



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





ENGINEERING OFFICE

ADMINISTRATIVE SERVICES

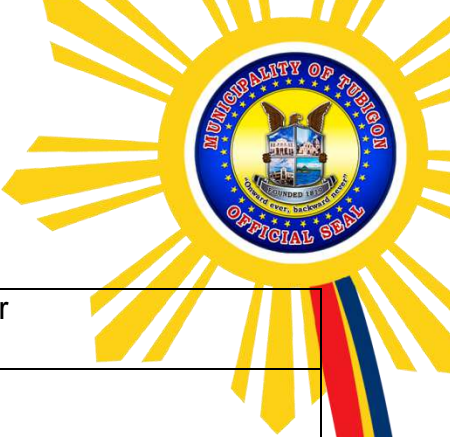




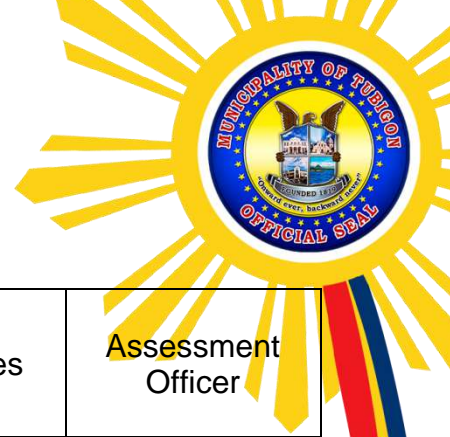
1. SECURING BUILDING PERMIT

The policy of the State to safeguard life, health, property, and public welfare, consistent with the principles of sound environmental management and control; and to this end, make it the purpose of this Code to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy and maintenance.

Office or Division:	ENGINEERING OFFICE	
Classification:	SIMPLE	
Type of Transaction:	G2C, G2B, G2G	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. Five (5) sets of Plans and specifications prepared, signed and sealed.</p> <p>a.) Geodetic Engineer, in case of lot survey plans;</p> <p>b.) Architect, in case of architectural documents; in case of architectural interior/interior design documents, either and architect or interior designer may sign;</p> <p>c.) Civil Engineer, in case of civil/ structural documents;</p> <p>d.) Professional Electrical Engineer, in case of Electrical documents;</p> <p>e.) Professional Mechanical Engineer, in case of mechanical documents;</p> <p>f.) Sanitary Engineer, in case of sanitary documents;</p> <p>g.) Master Plumber, in case of plumbing documents;</p> <p>h.) Electronics Engineer, in case of electronics documents.</p>		Applicant will be the one to secure signature of appropriate professionals
<p>2. In case the applicant is the registered owner of the lot:</p> <p>a.) Certified true copy of TCT,</p> <p>b.) Tax declaration, and</p> <p>c.) Current Real Property Tax Receipt/Tax Clearance</p>		<ul style="list-style-type: none">- ROD (Register of Deeds)- Treasurer's Office- Treasurer's Office
<p>3. In case the applicant is not the registered owner of the lot:</p> <p>a.) Duly notarized copy of the contract lease, or</p> <p>b.) Duly notarized copy of the deed of absolute sale, or</p> <p>c.) Housing and Land Use Regulatory Board (HLURB)</p> <p>d.) Authorization from lot owner-notarized</p>		<ul style="list-style-type: none">- Lot Owner- HLURB- Lot Owner
<ul style="list-style-type: none">- 4. Boring test for building 3-storeys and higher;		<ul style="list-style-type: none">- Geotechnical establishments



- 5. Structural analysis and design		- Structural Designer		
- 6. Fire Safety Clearance for Building Permit		- BFP		
7. Clearance from Other Agencies (whenever necessary) a.) Department of Public Works and Highways (DPWH) b.) Air transportation Office (ATO) c.) Housing and Land Use Regulatory Board (HLURB) d.) Local Government Unit (LGU) - Barangay clearance for building permit - setback clearance from Provincial Engineering Office if building is located along Provincial Road e.) Department of Tourism (DOT) f.) Department of Environment and Natural Resources (DENR) - ECC/CNC for poultry, piggery, rice mill, cemetery ,gasoline stations, resorts, iron, steel mills, refineries, power plants, subdivisions and housing projects, sugar mills g.) Department of Transportation and Communication h.) Department of Interior and Local Government (DILG) i.) Philippine Ports Authority (PPA) j.) Department of Education (Dep-Ed) k.) Department of Health (DOH) l.) Philippine Institute of Volcanology and Seismology (PHIVOLCS) m.)Laguna Lake Development Authority (LLDA) n.) Manila Waterworks and Sewerage System (MWSS) o.) National Water Resources Board (NWRB) p.) Department of Agrarian Reform(DAR) q.) Department of Agriculture (DA) r.) Department of Labor and Employment (DOLE) – safety and health clearance s.) National Housing Authority (NHA) t.) National Council for the Welfare of Disabled Persons (NCWDP)		- DPWH - ATO - HLURB - BLGU - Provincial Engineering Office - DOT - DENR - DOTR - DILG - PPA - DEP-ED - DOH - PHIVOLCS - LLDA - MWSS - NWRB - DAR - DA - DOLE - NHA - NCWDP		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the validation officer together with the required documents	Validate the submitted documents	None	25 minutes	Validation Officer



2. Computation of Fees	Compute the Building Fees	Depending the floor area of the building	15 minutes	Assessment Officer
3. Re-validation of documents and issuance of Building Permit	Re-validate the documents and issue Building Permit	None	4 days, 23 hours & 10 minutes	Building Official/ Municipal Engineer
4. Releasing of Building Permit	To release the building permit	None	10 minutes	Releasing Officer
TOTAL:			5 days	