

1. PAGKUHA NG BUILDING PERMIT

Ang lote o lupa ay kinakailangang ikuha ng Building Permit bago magsimula ng konstruksyon, ang hindi pagkuha ng permit ay paglabag sa batas (SECTION 301 National Building Code PD 1096). Ang hindi pagsunod dito ay magsisilbing dahilan upang ang aming tanggapan ay magbigay ng karampatang legal na aksyon.

Office:	MUNICIPAL ENGINEER'S OFFICE
Classification:	Highly Technical Applications
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Six (6) sets of PLANS (SCALE 1:100) a. Architectural b. Structural c. Plumbing / Sanitary d. Electrical e. Mechanical f. Lot plan g. Electronics h. Excavation	Project Engineer and Architect
2. Specifications (6 Original copy)	Project Engineer and Architect
3. Cost Estimate or Bill of Materials (6 Original copy)	Project Engineer and Architect
4. Structural design analysis / calculation (6 Original copy)	Project Engineer
5. Electrical design analysis, short circuit calculation & voltage drop (6 Original copy)	Project Engineer
6. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Professional Electrical Engineer d. Registered Electrical Engine e. Sanitary Engineer f. Master Plumber g. Professional Mechanical Engineer h. Geodetic Engineer i. Professional Electronics Engineer	Project Engineer's and Architect
7. Duly accomplished Application for Building Permit Form (<i>DULY NOTARIZED</i>) (Form No. Engr-003) 5 original copies	Municipal Engineering Office
8. Duly accomplished Application for Electrical Permit Form (DPWH Form No. 96-001-E) 5 original copies	Municipal Engineering Office
9. Duly accomplished Sanitary/Plumbing Permit Form 5 original copies	Municipal Engineering Office
10. Duly accomplished Mechanical Permit Form (Form No. MEO-011-Ø) 5 original copies	Municipal Engineering Office
11. Duly accomplished Electronics Permit Form (NBC FORM NO.A-07) 5 original copies	Municipal Engineering Office
12. Duly accomplished Excavation and Ground Preparation Permit Form (Form No. MEO-009-Ø) 5 original copies	Municipal Engineering Office
13. Zoning/Locational Clearance (1 photocopy)	Municipal Planning Development Office
14. Barangay Clearance / Certificate for Building Permit (original copy)	Barangay Hall
15. Home Owners Association Clearance (1 photocopy or Developer's Clearance (1 photocopy)	Home owner's association President or Developer's office of Village / Subdivision.

16. Transfer Certificate of Title (TCT) (1 photocopy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)	Client / Applicant			
17. Latest Land tax declaration and Current Real property tax receipt (1 photocopy)	Municipal Assessor's Office			
18. Fire Safety Evaluation Clearance (1 photocopy) or Fire Safety Inspection Certificate (1 photocopy)	Guiguinto, Municipal Fire Marshal Bureau of Fire Protection (BFP)			
19. Authorization letter from the owner-in the absence of the owner (1 photo copy) Secretary Certificate- (For Corporation) (1 photocopy)	Client / Applicant			
20. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)	Client / Applicant			
21. Approved Construction Safety & Health Program (C.S.H.P. DO13) (1 photocopy)	Department of Labor & Employment (DOLE)			
22. FOR CELLSITE & TELECOMMUNICATION TOWER: a. Environmental Compliance Certificate (ECC) (1 photocopy) b. Certification from the office of Agrarian Reform (1 photocopy) c. Air Transportation Office (ATO) Clearance (1 photocopy) d. Health Clearance from the Department of Health (1 photocopy)	a. Department of Environment and Natural Resources b. Department of Agrarian Reform c. Civil Aviation Authority of the Philippines d. Department of Health			
23. FOR COMMERCIAL & INDUSTRIAL BUILDING: a. Environmental Compliance Certificate (ECC) (1 photocopy) b. Accessibility Plans (Batas Pambansa 344) (1 photocopy)	a. Department of Environment and Natural Resources b. National Council on Disability Affairs			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.1. I-assess ang mga kailangan bayan	Wala	15 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
2. Pumunta sa Clients' Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Halagang nakasaad	10 minute/s	Cashier Treasurer's Office
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo at iwanan ang mga dokumento.	4. Tanggapin ang resibo at i-proseso ang Bldg. Permit.	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office

