



Chapter V



Municipal Engineering Office (MEO)



External Services

1. Approval and Issuance of Building Permit

Section 301 of the National Building Code states that no person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, demolish and add any portion thereof or cause the same to be done, without first obtaining a Building Permit & other permits supplementary such as ancillary permits & accessory permits therefore from the Building Official assigned in the place where the subject building/structure is located or to be done.

Office or Division:	Municipal Engineering Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Permit Forms -duly accomplished/signed and sealed by the respective private licensed and registered professionals	
-Building Permit -Sanitary/Plumbing Permit -Electrical Permit -Fencing Permit -Mechanical Permit -Excavation Permit	Municipal Hall- Office of the Building Official/ Office of the Municipal Engineer
B. Legal Documents (1 true copy + 3 photocopies)	
-Title - Transfer Certificate of Title	Provincial Capitol-Registry of Deeds (ROD)
-Tax Declaration of lot	Municipal Hall-Municipal Assessor's Office
-Current Tax Receipt/ Certificate of Non-tax Delinquency	Municipal Hall-Municipal Treasury Office
-Alienable and Disposable Certification in case for unpatented lands	Community Environment and Natural Resources (CENRO)
-Duly notarized copy of Contract of Lease (in case of Land Lease)	Provided by the applicant
-Duly notarized copy of Deed of Absolute Sale (if not yet transferred)	Provided by the applicant
-Duly notarized copy of Contract of Sale	Provided by the applicant
-Duly notarized copy of authorization from the registered lot owner (if the applicant is not registered lot owner)	Provided by the applicant



-Certificate of Registration & Board Resolution Authorization (in case of corporation/cooperative)	Provided by the applicant
C. Building Documents	
C.1. Building Plans - 5 sets each + extra copy of first page of Architectural Plans-SDP	
(signed by owner and signed and sealed by the professionals)	
-Architectural Plans -Structural Plans -Sanitary/Plumbing Plans w/ design and computations -Electrical Plans including design computations -Mechanical Plans -Electronic Plans -Geodetic Plans -Fire Protection Plans	-Duly signed and sealed by respective private, licensed and registered professionals
C.2. Supporting Documents (signed & sealed by professionals)	
-Technical Specifications (4 sets)	-Duly signed and sealed by respective private, licensed and registered professionals
-Cost Estimate/ Bill of Materials (4 sets) -Architectural Works -Structural works -Electrical installations -Sanitary/Plumbing Installations -Fire Safety Installations -Site Development Works -Mechanical Installations	-Duly signed and sealed by respective private, licensed and registered professionals
-Structural Analysis and Design Computations except for one storey and single detached building/structure w/ total Floor Area of 20.00 sq.m. or less (2 sets)	-Duly signed and sealed by respective private, licensed and registered professionals
-Geotechnical Investigation Report/ Boring and Load Test for building/ structure three (3) storey and higher (2 sets)	-Geotechnical Engineer
-Electrical Design Analysis Computations- optional if included in the plans (2 sets)	-Duly signed and sealed by respective private, licensed and registered Professional Electrical Engineer
DOLE approved Construction Safety and Health Program (as per DOLE D.O. 13 1998) (2 sets)	DOLE-CAR
D. Clearances	
-Locational Clearance	Municipal Zoning Administration, Office of the MPDO
-Endorsement from the Municipal Building Official	Municipal Engineering Office



-Fire Safety Evaluation Clearance from Local Bureau of Fire Protection	Local Bureau of Fire and Protection			
-Road Right-of-Way Clearance	DPWH in case of National Road and PEO in case of Provincial Road			
-Waterway Clearance	DPWH-BED 1			
-Transmission Line Right-of-way Clearance	NGCP			
-Height Clearance Permit (HCP) or Validated Affidavit of Under Taking (AOU) whichever is applicable (for cell sites, towers, spires & antennas)	CAAP/ Duly signed and sealed by respective private, licensed and registered Geodetic Engineer			
-Homeowner's Association's Consent or Certification whichever is applicable (for cell sites, towers, spires & antennas)	Homeowner's Association or Owner of the property where the structure to be constructed whichever s applicable			
-Certificate of Safety Evaluation	Department of Health-Food and Drug Administration (FDA)			
-MGB-DENR OGI Report	MGB			
-LGU/Barangay Clearance	Municipal Hall/Barangay Hall where the project is located			
E. SUPPLEMENTAL REQUIREMENTS (IF APPLICABLE) - 1 set				
-Photocopies of Valid PRC IDs & current PTRs of signing professionals	Provided by the design Licensed Professionals			
-Notarized Authorization Letter (for applicants representative)	Provided by the applicant			
-Affidavit of Undertaking, Consent, etc. (if necessary)	Provided by the applicant			
-Logbook (1 set)	Provided by the applicant			
-Expanding Envelope and ordinary folder to contain application documents	Provided by the applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished building permit application together with the requirements for initial evaluation after securing locational clearance and fire safety evaluation clearance	1.1. Receive/evaluate/assess application documents and check compliance to requirements	None	15 minutes	<i>Building Inspector/ Municipal Engineer /Building Official MEO</i>



<p>2. Secure Line and Grade</p>	<p>2.1. Schedule Site Inspection</p> <p>2.2. Conduct site inspection and check compliance to established easements/ set backs</p> <p>2.3. Verify if the applicant needs additional clearances from other agencies</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 day (depends on location of the project)</p>	<p><i>Building Inspector/ Municipal Engineer /Building Official MEO</i></p>
<p>3. Secure the approval and assessment of fees of the following: Architectural, Structural, Electrical, Plumbing and Sanitary</p> <p>Then wait for the Order of Payment</p>	<p>3.1. Evaluate plans and documents and assess fees of the following: Architectural, Structural, Electrical, Plumbing and Sanitary</p> <p>3.2. Compute Total Fees and issue order of payment</p>	<p>None</p> <p>See schedule of fees (refer to the Latest Local Revenue Code of the Municipality and the National Building Code of the Philippines)</p>	<p>1 hour</p> <p>15 minutes</p>	<p><i>Building Inspector/ Municipal Engineer /Building Official MEO</i></p>
<p>4. Pay the required fees at the Municipal Treasury Office (MTO) by showing the Order of Payment</p>	<p>4.1. Accept payment based on the Order of Payment</p> <p>4.2. Issue official receipt</p>	<p>None</p> <p>None</p>	<p>Refer to MTO's Citizen's Charter</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>5. Return to the MEO and present Official Receipt</p>	<p>5.1. Check and record the Official Receipt</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Building Inspector/ Municipal Engineer /Building Official</i></p>



