



**Infrastructure and Other
Related Services**
Office of the City Engineer



1. Granting a Building Permit

Implementation of PD 1096 known as the National Building Code of the Philippines by issuance of Building Permit prior to construction, erection, alteration, major repair, renovation or conversion of any building/structure owned by government or private entities. The permit may be revoked or cancelled for the following reasons (sec. 306 of the Code):

- * Errors found in the plans and specifications
- * Incorrect and inaccurate data
- * Non-compliance with the provisions of the Code or any rules or regulations

Office or Division:	Office of the City Engineer/Building Official	
Classification:	Simple	
Type of	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ Duly accomplished Application Form/s ➤ Supporting Documents <ul style="list-style-type: none"> ➤ Applicant is owner of the Lot ➤ Mayor's Clearance ➤ Zoning Clearance ➤ Certified True Copy of Land Title ➤ Updated Tax Declaration with documentary stamp ➤ Updated Real Property Tax Receipt (photo copy) ➤ Bill of Materials ➤ Structural Design Computation (as needed) ➤ Electrical Design Analysis ➤ Technical Specification ➤ Barangay Clearance where project is located 	<ul style="list-style-type: none"> Office of the City Mayor City Planning & Development Office Registry of Deeds City Assessor's Office Office of the City Treasurer Contractor/Engineer 	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Lot Plan with Geodetic Engineer Certification that the property does not encroach in adjoining properties (Subdivision Plan as needed) ➤ Other Clearances (from DENR, DAR, ATO, DPWH, etc.) as needed ➤ Six (6) Sets of Plans and Specifications prepared and sealed by: <ul style="list-style-type: none"> - Licensed Architect or Civil Engineer for the Architectural and Structural Plans - Licensed Sanitary Engineer or Master Plumber for the Plumbing and Sanitary Installations Plans (if applicable) - Licensed Professional Electrical Engineer for the Electrical Plans (if applicable) - Licensed Professional Mechanical Engineer for the Mechanical Plans (if applicable) - Licensed Architect or Civil Engineer for the Fence Permit Plan (if applicable) - Demolition Permit (if applicable) ➤ Applicant is not the owner of the lot (additional requirement/s) ➤ Duly Notarized Copy of the Contract of Lease and the above requirements ➤ Duly Notarized Copy of the Deed of Absolute Sale and the above requirements ➤ Duly Notarized Copy of the Contract of Sale and the above requirements ➤ Affidavit of Consent of the Lot Owner/ Special Power of Attorney 	<p style="text-align: center;">Notary Public</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application at the Office of the Building Official (OBO)	1. Receives application.	None	5 minutes	Admin. Aide III and IV, Laboratory Technician I
	1.1 Endorse to Offices for needed clearance/s 1.2 Approves endorsement	None	3 minutes	City Engineer/ Building Official
2. Submit application with clearances from other agencies	2. Processes application based on the completeness and correctness of related plan.	None	1 to 2 days	Engineer III and II, Administrative Asst. V
	2.1 Prepares Order of Payment/ Assesses fees 2.2 Approves Order of Payment/ Assessed fees			Adm. Aide VI, and III, Laboratory Technician I City Engineer/ Building Official Asst. City Engineer
3. Pay the fees at the Office of the City Treasurer	3. Verifies Proof of Payment (OR)	Fees & Charges are computed based on the Revised National Building Code. Penalty is imposed on started project w/out approved building permit	10 minutes	Administrative Aide IV
	3.1 Approves the issuance of permit		30 to 60 minutes	City Engineer/ Building Official
	3.2 Endorse to Mayor's Office for Clearance		5 minutes	Laboratory Aide I



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit Permit with Mayor's Clearance	4. Verifies Mayor's Clearance	None	3 minutes	Admin. Aide III and IV
5. Receives Building Permit	5. Releases Building Permit	None	10 – 30 minutes (depends on the size/volume of plans)	Administrative Aide IV
TOTAL:			3 days & 53 minutes	

2. Granting Other Building-Supplementary/Related Permits (Sec. 301 of P.D. 1096)

The Office of the Building Official issues other related permits aside from the Building Permit, before the renovation or demolition of any structure.

