

OFFICE OF MUNICIPAL ENGINEER

Office

SECURING CERTIFICATE OF OCCUPANCY

Frontline Service

ENGR. BENITO D. MALIG

Municipal Engineer

❖ ABOUT THE SERVICE:

The Local Building Official Division is primarily responsible for the issuance of Certificate of Occupancy/Use before occupying a building or structure, as mandated by law. It is also a pre-requisite in applying for LBOD clearance and in order to avail the assistance of various financial institutions such as PAG-IBIG, BANKS, etc. Any person, firm or corporation who has secured the Building Permit and whose building or structure has been completed in its phase of construction can avail this service.

❖ REQUIREMENTS:

1. Approved building plan/s
2. Two (2) copies fully accomplished application forms (Building, Sanitary/Plumbing & Electrical)
3. One (1) copy Inspection Report
4. One (1) copy Fire Safety Inspection Certificate
5. Construction Logbook duly signed and sealed by licensed professionals
6. Two (2) sets of as-built plans if the approved plan was altered during actual construction

- ❖ **FEES:** Occupancy Permit Fees Based on NBDCO (P.D. 1096) DPWH Memorandum Circular No. 1 Series of 2004 Item No. 10.

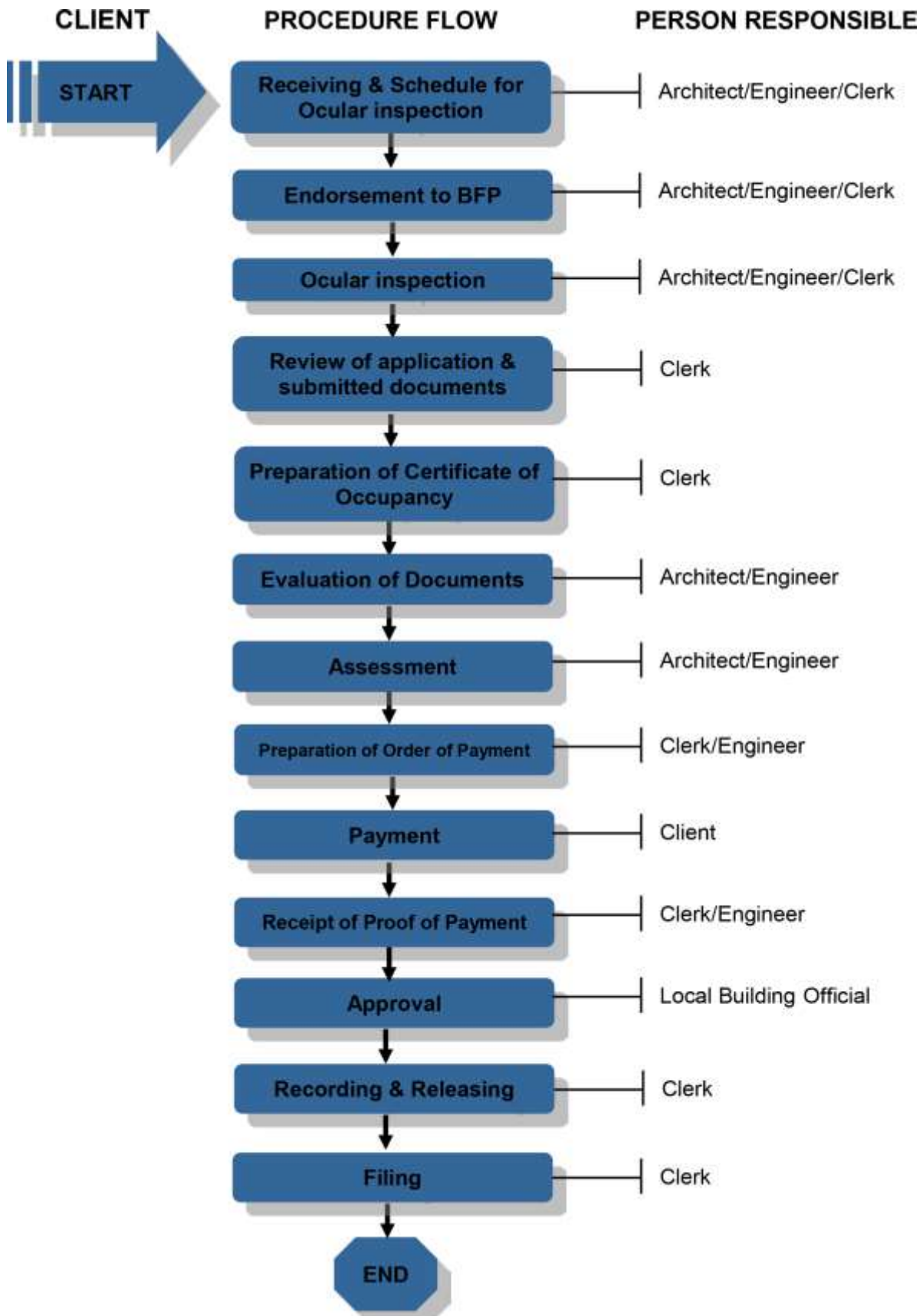
❖ AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 a.m. to 5:00 p.m.