(OR) for the processing of the permit, Wait for the approval of the permit application	5.2. Input the application number including other relevant information in the application forms	None		MEO
	5.3. Review and Check completeness of application and documents for approval by the Designated Building Official	None	30 minutes	<i>Municipal Engineer/Building Official Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>
Receive approved building permit	5.4. Input building permit number, record, sort and file application documents	None	3 minutes	
	5.5. Release owner's copy of the permit	None	2 minutes	
Total		varies	1 day, 2 hours, 25 minutes	

2. Approval and Issuance of Certificate of Occupancy

Section 309 states that no building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor as provided in the National Building Code of the Philippines.

A Certificate of Occupancy shall be issued by the Building Official within thirty (30) days if after final inspection and submittal of a Certificate of Completion by the Architect or Civil Engineer in charge of the construction, it is found that the building or structure complies with the provisions of the National Building Code of the Philippines.

Office or Division:	Municipal Engineering Office
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Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Forms		Municipal Engineering Office (blank forms)		
2. Certificate of Completion		Municipal Engineering Office (blank Forms)		
3. Affidavit of Civil Engineer		Municipal Engineering Office (blank Forms)		
4. Certificate of Plumbing Inspection		Municipal Engineering Office (blank Forms)		
5. Certificate of Final Electrical Inspection (CFEI)		Municipal Engineering Office (blank Forms)		
6. Certification from Electrician/Electrical Engineer		Private electrician/ Electrical Engineer in-charge of electrical works		
7. Certificate of Use to be signed by the Zoning Officer II, Building Official and head of the Itogon BFP		Municipal Engineering Office		
8. Inspection Report		Municipal Engineering Office		
9. Construction Logbook		Site Engineer/ Architect in-charge of construction		
10. Latest picture of the building, exterior face		Provided by the applicant		
11. Building Permit, electrical permit, sanitary permit and zoning clearance (1 photocopy each)		Provided by the applicant		
12. Approved plans		Provided by the applicant		
13. PRC ID and current year PTR of the signing professionals		Professionals in-charge of construction		
14. As-built plans		Private licensed registered professional		
15. Affidavit of Undertaking to institute remedial measures for as-built plans with proposed remedial measures		Notary Public		
16. Affidavit of no objection from affected neighboring lot owners		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application forms and documents required then schedule for site inspection to the building site	1.1. Evaluate submitted documents then schedule date of inspection	None	10 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I/ Building Inspector MEO</i>
	1.2. Inspect the building to check	None	1 day	<i>Municipal Engineer</i>



<p>Return to the engineering office for the encoding of data in the Certificate of Occupancy</p>	<p>compliance to approved building plans and specifications covered by the issued building permit</p> <p>1.3. Encode the data in the Certificate of Occupancy and prepare endorsement to the Local BFP</p>	<p>None</p>	<p>(depends on location of the project)</p> <p>15 minutes</p>	<p><i>/Building Official/ Building Inspector MEO</i></p> <p><i>Municipal Engineer /Building Official/ Building Inspector MEO</i></p>
<p>2. Pay the required fees at the Municipal Treasury Office (MTO) by showing the Computation slip</p> <ul style="list-style-type: none"> Secure Official Receipt (OR) 	<p>2.1. Accept payment based on the Computation Slip and issue OR</p>	<p>Schedule of Fees (<i>refer to the Latest Local Revenue Code of the Municipality and the National Building Code of the Philippines</i>)</p>	<p>Refer to MTO Citizen's Charter</p>	<p><i>Revenue Collection Clerks MTO</i></p>
<p>3. Return to the MEO and present Official Receipt (OR)</p>	<p>3.1. Receive and Check the OR</p> <p>3.2. Process application</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Municipal Engineer /Building Official/ Building Inspector MEO</i></p>
<p>4. Wait for the approval and release of the Certificate of Occupancy</p>	<p>4.1. Evaluate and review completeness of documents and approval of application</p> <p>4.2. Process, record and sort</p>	<p>None</p> <p>None</p>	<p>20 minutes</p> <p>10 minutes</p>	<p><i>Municipal Engineer /Building Official/ Building Inspector MEO</i></p> <p><i>Administrative Aide VI/ Administrative Aide III/</i></p>



	approved application			<i>Administrative Officer I/ Building Inspector MEO</i>
5. Receives owner's copy of the Certificate of Occupancy	5. Release Owner's copy	None	2 minutes	<i>Building Inspector/ Building Official MEO</i>
TOTAL		Varies	1 day, 1 Hour	

3. Approval and Issuance of Electrical Permit and Certificate of Final Electrical Inspection for Additional or Reconnection of KWH meter

Office or Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Application Forms	BENECO Office/ MEO
Certification from BENECO Accredited Electrical Practitioner/Contractor certifying that the metering preparation is safe and is within BENECO's standard	BENECO Accredited Electrical Practitioner/Contractor
Electrical Plan and/ or Electrical Layout(Signed and Sealed by a Professional Electrical Engineer)	Private Professional Electrical Engineer
Barangay Certification	Barangay Hall where the Electrical connection is to be located
Photocopy of Valid Identification Card with signature and picture	Applicant
Picture of Metering Preparation and structure	Applicant
Location Sketch	Prepared, signed by a private Electrical Engineer/Master Electrician
Proof of Ownership/Possession/ (TCT-ROD/ Tax Declaration-MassO)	Applicant
<i>Please bring a one(1) set Original copy and two(2) sets of photocopies of the above documents</i>	
-Endorsement from the Municipal Building Official	Municipal Engineering Office



