



Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD

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 (1) Certified true copy of OCT/TCT and/or Tax Declaration	Municipal Assessor's Office
b. One (1) 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 OCT/TCT and/or Tax Declaration	Municipal Assessor's Office
b. One (1) Current Real Property Tax Receipt (Tax Clearance)	Municipal Treasurer's Office
c. One (1) 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 Building Plans duly	Designing professionals hired by the client



Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD



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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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	 <p>ROMULO R. DACOYLO Engineering Assistant</p>  <p>PEOLITO G. ORIOQUE Municipal Engineer</p>



Republic of the Philippines
Province of Bohol


MUNICIPALITY OF TRINIDAD

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	 <p>BANESA C. CUTANDA Administrative Aide VI</p>
3. Payment of Assessment Fees at Treasurer's Office	3. The Collection Clerk will receive and accept payments for the applied building permit.	<p>Mayor's Certification - PhP 100.00 Filing Fee - PhP 100.00 Building:</p> <ul style="list-style-type: none"> • Excavation • Line & Grade • Sanitary/ Plumbing • Occupancy <p>(Depends on what kind of building structures Example: Residential: 20 m² -50 m² - 2.40/m² 50m² - 100m² -</p>	5 minutes	 <p>MICHAEL B. MUMAR Administrative Aide I</p>



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Province of Bohol


MUNICIPALITY OF TRINIDAD

		<p>4.00/m² 100m² - 150 m² - 6.00/m² Above 150m² - 7.20/m² Commercial: Up to 500 m² - 23.00/m² 500m² - 600m² - 22.00/m² 600m² - 700m² - 20.50/m² Inspection Fee - PhP 50.00</p>		 <p>MARIALYN P. BALUCA Revenue Collection Clerk</p>
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Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD

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 (Fire Code of the Philippines)	10 minutes	 BUREAU OF FIRE PROTECTION OFFICER (BFP) On Duty




 www.trinidad-bohol.gov.ph
 trinidad@trinidad-bohol.gov.ph
 09171063466
 www.facebook.com/trinidadbohol

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Province of Bohol


MUNICIPALITY OF TRINIDAD

5. Inspection of Building Construction	5. The Building Official and/ or Building Inspector will conduct site inspection for building construction	None	4 hours	 <p>ENGR. DELFIN E. CREDO Administrative Aide VI</p>  <p>PEOLITO G. ORIOQUE Municipal Engineer</p>
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	 <p>PEOLITO G. ORIOQUE Municipal Engineer</p>



Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD

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



Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD

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
1. 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 (1) 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 (1) Certified true copy of OCT/TCT and/or Tax Declaration	Municipal Assessor's Office
b. One (1) Current Real Property Tax Receipt (Tax Clearance)	Municipal Treasurer's Office
c. One (1) 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



Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD



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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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	 <p>ROMULO R. DACOYLO Engineering Assistant</p>  <p>PEOLITO G. ORIOQUE Municipal Engineer</p>



Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD

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	 <p>BANESA C. CUTANDA Administrative Aide VI</p>
3. Payment of Assessment Fees at Treasurer's Office	3. The Collection Clerk will receive and accept payments for the applied Ancillary/ Accessory Permit	<p>Mayor's Certification - PhP 100.00</p> <p>Filing Fee - PhP 100.00</p> <p>(Depends on what kind of Ancillary/Accessory permit to be applied:</p> <p>Example:</p> <p>Electrical:</p> <p>Residential:</p> <p>5outlets/ lights – PhP 180.00</p> <p>Excess – 1.50/outlet</p> <p>Commercial:</p> <p>5outlets/ lights –</p>	5 minutes	 <p>MICHAEL B. MUMAR Administrative Aide I</p>



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MUNICIPALITY OF TRINIDAD

		PhP 230.00 Excess – 2.00/ outlet Inspection Fee – PhP 50. 00		
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Republic of the Philippines
Province of Bohol



MUNICIPALITY OF TRINIDAD

				 <p>MARIALYN P. BALUCA Revenue Collection Clerk</p>
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	 <p>BUREAU OF FIRE PROTECTION OFFICER (BFP) On Duty</p>



Republic of the Philippines
Province of Bohol



MUNICIPALITY OF TRINIDAD

5. Inspection of Construction site based applied ancillary/ Accessory permit	5. The Building Official and/or Building Inspector will conduct site inspection	None	4 hours	 <p>ARIEL E. TURTOGA <i>Administrative Aide VI</i></p>  <p>ENGR. DELFIN E. CREDO <i>Administrative Aide VI</i></p>
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Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD

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	 <p>PEOLITO G. ORIOQUE <i>Municipal Engineer</i></p>
7. Release of the Ancillary/ Accessory Permit	7. The clerk records and releases the approved building permit to the client.	None	5 minutes	 <p>MARY MIA D. MUMAR <i>Administrative Aide</i></p>
TOTAL:		Total - PhP 250.00 + approved assessment fees for applied Ancillary or Accessory permit	5 hours and 5 minutes	




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MUNICIPALITY OF TRINIDAD

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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON 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	 <p>PEOLITO G. ORIOQUE Municipal Engineer</p>



Republic of the Philippines
Province of Bohol

MUNICIPALITY OF TRINIDAD

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	 <p>TEODOMIRO R. BALONGA <i>Engineer II</i></p>  <p>FLORENCIO R. CAJES <i>Construction and Maintenance General Foreman</i></p> <p>FOR VERTICAL STRUCTURES</p>
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MUNICIPALITY OF TRINIDAD

				 <p>ENGR. DELFIN E. CREDO <i>Administrative Aide VI</i> FOR HORIZONTAL STRUCTURES</p>
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	 <p>ROMULO R. DACOYLO <i>Engineering Assistant</i></p>
TOTAL:		None	POW - <u>SMALL AMOUNT</u>-1 day and 15 minutes; <u>LARGE AMOUNT</u>-3 days and 15 minutes DED & POW - 7 days	