

EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF
DOÑA REMEDIOS TRINIDAD, BULACAN



1. Building Permit

A document issued by the Building Official/Municipal Engineer to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work within the municipality. Such document will be approved only after submission of complete requirements, payment of necessary taxes and fees imposed thereon.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Building Plans in accordance with the National Building Code (NBC) of the Philippines; (Plans must be signed and sealed by the professionals and signed by the owner/s). (4 Copies)</p> <ul style="list-style-type: none"> ➤ Architectural plans (signed and sealed by a Licensed Architect) ➤ Civil Structural plans (signed and sealed by a License Civil Engineer) ➤ Sanitary/Plumbing plans (signed and sealed by a Licensed Sanitary Engineer or Master Plumber) ➤ Electrical plans (signed and sealed by a Licensed Professional or Registered Electrical Engineer) ➤ Mechanical plans (signed and sealed by a licensed professional or registered mechanical engineer) ➤ Electronic Plans (signed and sealed by a licensed professional or registered electronic engineer) ➤ Fire Protection Plans (signed and sealed by a licensed professional or registered electronic engineer) ➤ Professional Regulation Commission (PRC ID) of each professional's and current Professional Tax Receipts (PTR) with seal and three (3) specimen signatures of each professional. (3 copies) ➤ Bill of materials and specifications (signed 	<p>Private Professional Engineers</p> <p>Private Professional Engineers</p> <p>Private Professional Engineers</p> <p>Private Professional Engineers</p> <p>Private Professional Engineers</p> <p>Private Professional Engineers</p> <p>Private Professional Engineers</p> <p>Private Professional Engineers</p> <p>Licensed Architect/Civil Engineer</p>

and sealed by licensed architect/civil engineer).
(3 copies)

- **Structural design and analysis** (signed and sealed by licensed civil engineer) (2 copies)
- **Seismic analysis** (signed and sealed by licensed civil/structural engineer) (2 copies)
- **Electrical Design Analysis** (2 copies)
- **Soil Boring Test** (for three storey building and above) (2 copies)

2. Proof of Ownership

- Lot Plan (2 Original Copy)
- Certified True Copy of original Certificate of title (CTC)
- Transfer Certificate of Title (TCT) (2 Photocopy)
- Tax Declaration (1 Photocopy)
- Current Tax Receipt (1 Photocopy)

If case the applicant is not the registered owner;

- Contract to sell / Deed of Absolute Sale
- Affidavit of Consent of the Lot Owner
- Contract of Lease
- Special Power of Attorney Authenticated by DFA / Philippine Embassy ;if applicant is in abroad)
- Extra Judicial Settlement

3. Application Forms; (signed and sealed by the professionals and signed by the owners

- Unified Application form for Building Permit including Ancillary Permits (4copies)

4. Clearances

- Barangay Clearance (Construction / Building Permit) (2 Photocopy)
- Fire Safety Evaluation Clearance (FSEC - from Fire Department (2 Photocopy)
- Construction Safety and Health Program (2 photocopy)
- Zoning Permit / Locational Clearance (2 Photocopy)

Licensed Architect/Civil Engineer/Electrical/Mechanical/Electronics

Licensed Civil Engineer

Licensed Civil / Structural Engineer

Licensed Electrical Engineer

Licensed Geotechnical Engineer

Licensed Geodetic Engineer, Land Registration Authority
Land Registration Authority

Provincial & Regional Office

Office of the Municipal Assessor

Office of the Municipal Treasurer

Notary Public

Notary Public

Notary Public

Notary Public/Department of Foreign Affairs/Philippine Embassy/Consulate-General

Notary Public

Office of the Municipal Engineer

Concerned Barangay

Bureau of Fire Protection

Provincial / Regional Office

MPDC Office

<ul style="list-style-type: none"> ➤ Power Line Operator Certification (PLOC) <p>5. Other Requirements (2 copies)</p> <ul style="list-style-type: none"> ➤ Philippine Contractors Accreditation Board License ➤ Notarized Authorization Letter (for applicants representative) ➤ Affidavit of undertaking, consent (if necessary) <p>Secretary Certificate (for corporation)</p>	<p>MERALCO</p> <p>Private Contractor</p> <p>Notary Public</p> <p>Notary Public</p> <p>Notary Public</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Building Plans and application forms together with the complete requirements at the Office of the Municipal Engineer. *Make sure to secure Order of Payment that will be issued.	1.1 Receive the required requirements and check for completeness. 1.2 Issue the Order of Payment upon completion of required documents	None	Two (2) working days	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
2. Pay the necessary fees at the Municipal Treasurer's Office. *Make sure to secure Official Receipt that will be issued upon payment.	2.1 Accepts the payment based on the Order of Payment. 2.2 Issue the Official Receipt	As stated in the Order of Payment / Official Receipt	5 minutes	<i>AA III (Window 2) / AA I (Window 1)</i> Office of the Municipal Treasurer
3. Submit Official Receipt (or Photocopy of Official Receipt) at Engineering Office	3.1 Receive, verify official receipt. 3.2 Process Permit	Refer to new Schedule of Fees and Other Charges of The IRR of the National Building Code of the Philippines	Two (2) Working days	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
4. Claim the Permit	4.1 Release the permit	None	20 minutes	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
TOTAL		BASED ON SCHEDULE OF FEES.	FOUR (4) DAYS & 25 MINUTES	