E. HOW TO AVAIL THE SERVICE:

	Procedure	Processing Time	Person Responsible
1.	Secure application form and schedule for occupancy ocular inspection	10 mins.	Architect / Engineer
2.	Endorse to BFP	30 mins.	
3.	Conduct ocular inspection	1 hour	Architect / Engineer
4.	Submit application and required documents for review	15 mins.	Clerk
5.	Prepare and print Certificate of Occupancy	15 mins.	
6.	Evaluate documents	30 mins.	Architect / Engineer
7.	Assess fees and charges	30 mins.	
8.	Prepare the order of payment	5 mins.	Clerk / Engineer
9.	Advise the applicant to pay the corresponding fee	5 mins.	
10	Receive the copy of receipt as proof of payment	3 mins.	
11	Approve Occupancy Permit	20 mins.	Local Building Official
12	Record and release Occupancy Permit	15 mins.	Clerk
13	File duplicate copy	3 minutes	

❖ FLOWCHART:



OFFICE OF MUNICIPAL ENGINEER

Office

SECURING BUILDING PERMIT

Frontline Service

ENGR. BENITO D. MALIG

Municipal Engineer

❖ ABOUT THE SERVICE:

The Local Building Official Division is primarily responsible for the issuance of Building Permits and other related permits as mandated by law particularly the National Building Code (P.D. 1096) and its Implementing Rules and Regulations in order to promote public safety, order and welfare towards a sustainable and sound environment catering to City of San Fernando's development.

A Building Permit is required by any person, firm or corporation prior to erection, construction, alteration, major repair or renovation or conversion of any building or structure.

❖ REQUIREMENTS:

1. Four (4) fully accomplished application forms duly signed and sealed by licensed architect or civil engineer whose services are hired by the client/applicant
2. Four (4) certified photocopies of TCT
(Note: Submit four (4) photocopies of Contract of Lease, Deed of Absolute Sale or Contract of Sale if the applicant is not the registered owner of the lot)
3. Four (4) photocopies of Current Tax Declaration
4. Four (4) photocopies of Current Real Property Tax Receipt or Land Tax Clearance
5. Four (4) sets of plans duly signed and sealed by respective professionals.
 - a. by licensed architect or civil engineer for architectural and structural plans
 - b. by licensed sanitary engineer or master plumber for sanitary and plumbing installation plans
 - c. by professional electrical engineer for electrical plans
 - d. by professional mechanical engineer for mechanical plans
 - e. by professional electronics and communication engineer for electronic plans*(Note: Submit additional one (1) set of plans for projects along national roads)*

6. Four (4) sets of cost estimates/bill of materials and specifications duly signed and sealed by respective professionals whose services are hired by the client/applicant
7. Four (4) sets of Structural Design Analysis, signed and sealed by the Civil Engineer whose services are hired by the client/applicant (For buildings two storeys and higher only)
8. Four (4) sets Boring & Plate Load Tests for buildings three (3) storeys and higher only
9. Four (4) sets of Location Plan signed and sealed by licensed geodetic engineer whose services are hired by the applicant/client.
10. One (1) copy of Locational Clearance from CPDCO
11. One (1) copy of Fire Clearance from BFP
12. Four (4) copies of clearances from various government authorities/agencies if necessary; (Example: DPWH, ATO, DENR, DOTC, DOH, DEPED, PHIVOLCS, DAR, DA, NHA, PPA, etc.)
13. Four (4) copies of Barangay Clearance and Homeowners Clearance (for projects within the subdivision)
14. Four (4) copies of Authorization/Secretary's Certification for corporation
15. Sign board

❖ **FEES:** Building Permit and other Ancillary Permit Fees based on NBDCO (P.D. 1096) DPWH Memorandum Circular No. 1 Series of 2004 Item Nos. 1-7.

