

MUNICIPAL ENGINEERING OFFICE

VISION

A smart and technically competitive organization of the Local Government Unit in the field of engineering and infrastructure projects.

MISSION

To provide quality services relative to engineering, technical information and project implementation.

Office Head : **BENJIE L. SALVANA, CE**
Municipal Engineer
Office Address : Annex Building, Municipal Town Hall
Poblacion, Salay, Misamis Oriental
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External Services:

- Requesting the preparation of plans and program of work
- Securing Building Permit
- Securing other building-related permits
- Securing an Occupancy Permit

1. REQUESTING THE PREPARATION OF PLANS AND PROGRAM OF WORK

One of the services rendered by the Municipal Engineer's Office, specially the Construction Section, is the preparation of Plans and Programs of Work as requested by barangay officials, private concerned citizens, and other offices and departments of the municipal government.

These usually are regarding repair and construction of:

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

These services are being provided to guide constituents in the implementation of the proposed project especially regarding plans, specifications and costs.

OFFICE	Municipal Engineering Office
CLASSIFICATION	Simple

TYPE OF TRANSACTION		G2C – Government to Government		
WHO MAY AVAIL		Government Agencies		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request specifying the service needed		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter request to the personnel in-charge.	Staff receives and records the request in the logbook and submits the same to the Municipal Engineer	None	5 Minutes	Engr. Ken James B. Tacandong (Engineer I) Kristine A. Tacandong (Draftsman I)
	Notation of the Municipal Engineer Municipal Engineer evaluates the request and endorse it to the Construction Section	None	5 Minutes	Engr. Ken James B. Tacandong (Engineer I) Kristine A. Tacandong (Draftsman I)
	Evaluation and Assessment Construction Engineer evaluates and assesses the request	None	15 minutes	Engr. Ken James B. Tacandong (Engineer I) Kristine A. Tacandong (Draftsman I)
	Site Inspection and Investigation Construction Engineer talks to persons and barangay officials concerned on-site	None	1/2 day for buildings 1/2 day/km if survey is needed for roads	Brgy. Captain Brgy. Officials

	Prepare Program of Work Construction Engineer prepares detailed plans, then prepares a Bill of Materials	None	1 hr. if request does not need working drawing (typical brgy. projects only) 1-3 days if require working Drawings (typical brgy. projects only)	Engr. Benjie L. Salvaña- Municipal Engineer Engr. Ken James B.Tacandong Kristine A. Tacandong
	Recommendation and Approval Municipal Engineer evaluates and approves the plans and program of work	None	5 minutes	Engr. Benjie L. Salvaña- Municipal Engineer
Total			3 days, 4 hours and 30 mins	
END OF TRANSACTION				

2. SECURING BUILDING PERMIT

A building permit is required prior to construction, erection, alteration, major repair, or renovation or conversion of any building/structure owned by government or private entities.

The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

Municipal Building Office Schedule:

TIME	ACTIVITIES
8:00 am – 12:00 noon	Evaluation/Assessment/Processing of Permits and Clearance. Preparation of response to communication that were received.

1:00 pm – 1:30 pm	Attending to requests and complaints relative to building.
1:30 pm – 5:00 pm	Building inspection for occupancy permit/business permit application, electrical connection for indigenous dwellings, annual inspection of all business establishments, on-going constructions within territorial jurisdictions, action taken on various requests and complaints relative to building, apprehension of illegal construction.

OFFICE	Municipal Engineering Office
CLASSIFICATION	Complex
TYPE OF TRANSACTION	G2C – Government to Citizen; G2G – Government to Government; G2B – Government to Business Entities
WHO MAY AVAIL	Government Agencies, Business Entities and Private Individuals
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ○ 5 COPIES Lot Plan with Certification of a Geodetic (GE) that the proposed building will not encroach on adjoining properties ○ 5 copies Site Development Plan indicating the setback/yard distance at the front sides and back with Perspective ○ 5 sets Building Plans (Architectural, Structural, Sanitary/Plumbing, Electrical, Mechanical) ○ 5 copies Bill of Materials and Cost Estimates ○ 3 copies Specifications ○ 3 copies Safety and Health Program Approved/Received by DOLE ○ 3 copies Title of Property (Transfer Certificate of Title) ○ 3 copies Deed of Sale/Lease Contract/Contract to Sell, if the TCT is not in the name of the owner/applicant ○ 4 copies Latest Tax Declaration and Certificate of Real Property Tax Payment ○ 1 piece Construction Logbook 	Client