-BFP Certification		Local Bureau of Fire and Protection		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and submit accomplished forms and requirements	1.1. Evaluate submitted documents then Schedule date of Inspection	None	5 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I/ Building Inspector</i>
2. Conduct Inspection as scheduled	2.1. Conduct inspection of electrical installation 2.2. Assess Electrical Fees	None	1 day (depends on the location of the installation)	<i>Building Inspector/ Municipal Engineer /Building Official MEO</i>
3. Comply with all documentary requirements then secure order of payment	3.1 Receive and evaluate application	None	10 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I/ Building Inspector</i>
	3.2. Prepare Order of Payment	None	2 minutes	
4. Pay the required fees at the Municipal Treasury Office (MTO) by showing the Computation slip • Secure OR	4.1. Accept payment based on the Computation Slip and issue Official Receipt (OR)	Schedule of Fees (refer to the Latest Local Revenue Code of the Municipality)	Refer to MTO Citizen's Charter	<i>Revenue Collection Clerks MTO</i>
5. Return to the MEO and present Official Receipt (OR) - Receive copy of Permit	5.1. Check the OR	None	2 minutes	<i>Building Inspector/ Municipal Engineer /Building Official MEO</i>
	5.2. Record and issue permit	None	3 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>



				Municipal Engineer/Building Official MEO
TOTAL		Varies	1 day and 22 minutes	

SCHEDULE OF BUILDING CODE FEES AND OTHER CHARGES PROVIDED UNDER PD 1096 OTHERWISE KNOWN AS THE NATIONAL BUILDING CODE OF THE PHILIPPINES

1. Basis of assessment
 - a. Character of occupancy or use of building/structure
 - b. Cost of construction
 - c. Floor area
2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.I. On Fixed Cost of Construction Per Sq. Meter

LOCATION	GROUP		
All Cities / Municipalities	A, B, C, D, E, G, H & I	F	J
	P 10, 000	P 8,000	P 6,000

3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

Buildings/Structures Fees

Division A-1 Area in sq. meter	Fee, (P) Per sq m.
i) Original complete construction up to 20.00 sq. meter	2.00
ii) Additional/renovation/ alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
iii) Above 20.00 sq. meters to 50.00 sq. meters	3.40
iv) Above 50.00 sq. meters to 100.00 sq. meters	4.80
v) Above 100.00 sq. meters 150.00 sq. meters	6.00
vi) Above 150.00 sq. meters	7.20

Buildings/Structures Fees



b	Division A-2 Area in sq. meters	Fee, (P) Per sq m.
	i) Original complete construction up to 20.00 sq. meters –	3.00
	ii) Additional/renovation/ alteration up to 20.00 sq. meters regardless of floor area of original construction	3.40
	iii) Above 20.00 sq. meters to 50.00 sq. meters	5.20
	iv) Above 50.00 sq. meters to 100.00 sq. meters	8.00
	v) Above 150.00 sq. meters	8.40
c	Divisions B-1/ C-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 1, 2, 3, 4/ I-1 & J-1, 2, 3. Area in sq. meters	Fee, (P) Per sq m.
	i) Up to 500	23.00
	ii) Above 500 to 600	22.00
	iii) Above 600 to 700	20.50
	iv) Above 700 to 800	19.50
	v) Above 800 to 900	18.00
	vi) Above 900 to 1,000	17.00
	vii) Above 1,000 to 1,500	16.00
	viii) Above 1,500 to 2,000	15.00
	ix) Above 2,000 to 3,000	14.00
	x) Above 3,000	12.00

Buildings/Structures Fees

d	Divisions C-2/ D-1, 2, 3 Area in sq. meters	Fee, (P) Per sq m.
	i) Up to 500 –	12.00
	ii) Above 500 to 600 –	11.00
	iii) Above 600 to 700 –	10.20
	iv) Above 700 to 800 –	9.60
	v) Above 800 to 900 –	9.00
	vi) Above 900 to 1,000 –	8.40
	vii) Above 1,000 to 1,500 –	7.20
	viii) Above 1, 500 to 2,000 –	6.60
	ix) Above 2,000 to 3,000 –	6.00
	x) Above 3,000 –	5.00
e	Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3.d.)	Fee, (P) As Stated



4. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

a	Total Connected Load, (kVA)	Fee, (P)
i)	5 kVA or less –	200.00
ii)	Over 5 kVA to 50 kVA –	200.00 +20.00/kVA
iii)	Over 50 kVA to 300 kVA –	1,000.00 + 10.00/kVA
iv)	Over 300 kVA to 1,500 kVA –	3,600.00 +5.00/kVA
v)	Over 1,500 kVA to 6,000 kVA –	9,600.00 +2.50/kVA
vi)	Over 6,000 kVA –	20,850.00 +1.25/kVA

NOTE: Total Connected Load as shown in the load schedule

b	Total Transformer/ Uninterrupted Power Supply (UPS)/ Generator Capacity (kVA)	Fee, (P)
i)	5 kVA or less	40.00
ii)	Over 5 kVA to 50 kVA –	40.00 + 4.00/kVA
iii)	Over 50 kVA to 300 kVA –	220.00 + 2.00/kVA
iv)	Over 300 kVA to 1,500 kVA –	720.00 +1.00/kVA
v)	Over 1,500 kVA to 6,000 kVA –	1,920.00 +0.50/kVA
vi)	Over 6,000 kVA –	4,170.00 +0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/applicant as shown in the electrical plans and specifications.

c	Pole/Attachment Location Plan Permit	Fee, (P)
i)	Power Supply Pole Location	30.00/ pole
ii)	Guying Attachment	30.00/



		attachment
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This applies to designs/installation within the premises.

d	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:		
	Use or Character of Occupancy	Electric Meter	Wiring Permit
	Residential	P 15.00	P 15.00
	Commercial/Industrial	60.00	36.00
	Institutional	30.00	12.00
e	Formula for Computation of Fees; The Total Electric Fees shall be the sum of Sections 4.a to 4.d. of this Rule.		
f	<p>Forfeiture of Fees</p> <p>If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.</p>		

5. Mechanical Fees

a	Refrigeration, Air Conditioning and Mechanical Ventilation:		Fee, (P)
	i)	Refrigeration (cold storage), per ton or fraction thereof –	40.00
	ii)	Ice Plants, per ton or fraction thereof –	60.00
	iii)	Packaged/ Centralized Air Conditioning Systems up to 100 tons, per tons –	90.00
	iv)	Every ton or fraction thereof above 100 tons –	40.00
	v)	Window type air conditioners, per unit –	60.00
	vi)	Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent –	40.00
	vii)	In a series of AC/REF system located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/ inspection fees, and shall not be considered individually.	