- A. Electrical Permit – is required before changing, altering or adding to the approved electrical installations.
- B. Mechanical Permit – is required before the installation of additional, removal, alteration of machinery.
- C. Sanitary/Plumbing Permit – is required before adding or altering existing plumbing installations, water supply, storm drainage, water purification and sewerage treatment plants.
- D. Fencing Permit – is required prior to the actual construction of fence.
- E. Demolition Permit – is required prior to the dismantling or demolition of a building or structure in whole or in part.
- F. Temporary Service Connection Permit – is required for temporary service connection to a power utility for lighting and for construction purposes such as Christmas decorative lighting, lighting of cemeteries, temporary lighting for carnivals/fiestas, testing, etc.
- G. Excavation and Ground Preparation Permit – is required prior to actual ground preparation and excavation after the building line is established.



- H. Temporary Sidewalk Enclosure and Occupancy Permit – is required prior to the temporary sidewalks for construction purposes.
- I. Scaffolding Permit – is required whenever the erection of scaffolding occupies street lines.
- J. Signage Permit – is required prior to the construction, installation, erection, attachment and painting of any form of Billboards/Signage.

Office or Division:	Office of the City Engineer/Building Official	
Classification:	Simple	
Type of	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Electrical Permit <ul style="list-style-type: none"> ➤ Accomplished Electrical Application Form with certification of Electrical Final Inspection Form signed by a Professional Electrical Engr.(PEE), Registered Electrical Engr (REE)/ Master Electrician (MsE) ➤ 3 copies-Electrical Plans signed by a PEE 	Professional Electrical Engineer Registered Electrical Engineer Master Electrician	
2. Mechanical Permit <ul style="list-style-type: none"> ➤ Accomplished Mechanical Permit Application Form signed by PME ➤ 3 copies – Mechanical Plan ➤ 1 copy Mechanical Specifications of Equipment 	Professional Mechanical Engineer	
3. Sanitary/Plumbing Permit <ul style="list-style-type: none"> ➤ Accomplished Sanitary/Plumbing Permit Application Form signed by a Sanitary or Master Plumber ➤ 3 copies – Sanitary/Plumbing Plan ➤ 1 copy Sanitary Specifications 	Sanitary or Master Plumber	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. Fencing Permit</p> <ul style="list-style-type: none"> ➤ Accomplished Fencing Permit Application Form ➤ 3 copies- Fencing Plan ➤ 1 copy - Bill of Materials and Cost Estimates (as needed) ➤ Structural Design Computation (as needed) ➤ 1 copy- Certified True Copy of Land Title ➤ 1 copy- Updated Real Property Tax Declaration with documentary stamp ➤ 1 copy- Deed of Sale/Lease/Contract to Sell or Affidavit of Consent of Lot ➤ 1 copy – Updated Real Property Tax Receipt (photo copy) ➤ Barangay Clearance where project is located 	<p>Licensed Civil Engineer Licensed Architect</p> <p>Registry of Deeds</p> <p>Office of the Assessor</p> <p>Notary Public</p> <p>Office of the Treasurer</p> <p>Barangay Chairman</p>
<p>5. Demolition Permit</p> <ul style="list-style-type: none"> ➤ Accomplished Demolition Permit Form signed by the applicant and Registered Civil Engineer/Architect and Notary Public. ➤ 1 copy- Land Title ➤ Updated Tax Declaration of the building to be demolished (with Documentary Stamp) ➤ 1 copy- Updated Real Property Tax Receipt (photo copy) ➤ 1 copy- Affidavit of Consent/SPA of the owner of the building to be demolished if the applicant is not the owner ➤ Barangay Clearance 	<p>Registered Civil Engineer/Architect/Notary Public</p> <p>Registry of Deeds</p> <p>Office of the Assessor</p> <p>Office of the City Treasurer</p> <p>Notary Public</p> <p>Barangay Chairman</p>