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|---|--|
| <ul style="list-style-type: none">○ Application forms (building, sanitary/plumbing, electrical, mechanical)○ 2 copies Structural Design Computations with seismic analysis which conform to the latest NSCP – for 2 storey's and above or 1 storey with attic/mezzanine/roof deck/penthouse○ 2 copies previous approved plan or permit in case of addition, alteration and renovation○ 2 copies certification regarding structural stability of existing foundation in case of addition○ 3 copies Plate Load Test Analysis – for 3 storeys or 2 storeys with attic/mezzanine/roof deck/penthouse○ 3 copies Soil Boring Test Result – for 4 storeys and above or 3 storeys and above with attic/mezzanine/roof deck/penthouse○ 3 copies Clearance from other government agencies exercising regulatory functions such as:<ul style="list-style-type: none">▪ Housing Land Use Regulatory Board – for zoning and land use of all types of building/structure▪ Bureau of fire Protection – for all type of building/structure▪ Environment and Natural Resources Office/Department of Environment and Natural Resources – for all commercial and industrial buildings▪ Department of Labor and Employment – for industrial buildings▪ Department of Health – for health hazard related building/structure▪ Air transportation Office – for building/structure exceeding 45.0 meters in height | |
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- Philippine Tourism Authority – for tourist oriented project
- Department of Education Culture and Sports – for educational buildings
- Energy Regulatory Board – for gas stations

Notes:

The number of copies indicated above already includes the requirement for securing a Zoning Clearance (from the Municipal Planning & Development Office) and a Fire Clearance (Bureau of Fire Protection).

For commercial and industrial buildings, provide 1 set of building plans and documents for submission to the Environment and Natural Resources.

For industrial buildings, provide additional 4 copies of electrical and mechanical plan, specifications and bill of materials and cost estimates for submission to the Department of Labor and Employment.

If all the clearances have been secured, the rest of the other documents indicated above are

- *5 sets Building Plans*
- *3 copies Specifications*
- *5 copies Bill of Materials and cost estimates*
- *3 copies Lot Documents*

To facilitate processing, please take note of the following before submitting the plans and other requirement above to the MEO:

- Requirements of the National Building Code
- Requirements of the Referral Codes (Architectural Code, Philippine Electrical Code

(PEC), revised Plumbing Code, Structural Code (NSCO), Mechanical Engineering Code (PSME)

- Laws and Municipal Ordinances affecting the design/project
- Compliance with BP 344 (Accessibility Law) shall be indicated in detail on plans for commercial, institutional and public buildings
- If setback/yard requirements are not met on the sides and at the back/rear then a Firewall (strictly no opening) extending up to at least 1 meter from the roof level shall be provided. It shall be indicated on the site development plan with owner's conformity.
- Grease Traps/Oil Separator shall be provided for hotels, restaurants, eateries, terminals, gasoline stations, auto repair shops, bakeries and other similar establishments.
- All revisions/additions made in the plans shall have an acknowledgement of the designer.
- Special Power of attorney shall be provided if the owner is not the signatory in all application forms, plans and documents.
- All application forms and letters must be properly filled-up with all the necessary information available.
- Forms and letters, Plans, Specifications, Bill of Materials and Cost Estimates and other pertinent documents must be signed and sealed by the designer and signed by the owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Building Permit Application Forms <i>Ask for building permit application forms with the list of requirements</i>		None	5 Minutes	Engr. Ken James B. Tacandong (Engineer I) Jiza Mae D. Salvaña (MEO Staff) Kristine A. Tacandong (Draftsman I)
Secure 1st Endorsement to Other Offices Agencies: <ul style="list-style-type: none"> ○ Present the plans and the required supporting documents to any member of the building staff for initial verification of the requirements <p>Then, an endorsement to other offices/agency (Fire Department, ENRO, DOLE, etc.) will be given to the applicant to secure the required clearances.</p>	Endorsement issued	None	1-3days after receipt at the Office of the Municipal Fire Marshall	Engr. Rejie Augustine S. Saraos (Engineer III)