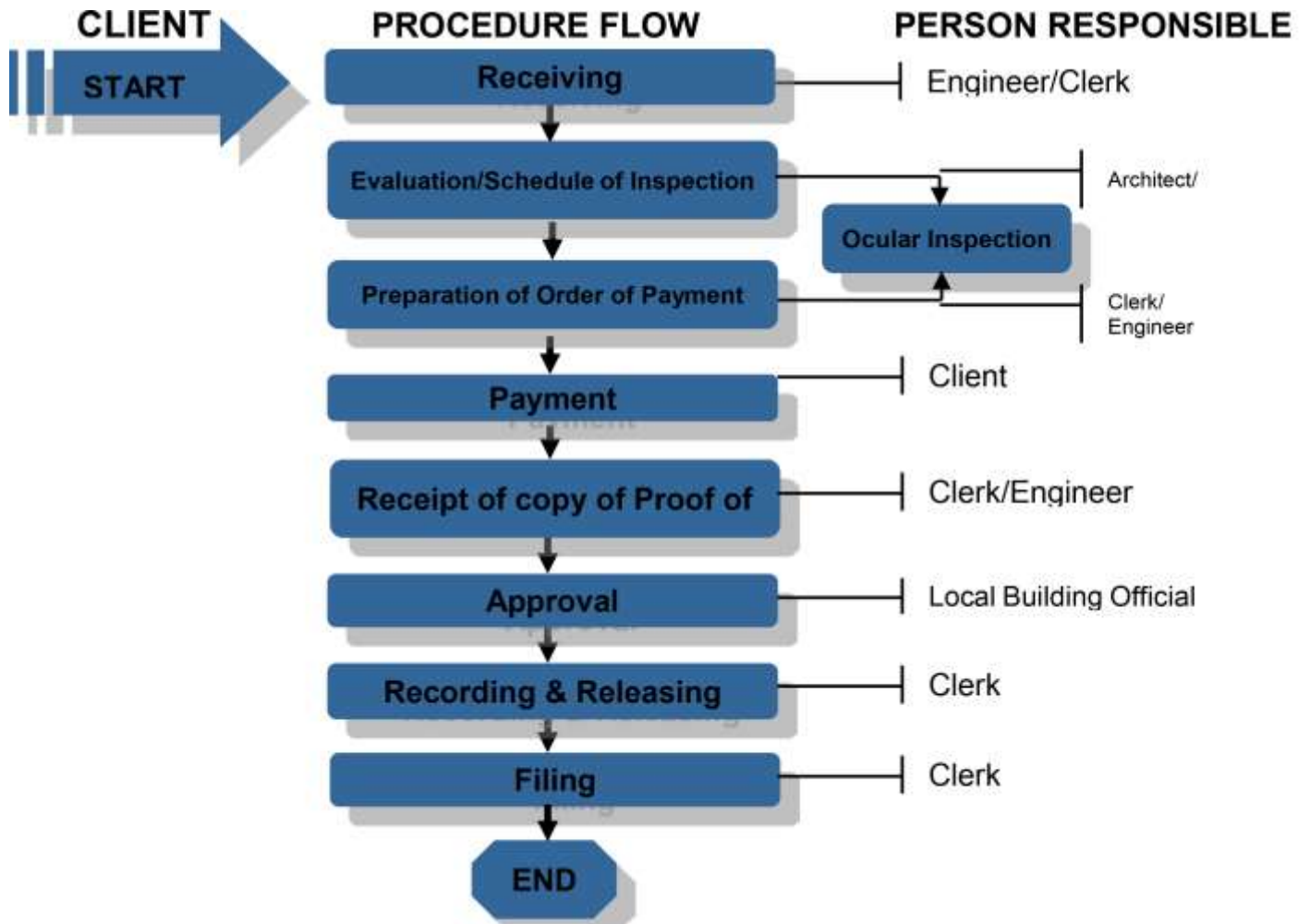
❖ **AVAILABILITY OF THE SERVICE:**
Monday to Friday, from 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL THE SERVICE:**

	Procedure	Processing Time	Person Responsible
1.	Submit the application and complete set of plans and other required documents to LBOD Office for review	30 mins.	Clerk/Engineer
2.	Evaluate plans and documents/Inspection if necessary - Building (Line & Grade) - Building (Land Use / Zoning & Architectural) - Building (Civil / Structural) - Sanitary / Plumbing - Electrical - Mechanical - Electronics	20 mins. 30 mins. 30 mins. 20 mins. 20 mins. 20 mins.	Architect/Engineer
3.	Assess fees and charges	30 mins.	
4.	Prepare the order of payment	10 mins.	Clerk / Engineer

5.	Advise the applicant to pay the corresponding fees	5 mins.	
6.	Receive the copy of receipt as proof of payment	3 mins.	
7.	Approve Building Permit	30 mins.	Local Building Official
8.	Record and release Building Permit	15 mins.	Clerk
9.	File duplicate copy	5 mins.	

❖ **FLOWCHART:**



OFFICE OF MUNICIPAL ENGINEER

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SECURING OTHER ACCESSORY PERMITS (Ground Preparation & Excavation, Demolition, Fencing & Signages)

Frontline Service

ENGR. BENITO D. MALIG

Municipal Engineer

❖ ABOUT THE SERVICE

Aside from a building permit, the Local Building Official Division issues other permits that are required by any person, firm or corporation before the renovation construction or demolition of any structure.