For evaluation purposes:



For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

- 1.10 kW per ton, for compressor up to 5 tons capacity,
- 1.00 kW per ton, for compressor above 5 tons up to 50 tons capacity,
- 0.97 kW per ton, for compressor above 50 tons capacity.

For Ice making (refer to 5.a.ii.)

- 3.50 kW per ton, for compressor up to 5 tons capacity,
- 3.25 kW per ton, for compressor above 5 up to 50 tons capacity,
- 3.00 kW per ton, for compressor above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.)

- 0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
- 0.80 kW per tons, for above 5 up to 50 tons capacity,
- 0.70 kW per ton, for compressor above 50 tons, capacity.

b	Escalator and Moving Walks, Funiculars and the like:		Fee, (P)
	i)	Escalator and moving walk, per kW or fraction thereof –	10.00
	ii)	Escalator and moving walks up to 20.00 lineal meters or fraction thereof –	20.00
	iii)	Every lineal meter or fraction thereat in excess of 20.00 lineal meters –	10.00
	iv)	Funicular, per kW or fraction thereof – (a) Per lineal meter travel –	200.00 20.00
	v)	Cable car, per kW or fraction thereof – (a) Per lineal meter travel –	40.00 5.00
c	Elevators, per unit:		Fee, (P)
	i)	Motor driven dumbwaiters –	600.00
	ii)	Construction elevators for materials –	2,000.00
	iii)	Passenger elevators –	5,000.00
	iv)	Freight elevators –	5,000.00
	v)	Car elevators –	5,000.00
d	Boilers, per kW:		Fee, (P)
	i)	Up to 7.5 kW –	500.00
	ii)	Above 7.5 kW to 22 kW –	700.00
	iii)	Above 22 kW to 37 kW –	900.00
	iv)	Above 37 kW to 52 kW –	1,200.00
	v)	Above 52 kW to 67 kW –	1,400.00



	vi)	Above 67 kW to 74 kW –	1,600.00
	vii)	Every kW or fraction thereof above 74 kW –	5.00
NOTE:			
(a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.			
(b) Steam from this boiler used to propel any prime-mover is exempted from fees.			
(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.			
e		Pressurized water heater, per unit –	200.00
f		Water, sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof –	60.00
g		Automatic fire sprinkler system, per sprinkler head	4.00
h		Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	Fee, (P)
	i)	Every kW up to 50 kW –	25.00
	ii)	Above 50 kW up to 100 kW –	20.00
	iii)	Every kW above 100 kW –	3.00
i		Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet –	20.00
j		Gas Meter, per unit –	100.00
k		Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher –	4.00
l		Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:	Fee, (P)
	i)	Up to 50 kW –	10.00
	ii)	Above 50 kW to 100 kW –	12.00
	iii)	Every kW above 100 kW or fraction thereof –	3.00
m		Pressure Vessels, per cu. meter or fraction thereof	60.00
n		Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof –	60.00
o		Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof –	10.00
p		Weighing Scale Structure, per ton or fraction thereof –	50.00
NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.			



6. Plumbing Fees

a	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".	
b	Every fixture in excess of one unit:	Fee, (P)
	i) Each water closet	7.00
	ii) Each floor drain	3.00
	iii) Each sink	3.00
	iv) Each lavatory	7.00
	v) Each faucet	2.00
	vi) Each shower head	2.00
c	Special Plumbing Fixtures:	Fee, (P)
	i) Each slop sink	7.00
	ii) Each urinal	4.00
	iii) Each bath tub	7.00
	iv) Each grease trap	7.00
	v) Each garage trap	7.00
	vi) Each bidet	4.00
	vii) Each dental cuspidor	4.00
	viii) Each gas-fired water heater	4.00
	ix) Each drinking fountain	2.00
	x) Each bar or soda fountain sink	4.00
	xi) Each laundry sink	4.00
	xii) Each laboratory sink	4.00
	xiii) Each fixed-type sterilizer	2.00
d	Each water meter	Fee, (P)
		2.00
	i) 12 to 25 mm diameter	8.00
	ii) Above 25 mm diameter	10.00
e	Construction of septic tank, applicable in all Groups	Fee, (P)
	i) Up to 5.00 cu. meter of digestion chamber	24.00
	ii) Every cu. meter or fraction thereof in excess of 5.00 cu. meters	7.00



7. Electronic Fees

	Pay Items Description	Fee, (P)
a	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/ distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications	2.40 per port
b	Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar., telemetry, tests and measurements, global positioning and personnel/vehicle location	1,000.00 per port
c	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/ equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoor or outdoors	10.00 Per unit
d	Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected	2.40 Per outlet
e	Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/ background, music/paging/conference systems and the like, CATV/ MATV/ CCTV and off-air television, electronically-	2.40 Per Termination



	controlled conveyance systems, building automation, management systems and similar types of electronic or electronically- controlled installations whether a user terminal is connected.	
f	Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities.	1,000.00 Per location
g	Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception.	1,000.00 Per structure
h	Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc.	50.00 Per unit
i	Poles and attachment: i) Per Pole (to be paid by pole owner) - ii) Per attachment (to be paid by any entity who attaches to the pole of others)- - - - -	20.00 20.00
j	Other types or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above.	50.00 Per unit