<p>Submit Requirements Submit the plans and the required supporting documents and clearances to the receiving section.</p>	<p>Check and evaluate the submitted plans and supporting documents</p>		<p>10 minutes</p>	<p>Routine office flow</p> <p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>
	<p>Line and Grade Verification Technical staff in-charge will conduct site inspection to establish and determine setbacks and grades in relation to road lots, property lines, street or highways whether existing or proposed, including road widening and construction of various public utilities and other infrastructure project.</p>		<p>1 hour</p>	<p>Routine office flow</p> <p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>
	<p>Evaluation and Assessment</p> <ul style="list-style-type: none"> ○ Civil engineer evaluates and assesses Line and Grade, Structure Plans and related documents. ○ Architects evaluates architectural plans and related documents ○ The sanitary/master plumber evaluates and assesses the 		<ul style="list-style-type: none"> • 1-day each engineering concern for typical construction • 2 days or more for high rise building 	<p>Routine office flow</p> <p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>

	<p>plumbing/sanitary plans and related documents</p> <ul style="list-style-type: none"> ○ Mechanical engineer evaluates and assesses the mechanical plans and related documents ○ Electrical engineer evaluates and assesses the electrical plans and related documents 			
<p>Inquiry of the Status of Application</p> <p>Inquire about the result of evaluation and assessment of application</p>		None	10 minutes	<p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>
	<p>Returned Plans and Documents (OPTIONAL, if there are no deficiencies, proceed to Step #10)</p> <p>Receive the plans and documents for correction, if there are deficiencies found in the plans and pertinent documents</p>		10 minutes	<p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>
<p>Submit Lacking Documents/Corrected Plans</p> <p>Submit the lacking documents plans to any member of the Building Staff for review</p>	Evaluate and check the submitted lacking documents	None	10 minutes	<p>Routine office flow</p> <p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong</p>

				(Draftsman I)
	<p>Review of Plans/ Documents</p> <p>The technical staff reviews the submitted corrected plans and completeness of documents for processing</p>	None	1 hour	<p>Routine office flow</p> <p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>
Receive the Order of Payment if the application is found to be complete and in order	Issuance of Order of Payment		10 minutes	Municipal Treasury Office
Submit Official Receipt	Check the Official Receipt submitted	None		<p>Routine office flow</p> <p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>
	<p>Processing of Permits</p> <p>Staff processes the plans and pertinent documents for final approval of the building official.</p>	None	1 hour	<p>Routine office flow</p> <p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p> <p>Kristine A. Tacandong (Draftsman I)</p>

	Approval of Permit Building Official approves the building permit	None	5 minutes	Engr. Rejie Agustine S. Saraos (Engineer III)
Receive the approved permit after one 1 day from submission of the official receipt.	Release of Permit	None	10 minutes	Jiza Mae D. Salvaña (MEO Staff)
Total				
END OF TRANSACTION				

3. Securing other building-related permits

ASIDE FROM a building permit, the Office of the Building Official/Municipal Engineer's Office, issues other permits that are required before the renovation, construction or demolition of any structure.

TYPES OF PERMIT:

ELECTRICAL PERMIT

This document is required before putting up new or additional, or alteration of electrical installations involving at least 20 outlets or a capacity of 4 Kw. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Electrical Permit Application Form signed by a professional Electrical Engineer.
2. Electrical Plans
3. Electrical Specifications
4. Bill of Materials and Cost Estimates

MECHANICAL PERMIT

This is required before the installation of new or additional, removal or alteration of machinery of at least 20 HP. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Mechanical Permit Application Form signed by a professional Mechanical Engineer.
2. Mechanical Plans
3. Mechanical Specifications
4. Bill of Materials and Cost Estimates

SANITARY/PLUMBING PERMIT

This is required before the construction of new or additional, or alteration of existing plumbing installations, water supply, storm drainage, water purification and sewerage treatment plants. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Sanitary/Plumbing Permit Application Form signed by a Sanitary or Master Plumber
2. Sanitary/Plumbing Plans
3. Sanitary/Plumbing Specifications
4. Bill of Material and Cost Estimates
- 5.