❖ REQUIREMENTS:

1. Three (3) fully accomplished application forms duly signed and sealed by respective professionals
2. Three (3) certified photocopies of TCT
3. Three (3) photocopies of Tax Declaration
4. Three (3) photocopies of Current Real Property Tax Receipt or Land Tax Clearance
5. Five (3) sets of layout plans (***Ground Preparation & Excavation, Demolition, Fencing or Signages***) duly signed and sealed by respective professionals
6. Three (3) sets of cost estimates/bill of materials and specifications duly signed and sealed by respective professionals
7. Three (3) copies of Barangay Clearance and Homeowners Clearance (for projects within the subdivision)

❖ **FEES:** Accessory Permits Fees Based on NBDCO (P.D. 1096) DPWH Memorandum Circular No. 1 Series of 2004 Item Nos. 8-9.

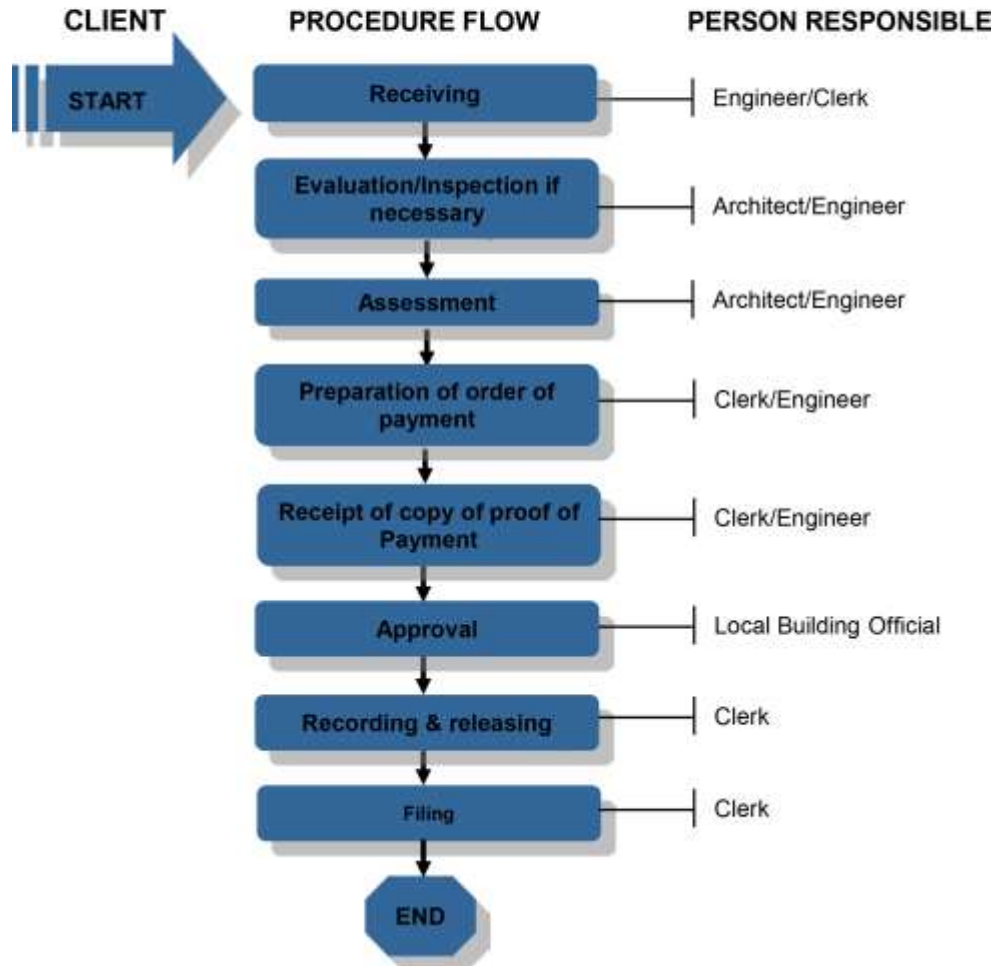
❖ AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 a.m. to 5:00 p.m.

E. HOW TO AVAIL THE SERVICE:

Procedure		Processing Time	Person Responsible
1.	Submit application and required documents to LBOD Office for review & Schedule of Inspection	30 mins.	Clerk / Engineer
	Ocular Inspection	1 hr.	
2.	Evaluate layout plans and documents / Assess fees and charges	30 mins.	Architect / Engineer
	- Excavation	30 mins.	
	- Demolition	30 mins.	
	- Fencing	30 mins.	
- Signages	30 mins.		
3.	Prepare the order of payment.	10 mins.	
4.	Advise the applicant to pay the corresponding fees	5 mins.	
5.	Receive the copy of receipt as proof of payment	3 mins.	
6.	Approve Accessory Permits	20 mins.	Local Building Official
7.	Record and release Accessory Permits	15 mins.	Clerk
8.	File duplicate copy	3 mins.	