8. Accessories of the Building/Structure Fees

Pay Items Descriptions		Fee, (P)
a	All parts of the buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).	As stated
b	Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.	As stated
c	Banks and Records Vaults with interior volume up to 20.00 cu. meters -	20.00
	i) In excess of 20.00 cu. meters	8.00
d	Swimming Pools, per cu. meters or fraction thereof	
	i) GROUP A Residential	3.00
	ii) Commercial/Industrial Groups B, E F, and G	36.00
	iii) Social/Recreational/Institutional GROUPS C, D, H and I	24.00
	iv) Swimming pools improvised from local indigenous materials such as rocks, stones and or small boulders and with plain cement flooring shall be charged 50% of the above (GROUPS') rates	As stated



v)	Swimming pool shower rooms/locker rooms:			
	(a)	Per unit or fraction thereof	60.00	
	(b)	Residential Group A - - -	6.00	
	(c)	GROUP B, E, F and G - -	18.00	
	(d)	GROUP C, D and H - - -	12.00	
e	Construction of firewalls separate from the building		(P)	
	i)	Per sq. meter or fraction thereof –	3.00	
	ii)	Provided, that the minimum fee shall be -	48.00	
f	Construction/Erection of towers: Including Radio and TV towers, water tank supporting structures and the like: (By Use or Character of Occupancy)			
			Self-Supporting	Trilon (Guyed)
	i)	Single detached dwelling units;	500.00	150.00
	ii)	Commercial/Industrial (GROUPS B, E, F and G) up to 10.00 meters in height;	2,400.00	240.00
		(a) every meter (b) or fraction thereof in excess of 10.00 meters	120.00	12.00
	iii)	Education/Recreational/ Institutional GROUPS C, D, H and I up to 10.00 meters in height;	1,800.00	120.00
(a) every meter (b) or fraction thereof in excess of 10.00 meters		120.00	12.00	
g	Storage Silos, up to 10.00 meters in height - - -		2,400.00	
	i)	Every meter or fraction thereof in excess of 10.00 meters - - -	150.00	
	ii)	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule -	As stated	
h	Construction of Smokestacks and Chimneys for Commercial /Industrial Use Groups B, E, F and G.			
	i)	Smokestacks, up to 10.00 meters in height, measured from the base -	240.00	
		(a) Every meter or fraction thereof in excess of 10.00 meters - - - - -	12.00	
	ii)	Chimney up to 10.00 meters in height, measured from the base - -	48.00	
(a) Every meter or fraction thereof in excess of 10.00 meters - - - - -		2.00		
i	Construction of Commercial/ Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas - - -		48.00	



J	Construction of Industrial Kiln/Furnace, per meter or fraction thereof of volume –	12.00
k	Construction of reinforced concrete or steel tank above ground GROUPS A and B, up to 2.00 cu. meters - - - -	12.00
	i) Every cu. m or fraction thereof in excess of 2.00 cu. meters - - - - -	12.00
	ii) For all other than Groups A and B up to 10.00 cu. meters - - - - - (a) Every cu. meter or fraction thereof in excess of 10.00 cu. m. –	480.00 24.00
l	Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume - - - -	7.00
m	Construction of reinforced concrete or steel tanks except for Commercial/ Industrial Use;	
	i) Above ground, up to 10.00 cu. meters - - - - - (a) Every cu. m or fraction thereof in excess of 10.00 cu. meters - -	480.00 48.00
	ii) Underground, up to 20.00 cu. meters - - - - - (a) Every cu. meters or fraction thereof in excess of 20.00 cu. m. –	540.00 24.00
n	Pull-outs and Re-installation of Commercial/ Industrial Steel Tanks;	
	i) Underground per cu. meter or fraction thereof of excavation - - -	3.00
	ii) Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank -	3.00
iii) Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.	As stated	
o	Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area;	
	i) Construction of permanent type - -	10.00
	ii) Construction of temporary type - -	5.00
iii) Inspection of knock-down temporary type, per unit - - - -	24.00	
p	Construction of buildings and other accessory structures within cemeteries and memorial parks;	
	i) Tombs, per sq. meter of covered ground areas - - - - -	5.00
	ii) Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area - - - - -	5.00
iii) Totally enclosed mausoleums, per sq. meter of floor area	12.00	



iv)	Totally enclosed mausoleums, per sq. meter of floor area	5.00
v)	Columbarium, per sq. meter	18.00

9. Accessory Fees

Pay Items Descriptions		Fee, (P)
a	Establishment of Line and Grade, all sides fronting on abutting streets, esteros, rivers and creeks, first 10.00 meters -	24.00
i)	Every meter or fraction thereof in excess of 10.00 meters	2.40
b	Ground Preparation Permit Fee	Fee, (P)
i)	While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to the line and grade, setbacks, yards/ easement and parking requirements.	200.00
	(a) Inspection and Verification Fee - - -	3.00
	(b) Per cu. meter of excavation - - - - -	50.00
	(c) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit	4.00
	(d) Per cu. meter of excavation for foundation with basement	3.00
	(e) Excavation other than foundation or basement, per cu. meter	250.00
	(f) Encroachment of footings or foundations of building/structures to public areas as permitted, per sq meter or fraction thereof of footing or foundation encroachment	
c	Fencing Fees	Fee, (P)
i)	Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	3.00
ii)	In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
iii)	Made of indigenous materials, barbed, chicken or hog wires, per lineal meter	2.40
d	Construction of Pavements up to 20.00 sq meters	24.00



e	In excess of 20% or fraction thereof of paved areas intended for commercial/ industrial/ institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like	3.00
f	Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq meter per calendar month	240.00
i)	Every sq. meter or fraction thereof in excess of 20.00 sq. meters	12.00
g	Erection of Scaffoldings Occupying Public Areas, per calendar month;	
i)	Up to 10.00 meters in length - -	150.00
ii)	Every lineal meter or fraction thereof in excess of 10.00 meters	12.00
h	Sign Fees:	Fee, (P)
i)	Erection and anchorage of display surfaces, up to 4.00 sq meters of signboard area	120.00
(a)	Every sq. meter or fraction thereof in excess of 4.00 sq. meters	24.00
h ii)	Installation Fees, per sq. meter or fraction thereof of display surface:	
	Type of Sign Display	Business Signs
	Neon	36.00
	Illuminated	24.00
	Others	15.00
	Painted-on	9.60
		Advertising Signs
		52.00
		36.00
		24.00
		18.00

h	iii)	Annual Renewal Fees, per sq. meter of display surface or fraction thereof:
	Type of Display Sign	Business Signs
	Neon	P 36.00, min. fee shall be P 124.00
	Illuminated	P 18.00, min. fee shall be P 72.00
	Others	P 12.00, min. fee shall be P 40.00
	Painted-on	P 8.00, min. fee shall be P 30.00
		Advertising Signs
		P 46.00, min. fee shall be P 200.00
		P 38.00, min fee shall be P 150.00
		P 20.00, min. fee shall be P 110.00
		P 12.00, min. fee shall be P 100.00