<p>6. Temporary Service Connection Permit</p> <ul style="list-style-type: none"> ➤ Accomplished Permit For Temporary Service Connection Form ➤ 3 copies- Electrical Plan/Layout 	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>7. Excavation and Ground Preparation Permit</p> <ul style="list-style-type: none"> ➤ Accomplished Permit Form ➤ Excavation Plan (Site Development Plan) ➤ Certified True Copy of Land Title ➤ Updated Tax Declaration with Documentary Stamp ➤ Updated Real Tax Property receipt (photocopy) ➤ Barangay Clearance to where the project is located <p><i>For Prime water connection (not in the Code) 3 copies- For Prime water connection purposes, present accomplished Prime water Application Form</i></p> <p>8. Temporary Sidewalks Enclosure and Occupancy Permit</p> <ul style="list-style-type: none"> ➤ Accomplished Permit Form ➤ 2 copies- Sketch plan of sidewalk to be used which includes the Site Development of the Project <p>9. Scaffolding Permit</p> <ul style="list-style-type: none"> ➤ Accomplished Permit Form ➤ 2 copies- Sketch plan of street line to be occupied which includes the site Development of the Project <p>10. Signage Permit</p> <ul style="list-style-type: none"> ➤ Accomplished Signage Permit Form ➤ 3 copies- Electrical Permit Form (as needed) ➤ 3 copies- Plan of signage/s to be installed/erected ➤ 3 copies- Location/vicinity plan ➤ 1 copy- documents needed as stated in the permit ➤ DPWH Clearance (<i>for national roads/highways</i>) ➤ Barangay Clearance to where it will be constructed 	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application at the Office of the Building Official (OBO)	1. Receives application.	None	30 minutes	Admin. Aide IV, Engineer III, Engineer II,
	1.1 Processes application based on the completeness and correctness of related plans.			Administrative Asst. V, Const. & Maintenance General Foreman
	1.2 Prepares Order of Payment/ Assesses fees	None	30-60 minutes	Admin. Aide IV
	1.3 Approves Order of Payment/Assessed fees		5 minutes	City Engineer/ Building Official
2. Pay the fees at the Office of the City Treasurer	2. Verifies Proof of Payment (OR)	Fees & Charges are computed based on the Revised National Building Code (PD 1096)	3 minutes	Admin. Aide IV/Processing Personnel
	2.1 Approves the issuance of permit		30-60 minutes	City Engineer/ Building Official
	2.2 Endorse to Mayor's Office for Clearance		5 minutes	Processing Clerk/ Personnel
3. Submit Permit with Mayor's Clearance	3. Verifies Mayor's Clearance	None	5 minutes	Admin. Aide IV/ Processing Personnel
4. Receives Permit	4. Releases Permit	None	10 minutes	Admin. Aide IV/ Processing Personnel
TOTAL:			2 - 4 days & 58 minutes	



3. Granting of Occupancy Permit

The Office of the City Engineer issue an Occupancy Permit before any building or structure is used or occupied. It is secured after the completion of the structure. Sec. 309 of the Code)

A Change of Use is also required if there is any change in the existing use or occupancy classification of a building, structure or any portion thereof (Sec. 702 of the Code)

Office or Division:	Office of the City Engineer/Building Official			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Accomplished Application for Certificate of Occupancy (NBC Form B-11) ➤ Accomplished Certificate of Completion (NBC Form No. B-10). ➤ Logbook of building construction, signed and sealed by the architect or civil engineer in-charge of construction. ➤ For Change of Use: Accomplished Application for Change of Occupancy (NBC Form B-12) ➤ Fire Safety Inspection Report (<i>Please refer to Service No. VIII. D.3. Issuance of Fire Safety Inspection Certificate</i>) ➤ As-built plan (as needed) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receives application 1.1 Endorses to Fire Department for Fire Safety Clearance 1.2 Approves Endorsement letter	None	5 minutes 10 minutes	Admin. Aide III Admin. Aide III/ Processing Personnel City Engineer/ Building Official



