certified true copy of OCT/TCT and/or Tax	Municipal Assessor's Office
Declaration	
b.One (I) Current Real Property	
Tax	
c.Receipt (Tax Clearance)	Municipal Treasurer's Office
3. In case the applicant is not the	
registered owner of the lot:	
a.One (1) Certified true copy of	Municipal Assessor's Office
OCT/TCT and/or Tax	
Declaration	
b. One (I) Current Real	Municipal Treasurer's Office
Property Tax Receipt (Tax	
Clearance)	
c. One (I) Duly notarized copy	Client's documents and/or Written consent duly
of Contract of Lease, or Deed	notarized by a lawyer
of Absolute Sale, Written	
Consent of the owner/heirs	
4. Five (5) sets of complete	Designing professionals hired by the client
Detailed Building Plans duly	





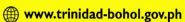




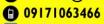
MUNICIPALITY OF TRINIDAD

signed & sealed by licensed professionals	
5. One (1) copy Locational	Office of the Zoning Officer - MPDC
Clearance/Zoning	
6. One (1) copy Fire Safety	Office of the Municipal Fire Marshall
Inspection Certificate	

CLIENT	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
I. Submission of Building Permit Applications with complete supporting documents at the Office of the Building Official	I. The receiving clerk will check and evaluate the submitted application with documents. If completed, Engineering Assistant will compute the permit assessment fees based on BFADRU.	None	30 Minutes	ROMULO R. DACOYLO Engineering Assistant PEOLITO G. ORIOQUE Municipal Engineer



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	VINCE of BOHOL			
2. Review of Assessment at Mayor's Office	2. The Mayor's Staff will review the assessment and facilitate for Mayor's signature	None	5 minutes	BANESA C. CUTANDA Administrative Aide VI
3. Payment of Assessment Fees at Treasurer's Office	3. The Collection Clerk will receive and accept payments for the applied building permit.	Mayor's Certification - PhP 100.00 Filing Fee - PhP 100.00 Building: • Excavation • Line & Grade • Sanitary/ Plumbing • Occupancy (Depends on what kind of building structures Example: Residential: 20 m² -50 m² - 2.40/m²	5 minutes	MICHAEL B. MUMAR Administrative Aide I

50m² - 100m² -



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4.00/m²

100m2 -150 m2 -

 $6.00/m^2$

Above 150m² -

 $7.20/m^2$

Commercial:

Up to 500 m2 -

23.00/m²

500m² - 600m² -

22.00/m²

600m² - 700m² -

20.50/m²

Inspection Fee -

PhP 50.00



BALUCA Revenue Collection Clerk

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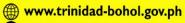


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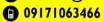


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4. Request for Fire Safety Inspection Certificate at Municipal Fire Marshall.	4. The BFP Officer will evaluate and inspect if the building plan is in conformity to the Fire Code of the Philippines. If so, he will issue Fire Safety Inspection Certificate.	Computation of Payment based on their existing laws (Fife Code of the Philippines)	10 minutes	BUREAU OF FIRE PROTECTION OFFICER (BFP) On Duty



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5. Inspection of Building Construction	5. The Building Official and/ or Building Inspector will conduct site inspection for building construction	None	4 hours	ENGR. DELFIN E. CREDO Administrative Aide VI PEOLITO G. ORIOQUE Municipal Engineer
6. Approval of Building Permit Applications	6. The Building Official will approve building permit applications after all above steps had been done.	None	10 minutes	PEOLITO G. ORIOQUE Municipal Engineer



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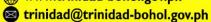
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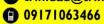




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7. Release of the Building Permit	7. The clerk records and releases the approved building permit to the client.	None	5 minutes	MARY MIA D. MUMAR Administrative Aide
	TOTAL:	PhP 250.00 + approved assessment fees for applied building structures	5 hours and 5 minutes	



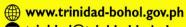


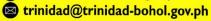


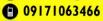
2. ISSUANCE OF ANCILLARY AND ACCESSORY PERMITS

Ancillary and Accessory Permits is issued to any partial construction activity prior to the completion of the building construction.

Office or Division:	OFFICE OF THE MUNICIPAL ENGINEER / LOCAL BUILDING OFFICIAL
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All
CHECKLIST	WHERE TO SECURE
I. Five (5) copies of Application form	Office of the Local Building Official
2. In case the applicant is the registered owner of the lot:	
a. One (1) Certified true copy of OCT/TCT and/or Tax Declaration	Municipal Assessor's Office
b. One (I) Current Real Property Tax Receipt (Tax Clearance)	Municipal Treasurer's Office
3. In case the applicant is not the registered owner of the lot:	
a. One (I) Certified true copy of OCT/TCT and/or Tax Declaration	Municipal Assessor's Office
b. One (I) Current Real Property Tax Receipt (Tax Clearance)	Municipal Treasurer's Office
c. One (I) Duly notarized copy of Contract of Lease, or Deed of Absolute Sale, Written Consent of the owner/heirs	Client's documents and/or Written consent duly notarized by a lawyer
4. Five (5) sets of complete Detailed	Designing professionals hired by the client