I	Repair Fees:	Fee, (P)
i)	Alteration/ renovation/ improvement on vertical dimension of buildings/ structures in sq. meter such as	5.00



	facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all Groups - - -	
ii)	Alteration/ renovation/ improvement on horizontal dimensions of buildings/ structures, such as floorings, ceilings, and roofing shall be assessed in accordance with the following rate, for all Groups - - -	5.00
iii)	Repairs on buildings/structures in all Groups costing more than five thousand pesos (5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)	As stated
j	Raising of buildings/ Structures Fees:	
i)	Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.	As stated
ii)	The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.	As stated
k	Demolition/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:	Fees: (P)
i)	Buildings in all Groups per sq. meter floor area - - - - - - - - - -	3.00
ii)	Building Systems/Frames or portion thereof per vertical or horizontal dimension, including Fences	4.00
iii)	Structures of up to 10.00 meters in height - - - - - (a) Every meter or portion thereof in excess of 10.00 meters - - - - -	800.00 50.00
iv)	Appendage of up to 3.00 cu. Meter/unit - - - - - (a) Every cu. Meter or portion thereof in excess of 3.00 cu. Meters - - -	50.00 50.00
v)	Moving Fees, per sq. meter of area of building/ structure to be moved - - - - -	3.00

10. Certificates of Use or Occupancy (Table II.G.1. for fixed costing)

a	Division A-1 and A-2 Buildings:	Fee, (P)
i)	Costing up to P150,000.00 - -	100.00
ii)	Costing more than P150,000.00 up to P400,000.00 - - -	200.00
iii)	Costing more than P400,000.00 up to P850,000.00 - - -	400.00



	iv)	Costing more than P850,000.00 up to P1,200,000.00 - -	800.00
	v)	Every Million (P1,000,000.00) or portion thereof in excess of P1,200,00.00 - - - -	800.00
b	Divisions B-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1 Buildings:		Fee, (P)
	i)	Costing up to P150,000.00 - -	200.00
	ii)	Costing more than P150,000.00 up to P400,000.00 - - -	400.00
	iii)	Costing more than P400,00.00 up to P850,000.00 - - -	800.00
	iv)	Costing more than P850,000.00 up to P1, 200,000.00 -	1,000.00
	v)	Every million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - -	1,000.00
c	Divisions C-1, 2/ D-1, 2, 3 Buildings:		Fee, (P)
	i)	Costing up to P150,000.00 - - -	150.00
	ii)	Costing more than P150,000.00 up to P400,00.00 - - -	250.00
	iii)	Costing more than P400,00.00 up to P850,000.00 - - -	600.00
	iv)	Costing more than P850,000.00 up to P1,200,000.00 - -	900.00
	v)	Every Million (P1,000,000.00) or portion thereof in excess of P1,200,000.00 - -	900.00
d	Division J-I Buildings/ structures:		Fee, (P)
	i)	With floor area up to 20.00 sq. meters - - -	50.00
	ii)	With floor area above 20.00 sq. m. up to 500.00 sq. m. -	240.00
	iii)	With floor area above 500.00 sq. m. up to 1,000.00 sq. m. - - -	360.00
	iv)	With floor area above 1,000.00 sq. m. up to 5,000.00 sq. m. - -	480.00
	v)	With floor area above 5,000.00 sq. m. up to 10,000.00 sq. m. - -	2,000.00
	(a)	With floor area above 10,000.00 sq. m. - -	2,400.00
e	Division J-2 Structures:		Fee, (P)
	i)	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building of which they are accessories.	As stated
	ii)	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above -	As stated
	iii)	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:	800.00
	(a)	First 10.00 meters of height from the ground-	50.00



	(b) Every meter or fraction thereof in excess of 10.00 meters - - -	
f	Change in Use/ Occupancy, per sq. meter or fraction thereof of area affected - - -	Fee, (P) 5.00

11. Annual Inspection Fees

a	Divisions A-1 and A-2:	Fee, (P)
i)	Single detached dwelling units and duplexes are not subject to annual inspections - - -	As stated
ii)	If the owner request inspections, the fee for each of the services enumerated below is - - - (a) Land Use Conformity (b) Architectural Presentability (c) Structural Stability (d) Sanitary and Health Requirements (e) Fire-Resistive Requirements	120.00
b	Divisions B-1/ D-1, 2, 3/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial and Institutional buildings and appendages shall be assessed area as follows;	Fee, (P)
i)	Appendages of up to 3.00 cu. m.	150.00
ii)	Floor area up to 100.00 sq. m. -	120.00
iii)	Above 100.00 sq meters up to 200.00 sq meters - - -	240.00
iv)	Above 200.00 sq meters up to 350.00 sq meters - - -	480.00
v)	Above 350.00 sq meters up to 500.00 sq meters - - -	720.00
vi)	Above 500.00 sq meters up to 750.00 sq meters - - -	960.00
vii)	Above 750.00 sq meters up to 1,000.00 sq meters - -	1,200.00
viii)	Every 1,000.00 sq meters or portion thereof in excess of (first) 1,000.00 sq meters - - -	1,200.00
c	Division C-1, 2, Amusement Houses, Gymnasia and the like:	Fee, (P)
i)	First class cinematographs or theaters	1,200.00
ii)	Second class cinematographs or theaters	720.00
iii)	Third class cinematographs or theater	520.00
iv)	Grandstands/Bleachers, Gymnasia and the like	720.00
d	Annual plumbing inspection fees, each plumbing unit - - -	60.00
e	Electrical Inspection Fees:	Fee, (P)
i)	A one time electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.	As stated
ii)	Annual Inspection Fees are the same as in Section 4.e.	As stated