❖ FLOWCHART:



OFFICE OF MUNICIPAL ENGINEER

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SECURING SMALL ELECTRICAL PERMIT

Frontline Service

ENGR. BENITO D. MALIG

Municipal Engineer

❖ ABOUT THE SERVICE:

The Local Building Official Division issues electrical permit to any person/individual putting up electrical installations with residential structure of less than 20 sq.m. in order to obtain services of the electric utility company based on the R.A. 7920 known as the Philippine Electrical Code.

❖ REQUIREMENTS:

1. One (1) sketch plan indicating the name, complete address, location of the site and contact number of the applicant
2. Two (2) fully accomplished application form duly signed and sealed by professional electrical engineer whose services are hired by the owner
3. Two (2) electrical layout duly signed and sealed by professional electrical engineer whose services are hired by the owner
4. One (1) photocopy of Transfer Certificate of Title (TCT) to verify ownership of the property
5. One (1) copy of Authorization to apply for electric meter duly notarized (if the applicant is not the registered owner of the lot as reflected in the TCT)
6. One (1) copy of Barangay Certification for private lot and government lot
7. One (1) Certification from Municipal Market Admin. for application within public market
8. Fire safety certificate from BFP

❖ FEES: Electrical Permit Fees Based on NBDCO (P.D. 1096) DPWH Memorandum Circular No. 1 Series of 2004 Item No. 4.

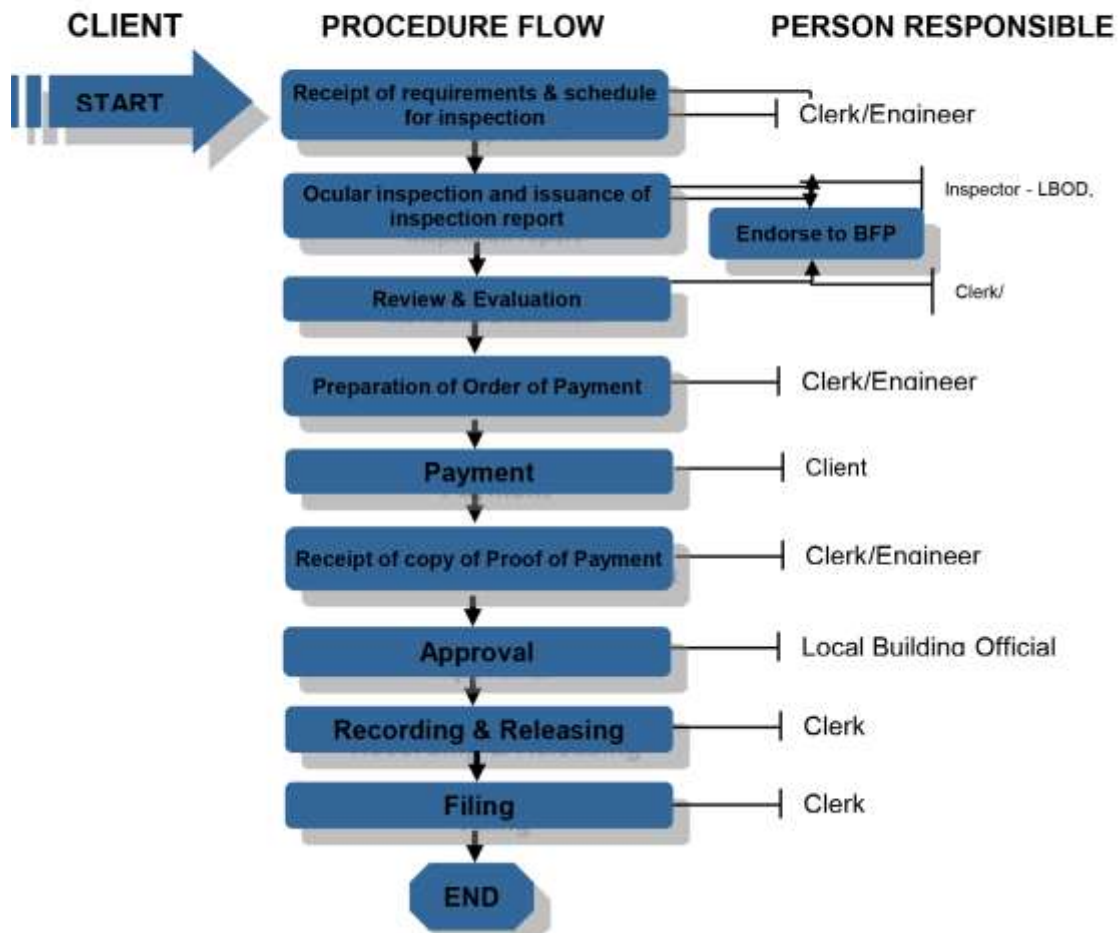
❖ AVAILABILITY OF THE SERVICE:

Monday to Friday, from 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL THE SERVICE:**

Procedure		Processing Time	Person Responsible
1.	Submit sketch plan to LBOD Office and schedule for inspection	5 mins.	Clerk/Engineer
2.	Endorse to BFP, then Ocular inspection and issue inspection report	1 hr.	Inspector - LBOD, BFP
3.	Submit application and required documents for review and evaluation	5 mins.	Clerk/Engineer
4.	Prepare the order of payment	5 mins.	
5.	Advise the applicant to pay the corresponding fees	5 mins.	Clerk/Engineer
6.	Receive the copy of receipt as proof of payment	3 mins.	
7.	Approve Electrical Permit/Certificate	10 mins.	Local Building Official
8.	Release of Electrical Permit/Certificate	10 mins.	Clerk
9.	File duplicate copy	3 mins.	

❖ **FLOWCHART:**



OFFICE OF MUNICIPAL ENGINEER

Office

ASSESSMENT FOR DECLARATION OF NEW BUILDING OR MACHINERY

Frontline Service

ENGR. BENITO D. MALIG

Municipal Engineer

❖ **ABOUT THE SERVICE:**

New tax declarations have to be prepared for newly constructed house or building and newly installed machinery. Improvement on the existing structure of a house or building should also be declared.

The City Assessor's Office conducts field inspection to assess the value of the real property. The new tax declaration serves as the city government's permanent record on the property unit. It is also used for real property tax purposes of any property owners.

❖ **REQUIREMENTS:**

For Buildings:

1. Real Estate Tax Receipt/Tax Clearance for the current year
2. Building Plans
3. Photocopy of Title
4. Vicinity Map (if any)

For Machinery:

1. Official receipt on the sale of the machinery (includes acquisition cost, installation cost, hauling cost etc.)
2. Sworn Statement of Ownership
3. Itemized list of machinery

