



Republic of the Philippines
Province of Misamis Oriental
Municipality Of Salay

MUNICIPAL ENGINEER OFFICE

CITIZEN CHARTER

Office Hour: Monday to Friday
8:00 am to 12:00 noon (No Noon Break)
1:00 pm to 5:00 pm

SECURING BUILDING PERMIT

REQUIREMENT (S)

- ❖ Accomplished Application Form
- ❖ Barangay Construction Clearance
- ❖ Blue Printed Plans/A-3 Size Plans (5-sets)
 - ✓ Bills of Materials and Cost Estimates
 - ✓ Specifications
 - ✓ Structural Design Analysis with Seismic Analysis
For Concrete Buildings
 - ✓ Baring of Bearing Load Tests (for 3-stories and above)
 - ✓ Blank Log Book

Follow These Steps	It will take you	Please Approach
1. Submit Required Documents <ul style="list-style-type: none"> ❖ Accomplished Application Form ❖ Brgy. Construction Clearance ❖ Blue Printed Plans/A-3 Size Plans (5-sets) 	10 Minutes	Ken James B. Tacandong- Engineer I Kristine A. Tacandong- Draftsman I
2. Lined Offices Clearances/Payments <ul style="list-style-type: none"> ❖ MPDO ❖ BFP ❖ Treasurer's Office 	5 Minutes	Kristine A. Tacandong- Draftsman I
3. Issuance of Building Permit <ul style="list-style-type: none"> ❖ Approval ❖ Recording ❖ Releases 	5 Minutes	Benjie L. Salvaña, CE- Municipal Engineer Kristine A. Tacandong-Draftsman I

END OF TRANSACTION

BENJIE L. SALVAÑA, CE
Municipal Engineer