FENCING PERMIT:

This is secured prior to actual construction of a fence.

Requirements:

1. Fencing Permit Application Form
2. Fencing Plan
3. Bill of Materials and Cost Estimates
4. Lot Plan with Certification of a Geodetic Engineer that the proposed fence will not encroach on adjoins properties
5. Transfer of Certificate of Title (TCT)
6. Deed of Sale/Lease Contract to Sell (if the TCT is not in the name of the owner/application)
7. Updated Real Property Tax Declaration
8. Certificate of Real Property Tax Payment

DEMOLITION PERMIT:

This permit is secured prior to the systematic dismantling or destruction of a building or structure in whole or in part.

Requirements:

1. Demolition Permit Form
2. Sketch plan of area to be demolish
3. Certificate of Real Property Tax Payment

TEMPORARY SERVICE CONNECTION PERMIT :

This permit is secured for temporary service connection to a power utility for lighting and power construction, Christmas decorative lighting, lighting of cemeteries, temporary lighting for carnivals/fiestas, testing, etc.

Requirements:

1. Permit Form (DPWH form No. 96-005-E)
2. Building Permit (for new construction)
3. Electrical Plan/Layout
4. Fire Safety Inspection Certificate (FSIC)

This permit is secured prior to actual ground preparation and excavation after the building line is established. It is also a requirement for a Water Connection request to the Municipal Water Works system.

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-014-B)
2. For MNWD connection purposes, present Accomplished MNWD Application Form

SIDEWALK CONSTRUCTION PERMIT:

This permit is secured prior to the construction and repair of sidewalks

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-015-B)
2. Sketch plan of sidewalk to be construction/repared

SCAFFOLDING PERMIT:

This permit is secured whatever the erection of scaffolding occupies street lines

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-017-B)
2. Sketch plan of street line to be occupied

SIGN PERMIT:

This permit is secured prior to the installation, erection, attachment, painting of any form of signage's.

Requirements:

1. Sign Permit Form

2. Building Permit Form whenever there is a concrete/steel structure
3. Structural analysis
4. Zoning Clearance
5. Permit Form (DPWH Form No. 96-001-E whenever there is an electrical connection
6. Fire Clearance whenever there is an electrical connection
7. Sketch plan of signage/s to be installed/erected.
8. Location/vicinity plan
9. Lot documents whenever it occupied a private lot
10. DPWH clearance (for national roads/highways)

OFFICE		Municipal Engineering Office		
CLASSIFICATION		Complex		
TYPE OF TRANSACTION		G2C – Government to Citizen; G2G – Government to Government; G2B – Government to Business Entities		
WHO MAY AVAIL		Government Agencies, Business Entities and Private Individuals		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
o		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Application Forms Ask for the particular permit form applied for from any member of the Building		None	10 minutes	Jiza Mae D. Salvaña (MEO Staff)
Submit Requirements Submit the duly accomplished application form and documents to the staff in charge of receiving	Evaluate and check the submitted documents	None	10 minutes	Jiza Mae D. Salvaña (MEO Staff)

	<p>Evaluation and Assessment The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances</p> <p>Encoding of submitted documents to IBPLS System The technical staff encodes the submitted documents to the online system IBPLS</p>	None	1 hour	<p>Engr. Ken James B. Tacandong (Engineer I)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p>
Make a follow up to inquire the status of the application			10 minutes	Jiza Mae D. Salvaña (MEO Staff)
Receive the Order of Payment if the application is found to be complete and in order	Issuance of Order of Payment		10 minutes	Municipal Treasury Office
Submit Official Receipt	Check the Official Receipt submitted	None	5 minutes	<p>Engr. Rejie Agustine S. Saraos (Engineer III)</p> <p>Jiza Mae D. Salvaña (MEO Staff)</p>

	Staff processes the plans and pertinent documents for final approval of the building official.	None	20 minutes	Jiza Mae D. Salvaña (MEO Staff)
Receive the approved permit after one 1 day from submission of the official receipt.	Release of Permit	None	10 minutes	Jiza Mae D. Salvaña (MEO Staff)
Total				
END OF TRANSACTION				

4. Securing an Occupancy Permit

An Occupancy Permit is required before any building or structure is used or occupied. It is usually secured after the completion of a structure.