	4.1. Iproseso at iverify ang mga Plano, Technical Documents ng inapply na Building permit. (Zoning,Architectural,Plumbing and Sanitaty,Line & Grade, Structural, Electrical, Mechanical)	Wala	3 Days	<i>Planning Officer</i> Planning & Development Office <i>Engineer II</i> Engineering Office <i>Architect II</i> Engineering Office <i>Engineer IV</i> Engineering Office <i>Engineer II</i> Engineering Office <i>Electrical Engineer</i> Engineering Office <i>Municipal Engineer / Building Official</i> Engineering Office
5. Bumalik sa Engineering Office matapos ang 3 araw at Kunin ang aprubadong Building Permit	5. Ibigay ang aprubadong Building Permit	Wala	5 minute/s	<i>Engineer II</i> Engineering Office <i>Administrative Aide VI</i> Engineering Office
TOTAL		Halagang nakasaad	3 Days and 50 minutes	

2. PAGKUHA NG FENCING PERMIT

Ang lote o lupa ay kinakailangang ikuha ng Fencing Permit bago magsimulang bakuran, ang hindi pagkuha ng permit ay paglabag sa batas (SECTION 301 National Building Code PD 1096). Ang hindi pagsunod dito ay magsisilbing dahilan upang ang aming tanggapan ay magbigay ng karampatang legal na aksyon.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Fencing Permit Form (DULY NOTARIZED) (Form No. MEO-010-Ø)		Municipal Engineering Office		
2. Fencing Plan (3 Sets)		Project Engineer and Architect		
3. Bill of Materials and Cost Estimate (5 Original Copies)		Project Engineer and Architect		
4.Specifications (5 Original Copies)		Project Engineer and Architect		
5.Lot plan (3 Sets)		Project Engineer		
6. Latest Professional Regulation Comission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
7. Transfer Certificate of Title (T.C.T.) (1 photocopy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales		Client / Applicant		
8. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photocopy)		Municipal Assessor's Office		
9. Barangay Clearance / Certificate for Fencing Permit (original copy)		Barangay Hall		
10. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)		Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Halagang nakasaad	10 minute/s	Cashier Treasurer's Office
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office

4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo at iwanan ang mga dokumento.	4. Tanggapin ang resibo at i-proseso ang Fencing Permit.	Wala	5 minute/s	<i>Engineer II</i> <i>Engineering Office</i> <i>Administrative Aide VI</i> <i>Engineering Office</i>
	4.1. proseso at iverify ang mga Plano, Technical Documents ng inapply na Fencing permit. (Architectural,Line & Grade, Structural)	Wala	3 Days	 <i>Engineer II</i> <i>Engineering Office</i> <i>Architect II</i> <i>Engineering Office</i> <i>Engineer IV</i> <i>Engineering Office</i> <i>Municipal Engineer / Building Official</i> <i>Engineering Office</i>
5. Bumalik sa Engineering Office matapos ang 3 araw at Kunin ang aprubadong Fencing Permit	5. Ibigay ang aprubadong Fencing Permit	Wala	5 minute/s	 <i>Engineer II</i> <i>Engineering Office</i> <i>Administrative Aide VI</i> <i>Engineering Office</i>
TOTAL		Halagang nakasaad	3 Days and 50 minutes	