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Present Fire Safety Inspection Certificate	2. Receives application.	None	5 minutes	Admin. Aide III
	2.1 Site Inspection		1-4 hours (depends on the location and size of Building)	Concerned Engineers – Engineer II and III
	2.2 Sign Certificate of Occupancy Form based on the completeness and correctness of related plans as result of the ocular inspection		30-60 minutes	Concerned Engineers – Engineer II and III
	2.3 Prepares Order of Payment/Assesses fees		5 minutes	Admin. Aide IV
	2.4 Approves Order of Payment/Assessed fees Processes application		2-5 minutes	City Engineer/ Building Official
3. Pay Certificate of Occupancy Fee	3. Verifies Proof of Payment (OR)	Fees and Charges are computed based on the Revised Implementing Rules and Regulations of the National Building Code (PD 1096).	3 minutes	Admin. Aide III
	3.1 Approves the issuance of Certificate of Occupancy		5 minutes	City Engineer/ Building Official
4. Receive Certificate of Occupancy	4. Releases Certificate of Occupancy	None	10 minutes	Admin. Aide III/ Processing Clerk/ Building Official
TOTAL:			1 hour 43 minutes or less	



4. Granting Building Data Certification

The Office of the City Engineer issues a certification of the existence/non-existence of a building permit for a specific structure and other related documents

Office or Division:	Office of the City Engineer/Building Official			
Classification:	Simple			
Type of Transac-	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Letter request addressed to the City Engineer.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for Building Data Certification	1. Receives request	None	2-5 minutes	Engineer II Admin. Aide IV and III
	1.1 Checks Data Availability		5-20 minutes	Admin. Aide IV
	1.2 Prepares Certification		5-10 minutes	Admin. Aide IV/ Processing Personnel
2. Pay the applicable fees to the Office of the City Treasurer	2. Verifies O.R.	50.00	3 minutes	Admin. Aide IV
	2.1 Approves and signs the certification		3 minutes	City Engineer/ Building Official
3. Receive the certification	3. Records and releases the certification	None	2 minutes	Admin. Aide IV and III
TOTAL		50.00	20– 43	



5. Granting of Certificate of Annual Inspection for Business Permit

The Office of the City Engineer issues a Building Inspection Clearance before the start of commercial operations and during the annual renewal of business permits.

Office or Division:	Office of the City Engineer/Building Official			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All business owners/operators in the city			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Accomplished Business License Application				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Have your Business Permit application form signed.	1. Signs Business Permit application form	None	15 minutes	Engineer/s in-charge (PLIT / Composite Team members)
	1.1 Inspects building for compliance with the National Building Code, Laws, Rules and Regulations		1 hour (Poblacion) 2 hours (Rural Brgy)	
	1.2 Prepares Inspection Report, gives recommendations if any		10 minutes	Engineer/s in-charge (PLIT / Composite Team members)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Comply with recommendations of the Composite Team (if applicable)	2. Re-inspects establishment for compliance with recommendation if applicable	None	1 hour (Poblacion) 2 hours (Rural Brgy.)	Engineer/s in-charge (PLIT / Composite Team members)
	2.1 Prepares Inspection Report		10 minutes	Engineer II Const. & Maintenance General Foreman
	2.2 Assess Fees			
	2.3 Approval of Inspection Report		5 minutes	City Engineer/ Building Official
3. Receive Annual Inspection Clearance	3. Releases the Building Inspection Clearance	None	5 minutes	Processing Personnel
TOTAL			Hours 45 minutes	

6. Actions on Building-Related Complaints

The Office of the City Engineer acts on citizens' complaints about violations in any building construction, renovation, repair, demolition, etc.



