



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





ENGINEERING OFFICE

ADMINISTRATIVE SERVICES

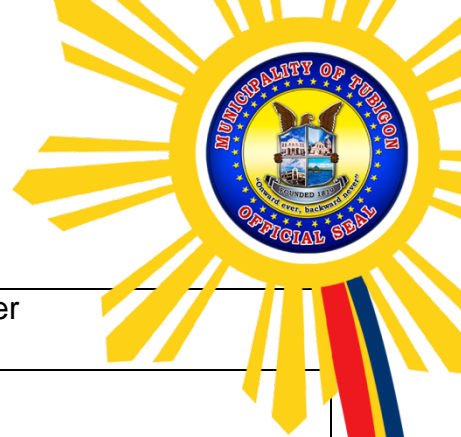




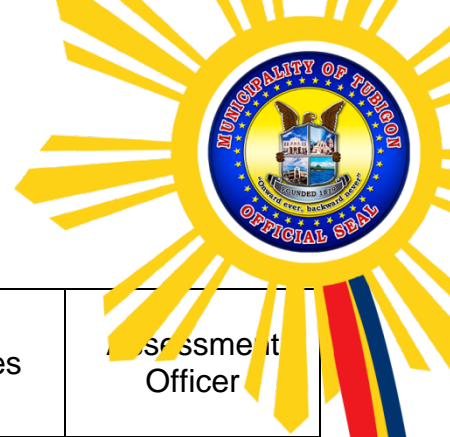
1. SECURING BUILDING PERMIT

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>	<p>Applicant will be the one to secure signature of appropriate professionals</p>
	<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			
<p>7. Clearance from Other Agencies (whenever necessary)</p> <p>a.) Department of Public Works and Highways (DPWH)</p> <p>b.) Air transportation Office (ATO)</p> <p>c.) Housing and Land Use Regulatory Board (HLURB)</p> <p>d.) Local Government Unit (LGU)</p> <p>- Barangay clearance for building permit</p> <p>- setback clearance from Provincial Engineering Office if building is located along Provincial Road</p> <p>e.) Department of Tourism (DOT)</p> <p>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</p> <p>g.) Department of Transportation and Communication</p> <p>h.) Department of Interior and Local Government (DILG)</p> <p>i.) Philippine Ports Authority (PPA)</p> <p>j.) Department of Education (Dep-Ed)</p> <p>k.) Department of Health (DOH)</p> <p>l.) Philippine Institute of Volcanology and Seismology (PHIVOLCS)</p> <p>m.)Laguna Lake Development Authority (LLDA)</p> <p>n.) Manila Waterworks and Sewerage System (MWSS)</p> <p>o.) National Water Resources Board (NWRB)</p> <p>p.) Department of Agrarian Reform(DAR)</p> <p>q.) Department of Agriculture (DA)</p> <p>r.) Department of Labor and Employment (DOLE) – safety and health clearance</p> <p>s.) National Housing Authority (NHA)</p> <p>t.) National Council for the Welfare of Disabled Persons (NCWDP)</p>	<p>- DPWH</p> <p>- ATO</p> <p>- HLURB</p> <p>- BLGU</p> <p>- Provincial Engineering Office</p> <p>- DOT</p> <p>- DENR</p> <p>- DOTR</p> <p>- DILG</p> <p>- PPA</p> <p>- DEP-ED</p> <p>- DOH</p> <p>- PHIVOLCS</p> <p>- LLDA</p> <p>- MWSS</p> <p>- NWRB</p> <p>- DAR</p> <p>- DA</p> <p>- DOLE</p> <p>- NHA</p> <p>- NCWDP</p>			
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	

2. SECURING OCCUPANCY PERMIT:

Office or Division:	ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C, G2B, G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Application Form for Certificate of Occupancy Notarized Certificate of Completion Construction logbook As-built plans and specifications Fire Safety Inspection Certificate for Occupancy 		<ul style="list-style-type: none"> - Building Official - Applicant will provide - Applicant will provide - Applicant will provide - BFP 		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERS RESPONS
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	Re-validate the	None	4 days, 23	Building Official



documents and issuance of Building Permit	documents and issue Occupancy Permit		hours & 10 minutes	Municipal Engineer
4. Releasing of Occupancy Permit	To release the Occupancy permit	None	10 minutes	Releasing Officer
TOTAL:			5 days	

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.

3. REQUEST THE PREPARATION OF PLAN AND PROGRAM OF WORKS

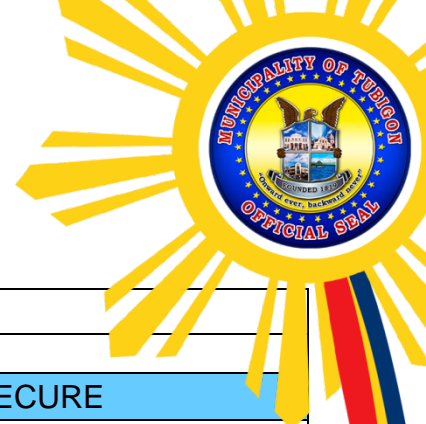
The office of the Municipal Engineer is mandated to help the Barangay Officials in the preparation of plan and program of works.

4. REQUEST STREETLIGHT MAINTENANCE

Office or Division:	ENGINEERING OFFICE			
Classification:	COMPLEX			
Type of Transaction:	G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the service needed		- From the requesting person		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Engineer together with the letter request	Received the letter	None	5 mins.	Municipal Engineer
2. Act the request	Perform the requested services	None	6 working days	Municipal Engineer
TOTAL:			7 days	

The Office of the Municipal Engineer is mandated for the maintenance of streetlights within the Municipality of Tubigon.

Office or Division:	ENGINEERING OFFICE
---------------------	--------------------



Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the service needed		- From the requesting person		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Engineer together with the letter request	Received the letter	None	5 mins.	Municipal Engineer
2. Act the request	Perform the requested services	None	3 working days	Municipal Engineer
TOTAL:			3 days & 5 minutes	

5. REQUEST DRAINAGE MAINTENANCE

The Office of the Municipal Engineer is mandated in the maintenance of drainage system within the Municipality of Tubigon.

Office or Division:	ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the service needed		- From the requesting person		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL
1. Approach the Municipal Engineer together with the letter request	Received the letter	None	5 mins.	Municipal Engineer
2. Act the request	Perform the requested services	None	3 working days	Municipal Engineer
TOTAL:			3 days & 5 minutes	