3. PAGKUHA NG DEMOLITION PERMIT

Ang mga gusali o istruktura bago i-demolish o tibagin ay kinakailangan na ikuha ng Demolition Permit.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Demolition Permit Form (DULY NOTARIZED) (NBC FORM NO. B-08)		Municipal Engineering's Office		
2. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
3. Sketch/Lot Plan showing the area to be demolished (3 Sets)		Project Engineer and Architect		
4. Transfer Certificate of Title (TCT) showing that the applicant is the owner of the building to be demolished (1 photocopy)		Client / Applicant		
5. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photocopy)		Municipal Assessor's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Halagang nakasaad	10 minute/s	Cashier Treasurer's Office
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo at iwanan ang mga dokumento..	4. Tanggapin ang resibo at i-proseso ang Demolition Permit.	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	4.1. proseso at iverify ang mga Plano, Technical Documents ng inapply na Demolition permit. (Architectural, Line & Grade, Structural)	Wala	3 Days	Engineer I Engineering Office Engineering Aide Engineering Office Municipal Engineer / Building Official Engineering Office
5. Bumalik sa Engineering Office matapos ang 3 araw at Kunin ang aprubadong Demolition Permit	5. Ibigay ang aprubadong Demolition Permit	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office

	TOTAL	Halagang nakasaad	3 Days and 50 minutes	
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4. PAGKUHA NG SIGN PERMIT

Ang Sign Permit ay kinukuha ng mga kliyente, negosyante o kumpanya na gustong ma-advertise ang kanilang produkto / serbisyo. Ito ay hindi maaring itayo sa lugar na makakaharang o makakaapekto sa mga official traffic sign, signal o device.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Business Owner's, Advertiser's, Contractor's, Developer's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Sign Permit Form (NBC FORM NO. B-07)		Municipal Engineering's Office		
2. Complete Signage Detailed Plan (5 Sets)		Project Engineer and Architect		
3. Bill of Materials and Cost Estimate (3 Original Copies)		Project Engineer and Architect		
4. Specifications (3 Original Copies)		Project Engineer and Architect		
5. Structural Design Analysis / Computation (3 Original Copies)		Project Engineer		
6. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Geodetic Engineer		Project Engineer and Architect		
7. Transfer Certificate of Title (T.C.T.) (1 photocopy) In case the applicant is not the registered owner of the lot, 1 photocopy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)		Client / Applicant		
8. Approved Construction Safety & Health Program (C.S.H.P. DO13) (1 photocopy)		Department of Labor & Employment (DOLE)		
9. Latest Land Tax Declaration & Current Real Property Tax Receipt (1 photocopy)		Municipal Assessor's Office		
10. Barangay Clearance/Certificate for Sign Permit (original copy)		Barangay Hall		
11. Valid Identification Card (ID) of Owner / Applicant (1 photo copy)		Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Halagang nakasaad	10 minute/s	Cashier Treasurer's Office

3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Sign Permit.	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	4.1. proseso at iverify ang mga Plano, Technical Documents ng inapply na Sign permit. (Architectural,Line & Grade, Structural)	Wala	3 Days	Engineer II Engineering Office Architect II Engineering Office Engineer IV Engineering Office Municipal Engineer / Building Official Engineering Office
5. Bumalik sa Engineering Office matapos ang 3 araw at Kunin ang aprubadong Sign Permit	5. Ibigay ang aprubadong Sign Permit	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
TOTAL		Halagang nakasaad	3 Days and 50 minutes	

5. PAGKUHA NG ELECTRICAL / ELECTRICAL PERMIT AT CERTIFICATE OF FINAL ELECTRICAL INSPECTION / COMPLETION (C.F.E.I)

Klase ng Electrical Permit na maaaring makuha:

New Connection / Reconnection / Relocation / Remodel / Transfer of Service / Upgrading / Down grading / Change of rate; (a) 3Phase to Single Phase, (b) Commercial to Residential or vise versa.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer, Caretaker			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Building Permit (P.D. 1096) (1 photocopy)		Applicant / Client		
2. Duly accomplished Application for Electrical Permit Form (NBC FORM NO. 96-001-E) and Certificate of Final Electrical Inspection / COMPLETION (Form No. MEO-007-Ø)		Municipal Engineering's Office		
3. Electrical Plan, Schedule of Loads, Electrical Design Analysis, Short Circuit Calculation & Voltage Drop (3 sets) NOTE: Standard Electrical Plan: a.) 760 mm. x 1000mm., 600mm. x 900mm. 500mm x 760 mm. b.) Exemption of the Standard drawing sheets may be granted for large magnitude project. c.) 297mm x 420mm. or A3 size for dwelling unit of not more than 50sqm. Of floor area or total loads of not more than exceeding 3680 VA or 16 A. Main disconnected means. PEC ART. 1.3.1.1 (a.) (b.) (c.)		Project Engineer		
4. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (PTR) (1 photocopy each with original sign and sealed) a. Professional Electrical Engineer b. Registered Electrical Engineer c. Registered Master Electrician		Project Engineer		
5. Barangay Clearance / Certificate for Electrical Permit.		Barangay Hall		
6. Meralco Yellow Card (Inspection Report) (Original / Photo Copy)		MERALCO		
7. Perspective or Picture of House/Establishment/ Structure (2 Copies)		Client / Applicant		
8. Transfer Certificate of Title (T.C.T.) (1 photo copy) In case the applicant is not the registered owner of the lot, 1 Photo copy of any of the following: -Contract of Lease -Contract of Sale -Deed of Absolute Sales -Lot owner's consent (W/signature & Photo copy of ID of owner)		Client / Applicant		
9. Latest Land tax declaration & Current Real property tax receipt (1 photocopy)		Municipal Assessor's Office		
10. For Informal Settlers or Government Property a. Urban Poor Association Certificate (1 photocopy) b. NHA Certificate (1 photocopy) c. Mayor's Certificate (1 photocopy) d. P.N.R Certification (1 photocopy)		a. Guiguinto Urban Poor Association (GUPA) - Malis Guiguinto Bulacan b. National Housing Authority c. Mayor's Office (Brgy.Action Center) d. Philippine National Railway		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Electrical Engineer Engineering Office Electronics Communications Equipment Technology I Engineering Office

	1.1. I-assess ang mga kailangan bayan	Wala	15 minute/s	<i>Electrical Engineer Engineering Office</i> <i>Electronics Communications Equipment Technology I Engineering Office</i>
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	<i>Municipal Electrical Inspector Engineering Office</i> <i>Municipal Electrician Engineering Office</i> <i>Electrical Permits Record Officer Engineering Office</i>
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Halagang nakasaad	10 minute/s	<i>Cashier Treasurer's Office</i>
3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	<i>Cashier Treasurer's Office</i>
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo.	4. Tanggapin ang resibo at i-proseso ang Electrical Permit.	Wala	5 minute/s	<i>Electrical Engineer Engineering Office</i> <i>Electronics Communications Equipment Technology I Engineering Office</i>
5. Mag-schedule para mainspeksyon ng Electrical Inspector	5. Inspeksiyunin ang ginawang electrical installation.	Wala	3 days	<i>Electrical Engineer Engineering Office</i> <i>Electronics Communications Equipment Technology I Engineering Office</i>
	5.1. proseso at iverify ang mga Plano, Technical Documents ng inapply na Electrical permit. (Electrical)	Wala	15 minute/s	<i>Electrical Engineer Engineering Office</i> <i>Electronics Communications Equipment Technology I Engineering Office</i> <i>Municipal Engineer / Building Official Engineering Office</i>
6. Bumalik sa Engineering Office matapos ang 3 araw at Kunin ang aprubadong Electrical Permit	6. Ibigay ang aprubadong Electrical / CFEI Permit	Wala	5 minute/s	<i>Electrical Engineer Engineering Office</i> <i>Electronics Communications Equipment Technology I Engineering Office</i>
TOTAL		Halagang nakasaad	3 Days and 65 minutes	

6. PAGKUHA NG OCCUPANCY PERMIT

Ang Occupancy Permit ay kinukuha kapag ang gusali ay tapos ng gawin o itayo at pwede ng okupahan. Kung ang gusali o istruktura ay iibahin ang klasipikasyon ng paggamit dito (Residential, Commercial, Industrial etc.) ay kinakailangan na iapply ng panibagong Occupancy Permit.