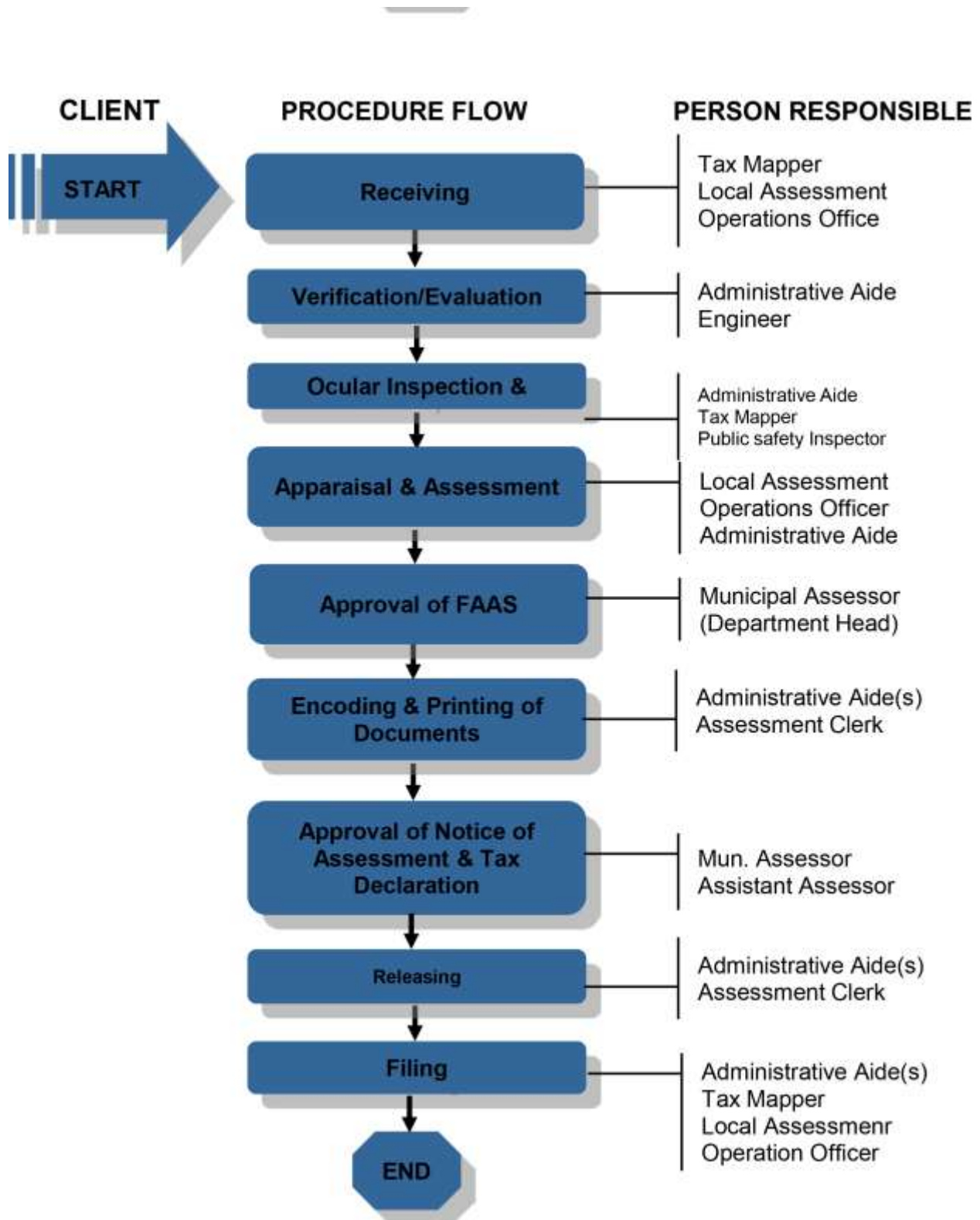
❖ **SCHEDULE OF AVAILABILITY OF SERVICE:**

Monday to Friday, 8:00 AM to 5:00 PM

❖ **HOW TO AVAIL THE SERVICE:**

Procedures		Processing Time	Person Responsible
1.	Receive and review requirements	30 minutes	Tax Mapper, Local Assessment Operations Officer Administrative Aide
2.	Verify / Evaluate records	30 minutes	Administrative Aide Engineer
3.	Conduct ocular inspection and prepare the Field Appraisal & Assessment Sheet (FAAS)	Within 3 days upon receipt of request	Administrative Aide(s) Tax Mapper(s) Public Safety Inspector
4.	Appraise and Assess	30 minutes each documents	Local Assessment Operations Officer Administrative Aide(s)
5.	Approve FAAS	30 minutes each documents	City Assessor (Department Head)
6.	Encode/Print documents	30 minutes each documents	Administrative Aide(s) Assessment Clerk
7.	Approve Notice of Assessment and Tax Declaration	30 minutes each documents	City Assessor (Department Head)/ Assistant City Assessor
8.	Release of documents	5 minutes each documents	Administrative Aide(s) Assessment Clerk
9.	File documents	5 minutes each documents	Administrative Aide(s) Tax Mapper Local Assessment Operation Officer

❖ **FLOWCHART:**



OFFICE OF MUNICIPAL ENGINEER

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DECLARATION OF SUBDIVISION/CONSOLIDATION OF LAND

Frontline Service

ENGR. BENITO D. MALIG

Municipal Engineer

❖ ABOUT THE SERVICE:

The City Assessor's Office prepares an assessment roll of all property, whether taxable or exempt, located within the City. Every property owner must declare his/her property subdivided or consolidated with other lots for the updating of the assessment roll.

❖ REQUIREMENTS:

1. Photocopy or Certified True Copy of TCT
2. Original Copy of TCT for presentation
3. Tax Clearance /Receipt
4. Photocopy of Deed of Sale
5. Photocopy of Transfer Tax
6. Original or Certified True Copy of Certificate Authorizing Registration (CAR)
7. Development Permit (if applicable)
8. Preliminary Approval of Location Clearance (if applicable)
9. Photocopy of Approved Subdivision /Consolidation Plan