2. Certificate of Electrical Inspection

Is a document issued to any person who apply for electrical connection within the municipality. Such document will be approved only after submission of requirements, payment of necessary taxes and fees imposed thereon.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Application Forms 2. Proof of Ownership <ul style="list-style-type: none"> ➤ Transfer Certificate of Title ➤ If the applicant is not registered owner of the land: <ol style="list-style-type: none"> 1. Deed of Absolute Sale, Contract to Sell, Lease of Contract, Land Owner's Affidavit 3. Electrical Plans 4. Approved Yellow Card from Meralco 5. Full view picture (colored) of the building, geotagged) 6. Building Permit / Certificate of Occupancy 7. Barangay Clearance 8. Valid Identification Cards of the Applicant 		Municipal Engineering Office LRA Notary Public Private Professional Engineer Meralco Client, Location of the Building Structure Municipal Engineering Office Concerned Barangay Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application form at the Office of the Municipal Engineer	1.1 Check application form and sketch the place to be inspected and conduct ocular inspection	None	Three (3) working days	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
2. Submit complete requirements. *Make sure to secure Order of Payment that will be issued.	2.1 Receive and review the completeness of requirements. 2.2. Issue order of payment.	None	30 minutes	
3. Pay the necessary fees at the Municipal Treasurer's Office. *Make sure to secure Official Receipt that will be issued upon payment.	3.1 Accepts the payment based on the Order of Payment. 3.2. Issue the Official Receipt	See Revenue Code, National Building Code of the Philippines PD 1096 IRR	5 minutes	<i>AA III (Window 2) / AA I (Window 1)</i> Office of the Municipal Treasurer

4. Return to the Engineering Office for the processing and release of Certificate of Electrical Inspection	4.1 Receive and verify Official Receipt. 4.2. Process and releases Certificate of Electrical Inspection	None	30 minutes	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
	TOTAL	BASED ON SCHEDULE OF FEES.	THREE (3) DAYS & 1 HOUR	

**MUNICIPAL GOVERNMENT OF
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3. Certificate of Occupancy

For person, firm of corporation, including any agency or instrumentality of the government who would like to occupy or use the building or structure.

Office or Division:	Municipal Engineering Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Application Forms (3 copies) <ul style="list-style-type: none"> ➤ Unified Application Form for Certificate of Occupancy ➤ Certificate of Completion 2. As Built plans (2 copies) 3. Picture of the building/structure showing front, right, left and rear side (1 copy) 4. Barangay Clearance for Occupancy 5. Fire Safety Inspection Certificate (FSIC) (1 copy) 6. Other clearances whenever necessary (1 copy) 		Private Professional Engineers Municipal Engineering Office Private Professional Engineers Client Concerned Barangay Bureau of Fire Protection Other Government Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements except for FSIC from BFP	<ol style="list-style-type: none"> 1.1 Receive requirements 1.2 Evaluate Architectural, Civil, Electrical, Mechanical, Sanitary/Plumbing 1.3 Conduct site inspection 1.4 Assess fees 	None	Two (2) Working days	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
2. Bring Endorsement letter to BFP	2. Issue Endorsement letter for PFB	As per BFP	5 minutes	Bureau of Fire Protection
3. Receive Order of Payment	3. Release Order of Payment	As per NBCP PD 1096	5 minutes	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
4. Submit FSIC	4. Receive FSIC	None	3 minutes	Bureau of Fire Protection
5. Pay Order of Payment at Treasury Office	5. Receive Payment	As per NBCP PD 1096	3 minutes	<i>AA III (Window 2) / AA I (Window 1)</i> Office of the Municipal Treasurer
6. Wait for the schedule of the releasing of the	6. Prepare Certificate of Occupancy and Sign Certificate of Occupancy	None	45 minutes	<i>Clerk / Engineer II</i> Office of the Municipal Engineer

Certificate of Occupancy				<i>Municipal Engineer</i> Office of the Municipal Engineer
7. Claim Certificate of Occupancy	7. Release Certificate of Occupancy	None	4 minutes	<i>Clerk / Engineer II</i> Office of the Municipal Engineer
	TOTAL	BASED ON SCHEDULE OF FEES.	THREE (3) DAYS & 5 MINUTES	