f	Annual Mechanical Inspection Fees:	Fee, (P)
i)	Refrigeration and Ice Plant, per ton; (a) Up to 100 tons capacity- (b) Above 100 tons up to 150 tons – (c) Above 150 tons up to 300 tons – (d) Above 300 tons up to 500 tons – (e) Every ton or fraction thereof above 500 tons-	25.00 20.00 15.00 10.00 5.00
ii)	Air Conditioning Systems: (a) Window type air conditioners, per unit -	40.00
iii)	Packaged or centralized air conditioning systems: (a) first 100 tons, per ton – (b) above 100 tons, up to 150 tons, per ton – (c) every ton or fraction thereof above 500 tons-	25.00 20.00 8.00
iv)	Mechanical Ventilation, per unit, per kW: (a) Up to 1 kW – (b) Above 1 kW to 7.5 kW – (c) Every kW above 7.5 kW	10.00 50.00 20.00
v)	Escalators and Moving Walks; Funiculars and the like: (a) Escalator and Moving Walks, per unit – (b) Funiculars, per kW or fraction thereof – (c) Per lineal meter or fraction thereof of travel- (d) Cable Car, per kW or fraction thereof – (e) Per lineal meter of travel-	120.00 50.00 10.00 25.00 2.00
vi)	Elevators, per unit: (a) Passenger elevators – (b) Freight elevators – (c) Motor driven dumb-waiters – (d) Construction elevators for materials – (e) Car elevators – (f) Every landing above first five (5) landings for all the above elevators	500.00 400.00 50.00 400.00 500.00 50.00
vii)	Boilers, per unit: (a) Up to 7.5 kW – (b) 7.5 kW up to 22 kW – (c) 22 kW up to 37 kW – (d) 37 kW up to 52 kW – (e) 52 kW up to 67 kW – (f) 67 kW up to 74 kW – (g) Every kW or fraction thereof above 74 kW –	400.00 550.00 600.00 650.00 800.00 900.00 4.00
viii)	Pressurized Water Heaters, per unit –	120.00
ix)	Automatic Fire Extinguishers, per sprinkler head –	2.00



f	x)	Water, Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW: (a) Up to 5 kW – (b) Above 5 kW to 10 kW – (c) Every kW or fraction thereof above 10 kW –	55.00 90.00 2.00
	xi)	Diesel/ Gasoline Internal Combustion Engine, Gas Turbine/ Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW: (a) Per kW, up to 50 kW – (b) Above 50 up to 100 kW- (c) Every kW or fraction thereof above 100 kW –	15.00 10.00 2.40
	xii)	Compressed air, vacuum, commercial/institutional/ industrial gases, per outlet –	10.00
	xiii)	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher –	2.00
	xiv)	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like, (a) Power unit, up to 10 kW (b) Every kW above 10 kW-	100.00 3.00
	xv)	Other machineries and/or equipment for commercial/ industrial/ institutional use not elsewhere specified, per unit: (a) Up to ½ kW – (b) Above ½ up to 1 kW – (c) Above 1 up to 3 kW – (d) Above 3 up to 5 kW – (e) Above 5 up to 10 kW – (f) Every kW above 10 kW or fraction thereof –	8.00 23.00 39.00 55.00 80.00 4.00
	xvi)	Pressure Vessel, per cu. meter or fraction thereof –	40.00
	xvii)	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter of fraction thereof –	2.00
	xviii)	Weighing Scale Structures, per ton or fraction thereof	30.00
	xix)	Testing /Calibration of pressure gauge, per unit – (a) Each Gas Meter, tested, proved and sealed, per gas meter –	24.00 30.00
	xx)	Every mechanical ride inspection, etc., used in amusement centers of fair, such as ferris wheel, and the like, per unit	30.00



g	Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.	Fee, (P) As stated
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12. Certifications:

a	Certified true copy of building permit-	50.00
b	Certified true copy of Certificate of Occupancy/Use –	50.00
c	Issuance of Certificate of Damage –	50.00
d	Certified true of Certified of Damage-	50.00
e	Certified true copy of Electrical Certificate –	50.00
F	Issuance of Certificate of Gas Meter Installation –	50.00
g	Certified true copy of Certificate of Operation –	50.00
h	Other Certifications –	50.00

NOTE: The specifications of the Gas Meter shall be:

Manufacturer

Serial Number

Gas Type

Meter Classification/ Model

Maximum Allowable Operation Pressure (kPa) or psi)

Hub Size – mm (inch)

Capacity – cu. meter/hr., (cu ft/hr)

4. Issuance of Certifications on Issued Permits or Certified Photocopies of Building Permits, Certificate of Occupancy and other related documents.

Certified copies of documents/records on file may be issued to requesting parties for legal purposes provided by a written request and approved by the Municipal Engineer & Building Official or by the Municipal Mayor or by the Municipal Administrator.

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Written request		Client/Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and other necessary documents	1.1. Check on records the existence of the requested document /s 1.2. Issues Order of Payment	None	20 minutes	<i>Administrative Aide VI/ Administrative Aide III MEO</i>
2. Pay the required fees at the Municipal Treasury Office by showing OP • Secure OR	1. Accept payment based on the OP and issue OR	Certification Fee- php 100.00 Verification Fee- php 50.00	30 minutes	<i>Revenue Collection Clerk MTO</i>
3. Return to the MEO for the processing and release of the Certification	3.1 Check the OR 3.2 Review, certify and issue the Certificate to the client	None	10 minutes	<i>Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO Municipal Engineer/Building Official MEO</i>
TOTAL		150.00	1 hour	

5. Municipal Heavy Equipment Rental

The municipality of Itogon through ordinance no. 25, s. 2008 created the Municipal Economic Enterprise Development and Management Office (MEEDMO) of the Municipality of Itogon. The office shall be the main and central supervisory body for the conceptualization, profitable management and operation of all feasible economic enterprises which the municipal government ventures upon. The SB res. No. 86, s. 2009 establishes the heavy equipment rental enterprise which shall be under the MEEDMO.