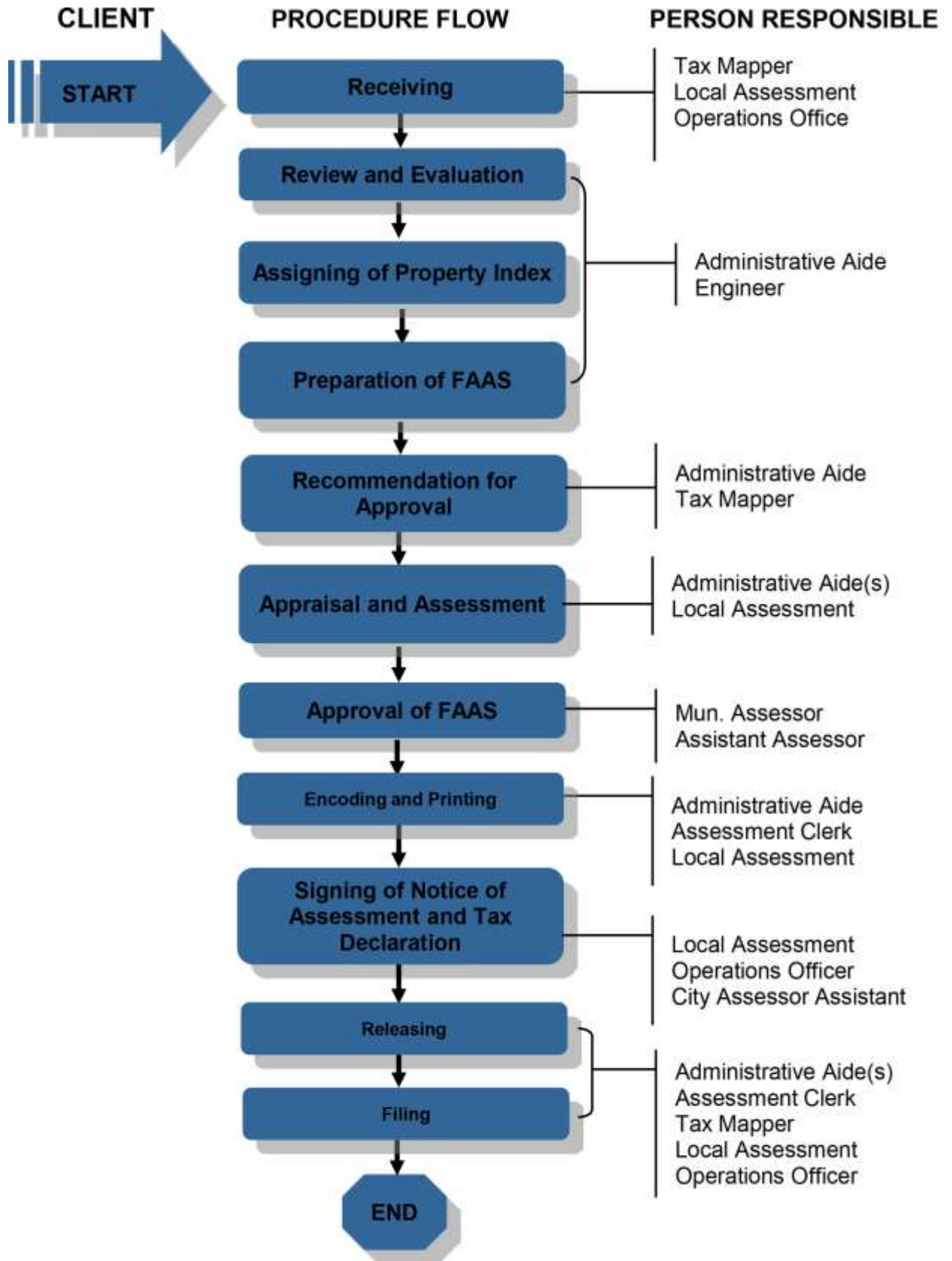
❖ SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00 AM to 5:00 PM

❖ **HOW TO AVAIL THE SERVICE:**

Procedures		Processing Time	Person Responsible
1.	Receive requirements	10 minutes	Tax Mapper Local Assessment Operations Officer
2.	Review and evaluate requirements	30 minutes	Administrative Aide(s) Engineer
3.	Assign Property Index Number	40 minute	Administrative Aide(s) Engineer
4.	Prepare FAAS	5 mins per RPU	
5.	Recommend approval of FAAS	2 minutes per RPU	Administrative Aide Tax Mapper Engineer
6.	Appraise and Assess	15 minutes each	Administrative Aide(s) Local Assessment Operations Officer
7.	Approve FAAS	30 minutes each	City Assessor(Department Head)/Assistant City Assessor
8.	Encode/Print Notice of Assessment and Tax Declaration	5 minutes Each	Administrative Aide(s) Assessment Clerk Local Assessment Operations Officer
9.	Sign Notice of Assessment & Tax Declaration	30 minutes each	Local Assessment Operations Officer City Assessor Assistant City Assessor
10.	Release documents	10 minutes	Administrative Aide(s) Assessment Clerk Tax Mapper Local Assessment Operations Officer
11.	File documents	5 minutes each document	Administrative Aide(s) Assessment Clerk Tax Mapper Local Assessment Operations Officer

❖ **FLOWCHART:**



OFFICE OF MUNICIPAL ENGINEER

Office

SECURING LOCAL BUILDING OFFICIAL CLEARANCE

Frontline Service

ENGR. BENITO D. MALIG

Municipal Engineer

❖ ABOUT THE SERVICE:

Business establishments are required to secure clearance approved by the City Engineer under the Local Building Official Division (LBOD) before the start of commercial operation and during the renewal of business permits. This is part of the process of securing a business license/mayor's permit.

❖ REQUIREMENTS:

Certificate of occupancy or Contract of Lease; Sketch of location of business

❖ AVAILABILITY OF THE SERVICE

Monday to Friday, from 8:00 a.m. to 5:00 p.m.

❖ HOW TO AVAIL THE SERVICE:

Step	Procedure	Processing Time	Person In-charge
1.	Receive and review application form for business and requirements	5min.	Clerks / Engineer
2.	Evaluate documents and Schedule of Inspection	5mins.	
3.	Ocular Inspection	1-2 hrs.	
4.	Record and release LBOD Clearance	5 mins.	

❖ FLOWCHART:

