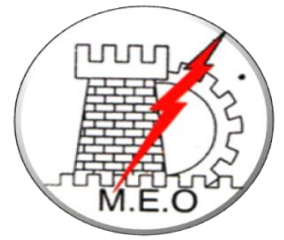




MUNICIPAL ENGINEERING OFFICE



Location: 4th Floor New Taytay Municipal Building, Club Mania East Taytay, Rizal
Officer in Charge : Engr. Ronaldo J. San Juan
Tel No.: (02) 284-4786 and 284-4787

A. BUILDING PERMIT SECTION

BUILDING PERMIT (INDIVIDUAL OR CORPORATION)

Requirement:

- Application Form
- Plans
- Bill of Materials
- Specifications
- Structural Analysis (for 2 storey)(Using NSCP 2010 referral code)
- Structural Analysis w/ Seismic & Soil Boring Test(for 3 Storey Above,Using NSCP 2010 referral code)
- TCT
- Tax Declaration
- O.R or Neduty Tax
- Barangay Clearance
- Residence Certificate
- Homeowner's Clearance
- Lot Plan
- Deed of Sale
- Contract to Sale
- Lease Contract
- Log Book
- Xerox of Prof. ID & PT

Additional Requirement:

- Clearance from DPWH

PROCEDURES / STEPS
Secure & Fill-up Application Form <ul style="list-style-type: none"> a. Fill-up & Submit b. Application Form including all requirements c. Evaluation of Requirements
Verification of Assessment and Payment
Approval of Assessment
Final Approval of Assessment
Payment Fees <ul style="list-style-type: none"> a. Proceed to Windows 1,2,3 b. Proceed to Windows 8 and 9
For Approval of the Office of the Building Official <ul style="list-style-type: none"> a. Architectural b. Structural c. Electrical d. Mechanical e. Final Approval
For Releasing

B. CERTIFICATE OF OCCUPANCY

INDIVIDUAL OR CORPORATION

Requirement:

- Application Form - Cert. of Completion-Signed and sealed by Licensed Engr. / Archt.
- Two(2) Xerox Copies of Appoved Building Permit, Electrical & Sanitary Form & O.R. of Bld Permit
- One (1) Set of Approved Plan
- Two(2) Sets of As-Built Plan (If Applicable)

Additional Requirement:

- Logbook with daily accomplishment signed and sealed by licensed Engr / Archt
- Xerox copy of Prof. ID & PTR of Engineer / Archt In-Charge of Construction

Fees:

Base on National Building Code of the Philippines (PD 1096)

PROCEDURES / STEPS
Secure and Fill-up Application Form <ul style="list-style-type: none">a. Fill-Up and Submitb. Application Form including all requirementsc. Evaluation of Requirements
Ocular Inspection of the Building <ul style="list-style-type: none">a. Approved Plan
Verification of Assessment and Payment
Approval of Assessment
Final Approval of Assessment
Payment Fees <ul style="list-style-type: none">a. Proceed to Windows 1,2,3b. Proceed to Windows 8 and 9
Endorsement of OBO to Fire Department <ul style="list-style-type: none">a. For Inspection of Fire Dept. and Get Fire Safety Inspection Certificate
For Approval of the Office of the Building Official <ul style="list-style-type: none">a. Architecturalb. StructuralC. ElectricalD. Mechanicale. Final Approval
For Releasing

C. ELECTRICAL PERMIT SECTION

ISSUANCE OF CERTIFICATE OF FINAL INSPECTION

Requirement:

- Approved Yellow Card Requirments from MERALCO Branch Office
- Proof of Ownership - Tax Dec., TCT UPAO and Affidavit of Undertaking
- Building Permit and Certificate of Occupancy for New Building Establishment
- Barangay Clearance
- Electrical Plan / Electrical Load Schedules / Electrical Wiring Permit signed by Electrical Engr.

Fees:

As per total Electrical Load base on National Building Code

PROCEDURES / STEPS
Processing : Forms Pahintulot, R.O.w
Processing of C.F.E.I. Wiring Permit
Assessment of Fees Inspection / Approval
Releasing of C.F.E.I. and Wiring Permit

D. MECHANICAL PERMIT SECTION

ISSUANCE OF EXCAVATION PERMIT (MWCI WATER SERVICE CONNECTION)

Requirement:

- Inspection Report with Approved Sketch, Plan & Design.
- Request Letter Address to Municipal Engineer
- Barangay Clearance
- Affidavit of Undertaking (Notarized)
- Clearance from D.P.W.H (for Mayor / National Road)

Fees:

As per linear meter or volume to be excavated and base on National Building Code

PROCEDURES / STEPS
Processing and Evaluation of Application
Preparation of Order of Payment
Ocular Inspection
Approval and Releasing

E. APPLICATION FOR CERTIFICATE OF MACHINE OPERATION

Requirement:

- Mechanical Permit and certificate of Completion signed and sealed by License Mechanical Engr.
- Ocular Inspection of Machine(s)
- Barangay Clearance
- Mechanical Plan signed and sealed by License Mechanical Engineer

Additional Requirements:

- Logbook with daily accomplishment signed & sealed by Licensed Engineer /Architect
- Xerox copy of PRC ID & PTR of Licensed Engineer / Architect In-Charge of construction

PROCEDURES / STEPS
Processing and Evaluation of Application
Ocular Inspection
Assessment for Payment
Approval and Releasing

F. APPLICATION FOR CERTIFICATE OF ANNUAL INSPECTION

Requirement:

Latest Payment of Business Permit
Annual Ocular Inspection Report
Assessment of Fees - Evaluation upon Ocular Inspection

Fees:

Php 50.00 for Certification plus additional fees and additional structures, Machines
Electrical Loads base on National Building Code

PROCEDURES / STEPS
Ocular Inspection and Evaluation
Assessment for Annual Inspection
Approval and Releasing