Office or Division:	Office of the City Engineer/Building Official			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Complaint letter				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File letter complaint to Office of the Building Official including contact details	1. Receives letter-complaint	None	10 mins	Engineer II Admin. Aide IV
	1.1 Prioritizes routing to Building Official		15 mins	Admin. Aide IV and III
	1.2 Inspects subject building or structure for any violation		1 hour- 4 hours (depends on the location)	Engineer II and Engineer I
	1.3 If there are violations, prepares and issues the notice of Illegal Construction or Notice of Violation, copy furnished complainant			
	1.4 Endorses to City Prosecutor's Office (CPO) if the owner of the building ignores three (3) notices issued.		30 minutes	City Engineer/ Building Official
1.5 Files complaint against the building owner in court		1 day	City Engineer/ Building Official	
TOTAL			1-4 hours 55 minutes	



7. Maintaining Drainage System and Other Infrastructures

The City Government provides infrastructure maintenance services which include the following:

- Cleaning and dredging of drainage canals
- Demolition works
- Repair of roads and shoulders
- Repair of public buildings and other public facilities
- Asphaltting of potholes
- All other Civil Engineering related works

Office or Division:		Office of the City Engineer/Building Official		
Classification:		Simple		
Type of Transactions:		G2C – Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ Letter request approved by the City Mayor				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request duly approved by the City Mayor including contact details.	1. Receives and records letter request and endorses to the City Engineer		3 minutes	Engineer III Engineer II & I
	1.1 Notes and endorses to the Maintenance Section		3 minutes	City Engineer
	1.2 Conducts site inspection		2 hours- 4 hours (depends on the location)	Engineers in-charge Engineer III, II
	1.3 Prepares Program of Work (POW)		60 minutes	Engineers in-charge Engineer III, II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Reviews and recommends approval by the City Mayor 1.5 Sees to the implementation of the project		3 minutes 2 days	City Engineer Engineers in-charge
2. Wait advice from the City Engineer's Office regarding the complaint.	2. Advises client on the result/status of case filed.		10 minutes	City Engineer
	TOTAL		3 days 19 minutes more or less	

8. Assistance for the Preparation of Plans and Program of Works

The City Government through the Office of the City Engineer prepares Plans and Program of Work for infrastructure which could benefit the community.

SERVICE COVERAGE:

- Drainage Systems
- Concrete Roads
- Public and Government Buildings
- Other Infrastructure Projects



Office or Division:	Office of the City Engineer/Building Official			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Barangay Officials, Private citizens, Offices/Departments of the City Government of Laoag			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤Letter request approved by the City Mayor				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request duly approved by the City Mayor including contact details.	1. Receives and records letter request and endorses to the City Engineer	None	3 minutes	Engineers in-charge Engineer III, II
	1.1 Notes and endorses to the Planning and Design Division		3 minutes	City Engineer
	1.2 Conducts site inspection		1 hour (Poblacion); 2 hours (Rural brgy.)	Engineers in-charge Engineer III, II
	1.3 Prepares Program of Work (POW) and endorses to the City Engineer		1 to 7 days (varies on the complexity of work)	Engineers in-charge Engineer III, II
	1.4 Evaluates and recommends approval		5 minutes	City Engineer
2. Receive POW	2. Releases POW	None	5 minutes	Processing Personnel
TOTAL			1 hour 16 minutes or more	



9. Collection Services for Additional Garbage

The City Government through the Office of the City Engineer may provide Garbage Collection Services outside the regular schedule to individuals upon request.

Office or Division:	Office of the City Engineer/Building Official			
Classification:	Simple			
Type of Transac-	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written, verbal or phoned-in request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make the request	1. Receives and records the request and endorses to Motor pool Division	None	5 minutes	Engineers in-charge
	1.1 Schedules and Prepares Job Order		15 minutes	
2. Acknowledge Completion of Job Order	2. Receives acknowledgement of completion of job order	None	1 hour (poblacion) 2 hours (rural brgy.)	Asst. City Engineer Processing
TOTAL				