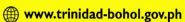


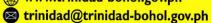


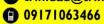
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Plans duly signed & sealed by	
licensed professionals	
5. One (1 Fire Safety Inspection	Office of the Municipal Fire Marshall
Certificate	·

CLIENT	AGENCY	FEES TO BE	PROCESSING	PERSON
STEPS	ACTION	PAID	TIME	RESPONSIBLE
I. Submission of Ancillary/ Accessory Permit Applications with complete supporting documents at the Office of the Building Official	I. The receiving clerk will check and evaluate the submitted application with documents. If completed, Engineering Assistant will compute the permit assessment fees based on BFADRU.	None	30 minutes	ROMULO R. DACOYLO Engineering Assistant PEOLITO G. ORIOQUE Municipal Engineer



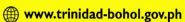




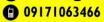


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2. Review of Assessment at Mayor's Office	2. The Mayor's Staff will review the assessment and facilitate for Mayor's signature	None	5 minutes	BANESA C. CUTANDA Administrative Aide VI
3. Payment of Assessment Fees at Treasurer's Office	3. The Collection Clerk will receive and accept payments for the applied Ancillary/ Accessory Permit	Mayor's Certification - PhP 100.00 Filing Fee - PhP 100.00 (Depends on what kind of Ancillary/Accessory permit to be applied: Example: Electrical: Residential: 5outlets/ lights — PhP 180.00 Excess — 1.50/outlet Commercial: 5outlets/ lights —	5 minutes	MICHAEL B. MUMAR Administrative Aide I



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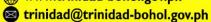


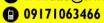


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		PhP 230.00	
		Excess – 2.00/	
		outlet	
		Inspection Fee – PhP 50. 00	
		55. 55	
	I .		











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				MARIALYN P. BALUCA Revenue Collection Clerk
4. Request for Fire Safety Inspection Certificate at Municipal Fire Marshall.	4. The BFP Officer will evaluate and inspect if the submitted plan is in conformity to the Fire Code of the Philippines. If so, he will issue Fire Safety Inspection Certificate.	Computation of Payment based on their existing laws (Fife Code of the Philippines)	10 minutes	BUREAU OF FIRE PROTECTION OFFICER (BFP) On Duty

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None

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5.	Inspection of
	Construction
	site based
	applied
	ancillary/
	Accessory
	permit

5. The Building
Official and/or
Building
Inspector will
conduct site
inspection

4 hours



ARIEL E. TURTOGA Administrative Aide VI



ENGR. DELFIN E. CREDO Administrative Aide VI





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6. Approval of Ancillary/ Accessory Permit Applications	6. The Building Official will approve Ancillary/ Accessory permit applications after all above steps had been done.	None	10 minutes	PEOLITO G. ORIOQUE Municipal Engineer
7. Release of the Ancillary/ Accessory Permit	7. The clerk records and releases the approved building permit to the client.	None	5 minutes	MARY MIA D. MUMAR Administrative Aide
	TOTAL:	Total - PhP 250.00 + approved assessment fees for applied Ancillary or Accessory permit	5 hours and 5 minutes	



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3. TECHNICAL ASSISTANCE IN THE PREPARATION OF ENGINEERING PLANS & PROGRAM OF WORKS

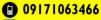
Technical Assistance is offered to all offices that require our expertise including the preparation of Engineering Plans and Program of Works.

Office or Division:	OFFICE OF THE MUNICIPAL ENGINEER		
Classification:	Complex		
Type of Transaction:	G2G – Government to Government		
Who may avail:	All Municipal and Barangay Government Units		
CHECKLIST	WHERE TO SECURE		
None	None		

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
I. Visit the Office of the Municipal Engineer and request for technical assistance in the preparation of Engineering Designs and Program of works of your proposed project.	I. The Municipal Engineer will interview the client and refer to the assigned engineer to assist as requested.	None	POW - Small amount-1 day; POW - Large amount-3 days DED & POW- 7 days	PEOLITO G. ORIOQUE Municipal Engineer









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2. Make a follow-up
of the request for
technical
assistance's
approval after the
agreed timetable
has been elapsed.

2. The engineer assigned will facilitate the request for technical assistance and its approval.

None 10 minutes

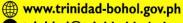


TEODOMIRO R. BALONGA Engineer II

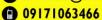


FLORENCIO R. CAJES Construction and Maintenance General Foreman

FOR VERTICAL STRUCTURES



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3. Release of approved requests' technical assistance's (DED & POWs)	3. The Engineering Assistant will release the approved DED and POWs to the client.	None	5 minutes	ENGR. DELFIN E. CREDO Administrative Aide VI FOR HORIZONTAL STRUCTURES ROMULO R. DACOYLO Engineering
				Engineering Assistant
TOTAL:		None	POW - SMALL AMOUNT-I day and I5 minutes; LARGE AMOUNT-3 days and I5 minutes	
			DED & POW - 7	/ days



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