



Office of the Municipal Engineering External Services

1. Processing of the Application for Building Permits and other Ancillary/Accessory Permits pursuant to P.D. 1096, also known as the “National Building Code of the Philippines”

It is a document issued by the Local Building Official to ensure safe occupancy and conforms to the provisions of P.D. 1096, also known as the “National Building Code of the Philippines” and its Implementing Rules and Regulations.

Office or Division:	City Engineer’s Office - Building and Industrial Safety Division	
Classification:	Indigenous Building – Simple Standard Building Structure: 1-storey Building – Complex 2-storey building and above - Highly Technical	
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government G2B – Government to Business	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Mayor’s Certification as Zoning and Locational Clearance (5 copies original: Zoning and Locational Clearance)		Municipal Planning and Development Office (MPDO), 2 nd Floor Municipal Hall, Barangay Purisima, Tago Surigao del Sur
2. Certified True Copy of Land Title (2 pcs. Photocopies)		Registry of Deeds, Provincial Capitol, Barangay Telaje, Tandag Surigao del sur, Land Owner

<p>3. If the name in the land title is not the same with the name of the applicant (submit one, whichever is applicable)</p> <ul style="list-style-type: none"> - Notarized Deed of Absolute Sale - Notarized Contract of Lease - Notarized Affidavit of Consent - Notarized Special Power of Attorney (SPA) 	<p>Building Owner</p>
<p>For <u>Corporation</u>, Notarized Secretary's Certificate appointing the authorized person who will sign for and in behalf of the company For <u>Community Association</u>, Applicant's Certificate of Membership in that Community Association or Notice of Award</p>	<p>President or Secretary of the Association concerned</p>
<p>4. Latest Tax Declaration (1 Photocopy)</p>	<p>Municipal Assessor's Office, 1st Floor Municipal Hall, Barangay Purisima, Tago Surigao del sur</p>
<p>5. Current Real Property Tax Receipts or Tax Clearance (1 Photocopy)</p>	<p>Minicipal Treasurer's Office (MTO), 1st Floor Minicipal Hall, Barangay Purisima, Tago Surigao del sur</p>
<p>6. Barangay Clearance (1 Original copy)</p>	<p>Barangay Hall concerned where the proposed construction will be located</p>
<p>7. 1 Photocopy of Community Tax Certificate (CEDULA) of Building Owner</p>	<p>Minicipal Treasurer's Office (MTO), 1st Floor Minicipal Hall, Barangay Purisima, Tago Surigao del sur Barangay Hall where the proposed construction will be located</p>

<p>8. For 1-storey building with roof deck or mezzanine and 2-storey building and up:</p> <p>Structural Analysis and Design with Foundation and Seismic Analysis that conforms to the latest National Structural Code of the Philippines (NSCP), and must be originally signed and sealed by duly licensed and registered Structural or Civil Engineer and the Building Owner</p>	<p>Structural or Civil Engineer</p>
<p>9. For 3-storey building and up and at areas with potential geological or geotechnical hazards:</p> <p>Soil Boring Test Result and Report with design bearing capacity as well as results of tests, originally signed and sealed by duly licensed and registered Civil/Geotechnical Engineer and Building Owner</p>	<p>Civil/Geotechnical Engineer</p>
<p>10. Photocopy of PRC ID and Latest PTR of all Signing Professionals</p>	<p>Concerned Licensed and Registered Professionals</p>
<p>11. Long Folder (2 pcs)</p>	<p>Building Owner or Applicant</p>
<p>For Standard Building/Structure:</p>	
<p>12. Permit Forms:</p> <ul style="list-style-type: none"> - Building Permit (5 copies) (originally signed and sealed by duly licensed and registered Civil Engineer/Architect) 	<p>Municipal Engineer's Office (MEO), Municipal Hall, 1st Floor Annex Building, Barangay Purisima, Tago Surigao del sur</p>

<ul style="list-style-type: none"> - Electrical Permit (2 copies) (originally signed and sealed by duly licensed and registered Professional Electrical Engineer) - Mechanical Permit (2 copies) (originally signed and sealed by duly licensed and registered Professional Mechanical Engineer) - Sanitary/Plumbing Permit - (2 copies) (originally signed and sealed by duly licensed and registered Sanitary Engineer/ Master Plumber) 	<p>Municipal Engineer's Office (MEO), Municipal Hall, 1st Floor Annex Building, Barangay Purisima, Tago Surigao del sur</p> <p>Municipal Engineer's Office (MEO), Municipal Hall, 1st Floor Annex Building, Barangay Purisima, Tago Surigao del sur</p>
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<ul style="list-style-type: none"> - Electronics Permit (2 copies) (originally signed and sealed by duly licensed and registered Electronics Communication Engineer) <p>Note: All permit forms must be filled-up completely and must be signed by the professionals concerned and the building owner/applicant.</p>	<p>Municipal Engineer's Office, Municipal Hall, 1st Floor Annex Building, Barangay Purisima, Tago Surigao del sur</p>
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<p>13. 4 sets of complete Drawing Plans</p> <ul style="list-style-type: none"> - drawn in A3 and/or blueprint paper originally signed and sealed by duly a licensed and registered Professionals 	<p>Concerned Licensed and Registered Professionals</p>
<p>14. Detailed Cost Estimates and Specifications</p> <ul style="list-style-type: none"> - 3 copies originally signed and sealed by duly licensed and registered concerned Professionals 	<p>Concerned Licensed and Registered Professionals</p>
<p>For Indigenous Building/Structure: <i>(for floor area below 20-sq.m and project cost of below P15,000.00 and made of indigenous materials)</i></p>	
<p>15. Permit Forms:</p> <ul style="list-style-type: none"> - Building Permit (3 copies) (originally signed and sealed by duly licensed and registered Civil Engineer/Architect) - Electrical Permit (2 copies) (originally signed and sealed by duly licensed and registered Professional Electrical Engineer) 	<p>City Engineer's Office, Civil Engineer and/or Architect</p> <p>Professional Electrical Engineer</p>

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<p>Note: All permit forms must be filled-up completely and must be signed by the professionals concerned and the building owner/applicant.</p>	
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<p>16. 3 pcs. copies of Sketch Drawing Plan, consists of:</p> <ul style="list-style-type: none">- Floor Plan with dimensions- Front Elevation Plan- Left and Right Elevation Plan- Vicinity Map- Electrical Layout	<p>Building Owner or Applicant</p>
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17. Additional Requirements:

- Sanitary Design Analysis and Specifications: for deep well, water purification plants, water collection and distribution systems, reservoirs, drainage and sewer systems, sewage treatment plants and sewage disposal system
- If along National Highway: Road Right-of-way Clearance
- Barangay Resolution of Interposing No Objection for projects involving construction of Industrial projects, Subdivision projects, Towers, Malls, Hospitals, Condominiums, Funeral Homes, Memorial Parks, Resorts, Hotels, etc.
- Permit to Construct for Hospitals and health hazard related building or structures

Sanitary Engineer

Department of Public Works and Highways (DPWH), 1st District Office, National Highway, Brgy. Telaje, Tandag City

Barangay concerned within Municipality of Tago

Department of Health Regional Office, pizarro-narra st., Butuan City

<ul style="list-style-type: none"> - Environmental Compliance Certificate (ECC) for environmentally critical projects - Wastewater or Sewage Treatment Plant Plans and Design - Hydraulic Design Analysis - Height Clearance - Neighbor's Consent 	<p>Environmental Management Bureau (EMB) Davao City</p> <ul style="list-style-type: none"> - Sanitary Engineer - Civil Engineer - Civil Aviation Authority of the Phils. (CAAP) - Applicant / Owner
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit requirements with plans and specifications for Building and other Ancillary permits to the Municipal Engineer's Office (MEO)</p>	<p>1.1 Receive the requirements and check their completeness.</p> <p>If requirements are complete, proceed to:</p> <p>1.2 Evaluation of the Drawing Plans</p> <p>1.3 Conduct on-site inspection</p> <p>1.4 Assess Building Fees and Charges and prepare order of payment</p>	<p>None</p> <p>None</p> <p>None</p> <p>See Table below on Schedule of</p>	<p>10 Minutes</p> <p>30 Minutes</p> <p>60 Minutes</p> <p>20 Minutes</p>	<p>Frontline Personnel</p> <p>Technical Evaluator</p> <p>Technical Inspector</p> <p>Frontline Personnel</p>

		Fees and Charges		
2. Receive the assessment and order of payment and proceed to the Municipal Treasurer's Office for payment	2. Inform the client through text messaging for the payment of assessed fees and charges	None	3 Minutes	Frontline Personnel
3. Go back to the Municipal Engineer's Office to present the Official Receipt	<p>3.1 Receive the Official Receipt and prepare an endorsement to the Bureau of Fire for Fire Safety Evaluation Clearance</p> <p>3.2 Advise the Client to go back to Municipal Engineer's Office after Securing the</p>	None	5 Minutes	Frontline Personnel