It is also required if there is any change in the existing use or occupancy classification of a building, structure or any portion thereof.

OFFICE		Municipal Engineering Office		
CLASSIFICATION		Complex		
TYPE OF TRANSACTION		G2C – Government to Citizen; G2G – Government to Government; G2B – Government to Business Entities		
WHO MAY AVAIL		Government Agencies, Business Entities and Private Individuals		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
○		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Application Forms Ask for Completion forms to any member of the Building staff		None	10 minutes	Jiza Mae D. Salvaña (MEO Staff)

<p>Secure 2nd Endorsement to Other Offices/Agency</p> <p>Present the duly accomplished form and related documents to any member of the building staff for initial verification of the requirements. Then, 2nd endorsement will be given to secure Fire Safety Inspection Certificate from Fire Department and Safety Inspection Certificate from DOLE for industrial buildings.</p>	<p>Check and evaluate the submitted documents</p>	<p>None</p>	<p>1-3 days after receipt at the Office of the Municipal Fire Marshall</p>	<p>Jiza Mae D. Salvaña (MEO Staff)</p> <p style="text-align: center;">&</p> <p>BFP personnel</p>
<p>Submit Requirements</p> <p>Submit the duly accomplished forms and related documents, safety certificates, as-built plans (for any deviations of the approved plan) and detailed</p> <p>Sketch of location to the one in-charge of receiving. In her/his absence, the other members of the building section staff take</p>	<p>Evaluate and check the submitted documents</p>	<p>None</p>	<p>1-3 days after receipt at the Office of the Municipal Fire Marshall</p>	<p>Jiza Mae D. Salvaña</p> <p style="text-align: center;">&</p> <p>BFP personnel</p>

charge. Applicant request for an inspection schedule				
	<p>Review/Evaluate the submitted forms and pertinent documents Technical staff reviews the forms and the entries of the construction activities in the construction logbook.</p> <p>Encoding of submitted documents to IBPLS System The technical staff encodes the submitted documents to the online system</p> <p>IBPLS</p>	None	45 minutes	Engr. Ken James B. Tacandong (Engineer I) and/or other staff of Municipal Engineering Office
	<p>Building Inspection</p> <p>Building inspectors/technical staff conducts actual inspection of the completed building/structure in accordance with the approved plans and specifications.</p>	None	1 hour if within poblacion	Engr. Ken James B. Tacandong (Engineer I)

	<p>Preparation of Inspection Report (optional, if the building inspectors found no deviations/violations) If the building inspectors find that the completed project had deviations from the approved plans, the applicant will be given an inspection report that lists the needed corrections or other documents required.</p>	None	10 minutes	Engr. Ken James B. Tacandong (Engineer I)
	<p>Perform Corrections/ Submit Additional Documents Make the necessary corrections/submits additional documents listed in the inspection report. Then the applicant will inform the building inspectors that corrections have been done for re-inspection.</p>		20 minutes	Engr. Ken James B. Tacandong (Engineer I) Jiza Mae D. Salvaña (MEO Staff)
	<p>Reinspection of the Building Technical Staff conducts reinspection if the deficiencies stated at the inspection report have been corrected.</p>		1 hr. if the building is within the Poblacion	Engr. Ken James B. Tacandong (Engineer I) Engr. Rejie Agustine S. Saraos (Engineer III)

Receive the Order of Payment if the application is found to be complete and in order	Issuance of Order of Payment		10 minutes	Municipal Treasury Office
Submit Official Receipt	Check the Official Receipt submitted		5 minutes	Engr. Rejie Agustine S. Saraos (Engineer III) Jiza Mae D. Salvaña (MEO Staff)
	Approval of Permit Building official approves the certificate of occupancy	None	5 minutes	Engr. Rejie Agustine S. Saraos (Engineer III)
Receive the approved permit	Release of Occupancy Permit	None	5 minutes	Jiza Mae D. Salvaña (MEO Staff)
Total				
END OF TRANSACTION				