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business G2G – Government to Government
Who may avail:	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request approved by the LCE with the following details: <i>What type of equipment?;</i> <i>Where to use?;</i> <i>When to use and duration?</i>		Lessee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved written request and sign the equipment rental form	1.1. Receive document and check availability of the requested equipment	None	30 minutes	<i>Administrative Aide VI/</i> <i>Administrative Aide III/</i> <i>Administrative Officer I/</i> <i>Construction and</i> <i>Maintenance Foreman</i> <i>(CMF)/</i> <i>Construction and</i> <i>Maintenance General</i> <i>Foreman (CMGF)</i> <i>MEO</i>
	1.2. Prepare the Equipment Rental Request including assessment of fees	None		
	1.3. Forward the Equipment rental request Form to the LCE for approval	None		<i>Local Chief Executive</i> <i>(LCE)</i> <i>Mayor's Office</i>
2. Pay the required fees at the Municipal Treasury Office by showing Rental Request Form and secure Official Receipt (OR)	2.1. Accept payment based on the Rental Request Form and issue OR	<i>Rental fees</i> <i>(refer to the</i> <i>Latest Local</i> <i>Revenue</i> <i>Code of the</i> <i>Municipality)</i>	Refer to MTO Citizen's Charter	<i>Revenue Collection</i> <i>Clerks</i> <i>MTO</i>
3. Return to the MEO for the processing of the request	3.1. Assign Driver/Heavy Equipment Operator to be in-charge and check on the equipment for lease before the scheduled date/time and to	None	10 minutes	<i>Administrative Aide III/</i> <i>CMGF/CMF</i> <i>MEO</i>



	prepare inspection reports thereafter			
	3.2. Prepare Trip Ticket			
4. Proceed to the motor pool for dispatch of the equipment requested	4.1. Record details in the client's logbook 4.2. Mobilize the Heavy Equipment	None	1 day	Administrative Aide III/ CMGF/CMF MEO
5. Return the leased equipment and settle additional payment to the MTO, if any	5.1. Check actual use of the equipment with lease contract made; Assess additional remunerations according to actual use, if any	Refer to lease contract and report of driver/operat or as to actual use	20 minutes	Administrative Aide III/ CMGF/CMF MEO
Total		Refer to the table of rental fees	1 day and 1 hour	

Rental Fees		
Heavy Equipment	Bare Rate/Hour w/o operator	Operated Rate/Hour w/ operator
4D Bulldozer with Reaper (Exclusive of Fuel)	1,401.12	2,052.00
Payloader - KLD	1,384.24	2,130.00
- APACHE	1,051.05	1,617.00
Road Grader – Any Model	837.41	1,378.00
Dump Truck, 3.00 cu.m.	482.72	743.00
Self-loading Truck		
- first four km.		2,000.00
- succeeding km.		500.00
Road Roller	414.80	761.00
Backhoe, Wheel Type Excavator, 0.40m ³	1,365.65	2,101.00
Man lifter (Boom Truck)	577.72	889.00



6. Technical Assistance in the Preparation of Program of Work (POW), Detailed Estimates and Plans of Local Infrastructure and Public Works Projects

The office provides technical services to the local chief executive and other offices relative to the preparation of engineering designs, material testing & quality control and other public works for the municipality and its barangays

Office or Division:	Municipal Engineering Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Funding				
Barangay Resolution requesting for funding		Client/Barangay Hall		
Certification of inclusion in the AIP from the MPDO		Municipal Planning & Development Office		
With Funding				
Budget Resolutions/Ordinances identifying projects under respective source of funds, in the case of the municipality Or Budget Resolutions/Ordinances identifying projects under respective source of funds with the Certificate of Availability of Funds (CAF), in the case of barangays Or SARO, in the case of downloaded national agency funds Or Request with the List of funded projects, in the case of CSR/SDMP fund		Sangguniang Bayan Office Barangay Hall (Where the project is located) Municipal Budget Office/Municipal Accounting Office Municipal Budget Office/Municipal Accounting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.0 Receive and record documents	None	5 minutes	<i>Administrative Aide III</i> <i>Administrative Aide VI</i> <i>Administrative Officer I</i> MEO



	1.1 Conducts Project pre-inspection	None	1 Day	<i>Municipal Engineer and Building Official</i> MEO
	1.2 Prepares Plans, Detailed Estimates and POW	None	20 days	<i>Municipal Engineer and Building Official</i> MEO
	1.3 Review and recommend approval of POW of the concerned	None	1 day	<i>Municipal Engineer and Building Official</i> MEO
2. Return to the MEO and get a copy of the POW for approval and proper endorsement	2. Release copies of POW for handing to approving authorities: If Brgy. Funds, Punong Barangay of the requesting Barangay shall approve POW If Municipal funds and other funds, the Municipal Mayor shall approve POW	None		<i>Administrative Aide III</i> <i>Administrative Aide VI</i> <i>Administrative Officer I</i> MEO <i>Punong Barangay</i> Concerned Barangay <i>Municipal Mayor</i> MO
Total		None	22 days and 5 mins	

7. Infrastructure Project Implementation

The Municipal Engineering Office is mandated to administer, coordinate, supervise & control the construction, maintenance, improvement, and repair of roads, bridges and other engineering public works projects of the local government unit

Office or Division:	Municipal Engineering Office
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	All PCAB Registered Contractors
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Contract Documents and Notice to Proceed (NTP)	Contractor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Notice to Proceed (NTP)	1.1 Receive and record Contract Documents	None	10 minutes	<i>Administrative Aide VI Administrative Aide III Administrative Officer I MEO</i>
2. Mobilize and start construction until project shall be completed	2. Conduct regular inspection while project is on-going	None	Project duration	<i>Project-in-charge MEO</i>
3. Submit request for final inspection, Statement of Work Accomplished (SWA) and Back-up Computation upon completion of the project to the LCE for approval	3. Receive approved request for inspection then prepare request to COA indicating the schedule of post-inspection	None	1 day	<i>Administrative Aide VI Administrative Aide III Administrative Officer I MEO</i>
4. Ensure presence during post-inspection to answer matters that may arise	4. Conduct post-inspection	None	1 day	<i>Project-in-charge MEO</i>
5. Return to MEO for processing of post-inspection reports and Billing documents	5.1 Prepare post-inspection reports and billing documents 5.2 Review and approve post-inspection reports and billing documents 5.3 Endorse documents to the next responsible office	None	2 days	<i>Project-in-charge Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO Municipal Engineer MEO Administrative Aide VI/ Administrative Aide III/ Administrative Officer I MEO</i>
Total		None	4 days and 10 mins plus Project duration	