	Fire Safety Evaluation Clearance with all documents attached			
4. Proceed to the Bureau of Fire Protection Office for Fire Safety Evaluation Clearance with the pertinent documents and plans with the Endorsement letter from the Municipal Engineer's Office	<p>41. Bureau of Fire Protection Office receive the pertinent documents with the Endorsement letter</p> <p>4.2 Evaluate and Inspect the project applied for Fire Safety Evaluation Clearance</p>	Bureau of Fire Protection Fees	5 Days	<i>Bureau of Fire Protection Personnel</i>
5. Go back to Municipal Engineer's Office with the pertinent documents attached Fire Safety Evaluation Clearance	5.1 Receive and facilitate the pertinent documents attached Fire Safety Evaluation Clearance and facilitate the signatures of the permit forms.	None	60 Minutes	Technical Personnel, Chief Enforcer and Building Official

	5.2 Record the approved building permit. 5.3 Notification of the client through text messaging to claim the permit.			
6. Receive the Approved Building permit	6. Release the Building Permit	None	3 Minutes	Records and Releasing Officer
TOTAL		Based on Table below	-	

SCHEDULE OF FEES AND OTHER CHARGES:

1 – Construction/addition/renovation/alteration of buildings/structures under Groups and Sub-divisions shall be assessed as follows:

a. Division A-1

Area in square meters	Fee per square meter (in Philippine Peso)
i. Original complete construction up to 20 sq. meters	2.00
ii. Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	2.40
iii. Above 20 – 50 sq. meters	3.40

iv. Above 50 – 100 sq. meters	4.80
v. Above 100 – 150 sq. meters	6.00
vi. Above 150 sq. meters	7.20

b. Division A-2

Area in square meters	Fee per square meter (in Philippine Peso)
i. Original complete construction up to 20 sq. meters	3.00
ii. Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	3.40
iii. Above 20 – 50 sq. meters	5.20
iv. Above 50 – 100 sq. meters	8.00
v. Above 100 – 150 sq. meters	8.00
vi. Above 150 sq. meters	8.40

c. Divisions B-1/C-1/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/I-1 and J-1,2,3

Area in square meters	Fee per square meter (in Philippine Peso)
i. Up to 5,000	23.00
ii. Above 5,000 – 6,000	22.00
iii. Above 6,000 – 7,000	20.50
iv. Above 7,000 – 8,000	19.50
v. Above 8,000 – 9,000	18.00
vi. Above 9,000 – 10,000	17.00

vii. Above 10,000 – 15,000	16.00
viii. Above 15,000 – 20,000	15.00
ix. Above 20,000 – 30,000	14.00
x. Above 30,000	12.00

d. Divisions C-2/D-1,2,3

Area in square meters	Fee per square meter (in Philippine Peso)
i. Up to 5,000	12.00
ii. Above 5,000 – 6,000	11.00
iii. Above 6,000 – 7,000	10.20
iv. Above 7,000 – 8,000	9.60
v. Above 8,000 – 9,000	9.00
vi. Above 9,000 – 10,000	8.40
vii. Above 10,000 – 15,000	7.20
viii. Above 15,000 – 20,000	6.60
ix. Above 20,000 – 30,000	6.00
x. Above 30,000	5.00

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a to 3.d)

2 – ELECTRICAL FEES: The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures.

a. Total Connected Load (kVA)

	Fee (in Philippine Peso)
i. 5 kVA or less	200.00
ii. Over 5 – 50 kVA	200.00 + 20.00/kVA

iii. Over 50 – 300 kVA	1,100.00 + 10.00/kVA
iv. Over 300 – 1,500 kVA	3,600.00 + 5.00/kVA
v. Over 1,500 – 6,000 kVA	9,600.00 + 2.50/kVA
vi. Over 6,000 kVA	20,850.00 + 1.25/kVA

b. Total Transformer/Uninterrupted Power Supply (UPS) / Generator Capacity (kVA)

	Fee (in Philippine Peso)
i. 5 kVA or less	40.00
ii. Over 5 – 50 kVA	40.00 + 4.00/kVA
iii. Over 50 – 300 kVA	220.00 + 2.00/kVA
iv. Over 300 – 1,500 kVA	720.00 + 1.00kVA
v. Over 1,500 – 6,000 kVA	1,920.00 + 0.50kVA
vi. Over 6,000 kVA	4,170.00 + 0.25kVA

c. Pole/Attachment Location Plan Permit

	Fee (in Philippine Peso)
i. Power Supply Pole Location	30.00/pole
ii. Guying Attachment	30.00/attachment

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit

Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
i. Residential	₱ 15.00	₱ 15.00
ii. Commercial/Industrial	60.00	36.00
iii. Institutional	30.00	12.00

- e. Formula for Computation of Fees: The Total Electrical Fees shall be the sum of Sections 4a to 4d of this Rule.
- f. Forfeiture of Fees: If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

3 – Mechanical Fee

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i. Refrigeration (cold storage), per ton or fraction thereof	₱ 40.00
ii. Ice Plants, per ton or fraction thereof	60.00
iii. Packaged/Centralized Air Conditioning Systems: up to 100 tons, per ton	90.00
iv. Every ton or fraction thereof above 100 tons	40.00
v. Window type air conditioners, per unit	60.00
vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan or metric equivalent	40.00
vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually	

For Evaluation Purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.1):

1.10 kW per ton, for compressors up to 5 tons capacity

1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity

0.97 kW per ton, for compressors above 50 tons capacity

For Ice Making (refer to 5.a.2):

3.50 kW per ton, for compressors up to 5 tons capacity

3.25 kW per ton, for compressors above 5 tons up to 50 tons capacity

3.00 kW per ton, for compressors above 50 tons capacity

For Air Conditioning (refer to 5.a.3):

0.90 kW per ton, for compressors 1.20 tons to 5 tons capacity

0.80 kW per ton, for compressors above 5 tons up to 50 tons capacity

0.70 kW per ton, for compressors above 50 tons capacity

b. Escalators and Moving Walks, Funiculars and the like:

i. Escalator and moving walk, per linear meter or fraction thereof	₱ 10.00
ii. Escalator and moving walks up to 20.00 lineal meters or fraction thereof	20.00
iii. Every lineal meter or fraction thereof in excess of 20.00 lineal meters	10.00
iv. Funicular, per linear meter or fraction thereof a. Per lineal meter travel	200.00 20.00
v. Cable car, per linear meter or fraction thereof a. Per lineal meter travel	40.00 5.00

c. Elevators, per unit

i. Motor driven dumbwaiters	₱ 600.00
ii. Construction elevators for materials	2,000.00
iii. Passenger elevators	5,000.00

iv. Freight elevators	5,000.00
v. Car elevators	5,000.00

d. Boilers, per kW

i. Up to 7.50 kW	₱ 500.00
ii. Above 7.50 kW to 22 kW	700.00
iii. Above 22 kW to 37 kW	900.00
iv. Above 37 kW to 52 kW	1,200.00
v. Above 52 kW to 67 kW	1,400.00
vi. Above 67 kW to 74 kW	1,600.00
vii. Every kW or fraction thereof above 74 kW	5.00

Note:

(a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.

(b) Steam from this boiler used to propel any prime-mover is exempted from fees. (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e. Pressurized water heaters, per unit ----- ₱ 200.00

f. Water sump and sewage pumps for commercial/industrial use,
per kW or fraction thereof ----- ₱ 60.00 g. Automatic fire sprinkler
system, per sprinkler head ----- ₱ 4.00

h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like,
per kW:

i. Every kW up to 50 kW ----- ₱ 25.00 ii. Above 50 kW up to 100
kW ----- ₱ 20.00 iii. Every kW above 100 kW -----

----- ₱ 3.00 i. Compressed Air, Vacuum, Commercial, Institutional and/or
Industrial Gases, per outlet ----- ₱ 20.00 j. Gas Meter per unit-----
----- 100.00

- k. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:
- i. Up to 50 kW ----- ₱ 10.00
 - ii. Above 50 kW to 100 kW ----- ₱ 12.00
 - iii. Every above 100 kW or fraction thereof ----- ₱ 60.00
- 3.00 I. Pressure Vessels, per cu. Meter or fraction thereof ----- ₱ 60.00

m. Other Machinery/Equipment for Commercial/Industrial/Institutional

- Use not elsewhere specified, per kW or fraction thereof ----- ₱ 60.00
- n. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meters or fraction thereof ----- ₱ 10.00
- o. Weighing Scale Structure, per ton or fraction thereof ----- ₱ 50.00

Note: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

4 – Plumbing Fee

a. Installation Fees, one (1) “UNIT” composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole UNIT ----- ₱ 24.00

b. Every fixture in excess of one unit:

- i. Each water closets ----- ₱ 7.00
- ii. Each floor drain ----- ₱ 3.00
- iii. Each sink ----- ₱ 7.00
- iv. Each lavatory ----- ₱ 2.00
- v. Each faucet ----- ₱ 2.00
- vi. Each shower head ----- ₱ 2.00

c. Special Plumbing Fixtures:

1) Each Slop Sink	₱ 7.00
2) Each urinal	4.00
3) Each bath tub	7.00
4) Each grease trap	7.00
5) Each garage trap	7.00
6) Each bidet	4.00

7) Each dental cuspidor	4.00
8) Each gas-fire water heater	4.00
9) Each drinking fountain	2.00
10) Each bar or soda fountain sink	4.00
11) Each laundry sink	4.00
12) Each laboratory sink	4.00
13) Each fixed-type sterilizer	2.00

- d. Each water meter ----- ₱ 2.00
- i. 12 to 25 mm Ø ----- ₱8.00 ii. Above 25 mm Ø -----
----- ₱10.00
- e. Construction of septic tank, applicable in all Groups:
- i. Up to 5.00 cu. meters of digestion chamber ----- ₱24.00
- ii. Every cu. Meter or fraction thereof excess of 5.00 cu. Meters-- ₱7.00

5 – Electronics Fee

a. Central Office switching, equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching / routing / distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications.	₱ 2.40 per port
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<p>b. Broadcast station for radio and tv for both commercial and training purposes, CATV headed, transmitting/receiving/ relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location.</p>	<p>₱1,000.00 per location</p>
<p>c. Automated teller machines ticketing, vending and other types of electronic dispensing machines telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners,</p>	<p>₱ 10.00 unit</p>
<p>ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors.</p>	

<p>d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected.</p>	<p>₱ 2.40 per outlet</p>
<p>e. Station/terminal/control point/port/central of remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound reinforcements/background,</p>	<p>₱ 2.40 per termination</p>
<p>music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected.</p>	

f. Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities.	₱ 1,000.00 per location
g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission / reception	₱1,000.00 per structure
h. Electronic or electrically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc.	₱ 50.00 per unit
i. Poles and attachment: i. Per Pole (to be paid by pole owner) ii. Per attachment (to be paid by any entity who attaches to the pole of others)	₱ 20.00 20.00
j. Other types or electronics or electronically controlled device, apparatus, equipment, instrument or units not specifically identified above.	₱ 50.00 per unit

6 – Accessories of the Building/Structures Fees

- a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais, and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a to 3.d of this schedule).
- b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (₱0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.
- c. Bank and Records Vaults with interior volume up to 20.00 cum -----₱ 20.00
 - i. In excess of 20.00 cu. Meters ----- ₱ 8.00

d. Swimming Pools, per cu. Meter or fraction thereof:

i. Group A Residential	₱ 3.00
ii. Commercial/Industrial Groups B,E,E,G	36.00
iii. Social/Recreational/Institutional Groups C,D,H,I	24.00
iv. Swimming pools improved from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.	
v. Swimming pool shower rooms/locker rooms:	
(a) Per unit or fraction thereof	₱ 60.00
(b) Residential Group A	6.00
(c) Group B,E,F,G	18.00
(d) Group C,D,H	12.00

e. Construction of firewalls separate from the building:

i. Per sq. meter or fraction thereof ----- ₱ 3.00 ii. Provided, that the minimum fee shall be ----- ₱ 48.00

f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:

Use of Character/Occupancy	Self-Supporting	Trilon Guyed
i. Single detached dwelling units	₱ 500.00	₱ 150.00
ii. Commercial/Industrial (GROUPS B,E,F,G)	2,400.00	240.00
up to 10.00 meters in height	120.00	12.00
(a) Every meter or fraction thereof in excess of 10.00 meters		

iii. Education/Recreational/Institutional (GROUPS C,D,H,I) up to 10.00 meters in height	1,800.00	120.00
(a) Every meter or fraction thereof in excess of 10.00 meters	120.00	12.00

g. Storage Silos, up to 10.00 meters in height ----- ₱ 2,400.00

i. Every meter or fraction thereof in excess of 10.00 meters ----- ₱ 150.00 ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e of this schedule

h. Construction of Smoker stacks and Chimneys for Commercial/Industrial Use Groups B,E,F and G:

i. Smokestacks, up to 10.00 meters in height, measured from the base	₱ 240.00
(a) every meter or fraction thereof in excess of 10.00 meters	12.00
ii. Chimney up to 10.00 meters in height, measured from the base	₱ 48.00
(a) every meter or fraction thereof in excess of 10.00 meters	2.00

i. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas -----

----- ₱ 48.00 j. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume

----- ₱ 12.00 k. Construction of reinforced concrete or steel

tanks or above ground:

GROUPS A and B, up to 2.00 cu. meters	₱ 12.00
i. Every cu. meter or fraction thereof in excess of 2.00 cu. meters	12.00
ii. For all other than GROUPS A and B, up to 10.00 cu. meters	480.00
(a) every cu. meter or fraction thereof in excess of 10.00 cu. m.	24.00

l. Construction of Water and Waste Water Treatment Tanks: (including Cisterns, Sedimentation and Chemical Treatment Tanks)

Per cu. meter of volume ----- ₱ 7.00 m. Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:

i. Above ground, up to 10.00 cu. meters Every cu. meter or fraction thereof in excess of 10.00 cu. meters	₱ 480.00 24.00
ii. Underground, up to 20.00 cu. meters Every cu. meter or fraction thereof in excess of 20.00 cu. meters	540.00 24.00

n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:

i. Underground, per cu. meter or fraction thereof of excavation	₱ 3.00
ii. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank	₱ 3.00
iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k above	

o. Booths, Kiosks, Platforms Stages and the like, per sq. meter or fraction thereof of floor area:

i. Construction of permanent type	₱ 10.00
ii. Construction of temporary type	5.00
iii. Inspection of knock-down temporary type, per unit	24.00

p. Construction of buildings and other accessory structures within cemeteries and memorial parks:

i. Tombs, per sq. meter of covered ground	₱ 5.00
ii. Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	5.00
iii. Totally enclosed mausoleums, per sq. meter of floor area	12.00
iv. Multi-level interment inches per sq. meter, per level	5.00

v. Columbarium, per sq. meter	18.00
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7 – Accessory Fees

a. Establishment of Line and Grade all sides fronting or abutting streets, esteros, rivers, and creeks, first 10.00 meters -----
 ----- ₱ 24.00 i. Every meter or fraction thereof in excess of 10.00 meters ----- 2.40

b. Ground Preparation and Excavation Fee

i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP & EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks yards/easements and parking requirements.

(a) Inspection and Verification Fee	₱ 200.00
(b) Per cu. meter of excavation	3.00
(c) Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
(d) Per cu. meter of excavation for foundation with basement	4.00
(e) Excavation other than foundation or basement, per cu. meter	3.00
(f) Encroachment of footings or foundations of buildings / structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	250.00

c. Fencing Fees:

i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	₱ 3.00
ii. In excess of 1.80 meters in height per lineal meter fraction thereof	4.00

iii. Made of indigenous materials, barbed, chicken or hog wires, per lineal meter	2.40
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- d. Construction of Pavements, up to 20.00 sq. meters ----- ₱ 24.00
- e. In excess of 20 sq. meter or fraction thereof of paved areas intended for commercial / industrial /institutional use, such as parking and sidewalk areas, gasoline stations premises, skating rinks, pelota courts, tennis and basketball courts and the like --- ₱ 3.00
- f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month ----- ₱ 240.00
- i. Every sq. meter or fraction thereof in excess of 20.00 sq. meter --- ₱ 12.00

g. Erection of Scaffolding Occupying Public Areas, per calendar month.

i. Up to 10.00 meters in length	₱ 150.00
ii. Every lineal meter or fraction thereof in excess of 10.00 meters	12.00

h. Sign Fees:

i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area		₱ 120.00
(a) Every sq. meter or fraction thereof in excess of 4.00 sq.m.		24.00
ii. Installation Fees, per sq. meter or fraction thereof of display surface:		
Type of Sign Display	Business Signs	Advertising Signs
Neon	₱ 36.00	₱ 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

iii. Annual Renewal Fees, per sq. meter or fraction thereof of display surface: Type of		
Sign Display	Business Signs	Advertising Signs
Neon	₱36.00, min. fee shall be ₱124.00	₱46.00, min. fee shall be ₱200.00
Illuminated	₱18.00, min. fee shall be ₱72.00	₱38.00, min. fee shall be ₱150.00
Others	₱12.00, min. fee shall be ₱40.00	₱20.00, min. fee shall be ₱110.00
Painted-on	₱8.00, min. fee shall be ₱30.00	₱12.00, min. fee shall be ₱100.00

i. Repair Fees:

i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meters, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all GROUPS	₱ 5.00
ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures in square meters, such as floorings, ceilings and roofing, shall be assessed in accordance with the following rate, For all GROUPS	₱ 5.00
iii. Repairs on building/structures in all GROUPS costing more than five thousand pesos (₱5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to replace with same or new substitute and labor)	

j. Raising of Building/Structures Fee:

- i. Assessment of fees for raising of any building/structures shall be based on the new usable area generated.
- ii. The fees to be charged shall be as prescribed under Sections 3.a to 3.e of this schedule, whichever GROUP applies.

k. Demolition/Moving of Building/Structures Fees, per sq. meter of area or dimension involved.

i. Building in all GROUPS per sq. meter floor area	₱ 3.00
ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	4.00
iii. Structures of up to 10.00 meters in height	800.00
(a) Every meter of portion thereof in excess of 10.00 meters	50.00

iv. Appendage of up to 3.00 cu. meter/unit	50.00
(a) Every cu. meter or portion thereof in excess of 3.00 cu.m	50.00
v. Moving Fee, per sq. meter of area of building/structure to be moved	3.00

2. Processing of the Application for Certificate of Occupancy pursuant to P.D. 1096, also known as the “National Building Code of the Philippines”.

It is a document issued by the Local Building Official to ensure safe occupancy and that the building or structure conforms to the provisions of P.D. 1096, also known as the “National Building Code of the Philippines”

Office or Division:	Municipal Engineer’s Office - Building and Industrial Safety Division
Classification:	Indigenous Building – Simple Standard Building Structure: 1-storey Building – Complex 2-storey building and above - Highly Technical
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government G2B – Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 1 set of complete Building Plan	- Building Owner or Applicant
2. Pictures of the completion of the building or structure, showing four (4) side elevations and its interior - 2 copies	- Building Owner or Applicant
3. 1 copy of Municipal Planning and Development Office Site Inspection Report	- Building Owner or Applicant

<p>4. 1 Photocopy each of the Approved Permits:</p> <ul style="list-style-type: none"> - Building Permit - Electrical Permit - Sanitary/Plumbing Permit - Mechanical Permit, if applicable - Electronics Permit, if applicable 	- Building Owner or Applicant
5. 1 copy of Fire Safety Evaluation Clearance	- Building Owner or Applicant
6. 1 copy of Fire Safety Checklist	- Building Owner or Applicant
7. Long Folder (1 piece)	- Building Owner or Applicant

<p>8. 2 copies each of the Completion Forms:</p> <ul style="list-style-type: none"> - Building Completion Form - Electrical Completion Form - Plumbing Completion Form <p>Note: All completion forms must be filled-up completely and must be signed by the Engineer In-charge in construction and the building owner/applicant.</p>	- Municipal Engineer's Office
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>1. Submit requirements for Certificate of Occupancy to the Municipal Engineer's Office (MEO)</p>	<p>1.1 Receive the requirements and check their completeness.</p> <p>1.2 If requirements are complete, proceed to:</p> <p>1.3 Conduct on-site electrical inspection</p> <p>1.4 Assess Occupancy Fees and Charges and prepare order of payment</p>	<p>None</p> <p>None</p> <p>Pursuant to PD-1096 and Local Revenue Code (See Table below)</p>	<p>10 Minutes</p> <p>60 Minutes</p> <p>10 Minutes</p>	<p>Frontline Personnel</p> <p>Technical/ Electrical Inspector Frontline Personnel</p>
<p>2. Receive the assessment and order of payment and proceed to the Municipal Treasurer's (MTO) Office for payment</p>	<p>2.1 Inform the client through text messaging for the payment of assessed fees and charges</p>	<p>None</p>	<p>3 Minutes</p>	<p>Frontline Personnel</p>
<p>3. Go back to the Municipal Engineer's Office to present the Official</p>	<p>3.1 Receive the Official Receipt and prepare an endorsement to the Bureau of Fire for Fire</p>	<p>None</p>	<p>5 Minutes</p>	<p>Frontline Personnel</p>