Office:	MUNICIPAL ENGINEER'S OFFICE			
Classification:	Highly Technical Applications			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Applicant, Lot Owner, Tenant, Contractor, Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Building Permit, Electrical Permit , Sanitary / Plumbing Permit, Mechanical Permit, Electronics Permit (1 photocopy each)		Client / Applicant		
2. Duly accomplished Certificate of COMPLETION Form (DULY NOTARIZED) (Form No. MEO-006-Ø)		Municipal Engineering's Office		
3. Latest Professional Regulation Commission Identification Card (PRC ID) and Professional Tax Receipt (1 photocopy each with original sign and sealed) a. Civil Engineer b. Architect c. Professional Electrical Engineer d. Registered Electrical Engineer e. Sanitary Engineer f. Master Plumber g. Professional Mechanical Engineer h. Professional Electronics Engineer		Project Engineer's and Architect		
4. Approved Set of Plans (if changes have made submit, of AS-BUILT PLAN) (2 sets)		Client / Applicant		
5. Fire Safety Inspection Certificate (For Occupancy) (1 photocopy)		Guiginto, Municipal Fire Marshal Bureau of Fire Protection (BFP)		
6. Newly Applied Building Tax Declaration		Municipal Assessor's Office		
7. Printed picture of interior & exterior of Building / Structure (2 sets)		Client / Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga hinihiling na dokumento	1. Tanggapin at suriin ang mga dokumento	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.1. I-assess ang mga kailangan bayaran	Wala	15 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
	1.2. Ibigay ang Order of payment	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
2. Pumunta sa Clients Waiting area at kumuha ng number sa kiosk, hintayin na tawagin ang number (Ito ay makikita sa TV SCREEN).	2. Tawagin ang Numero	Residential Occupancy - PHP 200.00 per unit Commercial Occupancy - PHP 500.00 per unit Industrial Occupancy - PHP 1,000.00 per unit	10 minute/s	Cashier Treasurer's Office

3. Bayaran ang kaukulang halaga	3. Tanggapin ang bayad at mag-issue ng Official Receipt.	Wala	5 minute/s	Cashier Treasurer's Office
4. Bumalik sa Engineering Office dala ang orihinal na kopya ng resibo at iwanan ang mga dokumento.	4. Tanggapin ang resibo at i-proseso ang Occupancy Permit.	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
5. Mag-schedule para mainspeksyon ng Engineering Team	5. Inspeksiyunin ang gusali o istruktura.	Wala	15 minute/s	Engineer II Engineering Office Architect II Engineering Office Engineer IV Engineering Office Engineer II Engineering Office Electrical Engineer Engineering Office Municipal Engineer / Building Official
	5.1. Iproseso at iverify ang mga Plano, Technical Documents ng inapply na Certificate of Occupancy (Architectural, Plumbing and Sanitary, Line & Grade, Structural, Electrical, Mechanical)	Wala	3 days	Engineer II Engineering Office Architect II Engineering Office Engineer IV Engineering Office Engineer II Engineering Office Electrical Engineer Engineering Office Municipal Engineer / Building Official
6. Bumalik sa Engineering Office matapos ang 3 araw at Kunin ang aprubadong Occupancy Permit	6. Ibigay ang aprubadong Certificate of Occupancy.	Wala	5 minute/s	Engineer II Engineering Office Administrative Aide VI Engineering Office
TOTAL		Residential Occupancy - PHP 200.00 per unit Commercial Occupancy - PHP 500.00 per unit Industrial Occupancy - PHP 1,000.00 per unit	3 araw at 65 minuto	

Prepared by:

JAYVEE J. JOSE
Administrative Aide VI

Noted by:

ARCADIO LEOVER P. SULIT
MGDH I

Approved by:

ATTY. AGATHA PAULA A. CRUZ
Municipal Mayor