Receipt	<p>Safety Inspection Certificate</p> <p>3.2 Advice the Client to go back to City Engineer's Office after Securing the Fire Safety Inspection Certificate with all documents attached</p>			
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<p>4. Proceed to the Bureau of Fire Protection Office for Fire Safety Inspection Certificate with the pertinent documents and plans with the Endorsement letter from the City Engineer's Office</p>	<p>4.1 Bureau of Fire Protection Office receive the pertinent documents with the Endorsement letter</p> <p>4.2 Evaluate and Inspect the project applied for Fire Safety Inspection Certificate</p>	<p>Bureau of Fire Protection Fees</p>	<p>5 Days</p>	<p>Bureau of Fire Protection Personnel</p>
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5. Go back to Municipal Engineer's Office with the pertinent documents attached Fire Safety Inspection Certificate	5.1 Receive and check the pertinent documents attached with Fire Safety Inspection	None	5 minutes	Frontline Personnel
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	<p>Certificate.</p> <p>5.2 Conduct on-site electrical inspection of the building.</p> <p>5.3 Record the permit in the database.</p> <p>5.4 Conduct on-site building inspection.</p> <p>5.5 Facilitate the signature and approval of the Electrical Engineer (of the CEO) in the certificate of occupancy form.</p> <p>5.6 Facilitate the signature and approval of the Land Use and Zoning Officer in the certificate of occupancy form at the CPDO.</p> <p>5.7 Facilitate the Signature and approval of the Chief Enforcer and the Building Official in the</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>30 minutes</p> <p>5 minutes</p> <p>60 minutes</p> <p>5 minutes</p> <p>1 day</p>	<p>Building Inspector</p> <p>Records Officer</p> <p>Building Inspector</p> <p>Electrical Engineer</p> <p>Zoning Officer of the City Planning and Development Office (CPDO)</p>
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		None	20 minutes	Chief Enforcer and Building Official
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	certificate of occupancy form. 5.8 Inform the client through text messaging to claim the certificate.	None	3 Minutes	Frontline Personnel
6. Receive the Approved Certificate of Occupancy	6.1 Release the Certificate of Occupancy	None	3 Minutes	Records and Releasing Officer
TOTAL			6 DAYS AND 3 HOURS <i>(Standard Building Structure, Indigenous Building, less than 7 days)</i>	

SCHEDULE OF FEES:

1 – Certificates of Use or Occupancy (Table II.G.1 for Fixed Costing) a. Division A-1 and A-2 Buildings:

- i. Costing up to ₱150,000.00 ----- ₱ 100.00
- ii. Costing more than ₱150,000.00 up to ₱400,000.00 ----- 200.00
- iii. Costing more than ₱400,000.00 up to ₱850,000.00 ----- 400.00
- iv. Costing more than ₱850,000.00 up to ₱1,200,000.00 ----- 800.00
- v. Every million or portion thereof in excess of ₱1,200,000.00 ---- 800.00

b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2,3 ,4, 5/H-1, 2, 3, 4/and I-1 Buildings:

- i. Costing up to ₱150,000.00 ----- ₱ 200.00

- ii. Costing more than ₱150,000.00 up to ₱400,000.00 ----- 400.00
- iii. Costing more than ₱400,000.00 up to ₱850,000.00 ----- 800.00
- iv. Costing more than ₱850,000.00 up to ₱1,200,000.00 ----- 1,000.00
- v. Every million or portion thereof in excess of ₱1,200,000.00 ---- 1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:

- i. Costing up to ₱150,000.00 ----- ₱ 150.00
- ii. Costing more than ₱150,000.00 up to ₱400,000.00 ----- 250.00
- iii. Costing more than ₱400,000.00 up to ₱850,000.00 ----- 600.00
- iv. Costing more than ₱850,000.00 up to ₱1,200,000.00 ----- 900.00
- v. Every million or portion thereof in excess of ₱1,200,000.00 ---- 900.00

d. Divisions J-1 Buildings:

- i. With floor area up to 20.00 sq. meters ----- ₱ 50.00
- ii. With floor area above 20 up to 500 sq. meters ----- 240.00
- iii. With floor area above 500 up to 1,000 sq. meters ----- 360.00
- iv. With floor area above 1,000 up to 5,000 sq. meters ----- 480.00
- v. With floor area above 5,000 up to 10,000 sq. meters ----- 1,200.00
- vi. With floor area above 10,000 sq. meters ----- 2,400.00

e. Division J-2 Buildings:

- i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.
- ii. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d above.
- iii. Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
 - (a) First 10.00 meters of height from the ground ----- ₱ 800.00
 - (b) Every meter or fraction thereof in excess of 10.00 meters ----- ₱ 50.00

- f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected ----- ₱ 5.00

**Office of the Municipal Engineering
Internal Services**

1. Mandatory submission of Quarterly Report on Government Projects / Programs / Activities

This report is mandatory for monitoring and evaluation purposes pursuant to the Memorandum Circular No. 2015-006 of the Commission on Audit.

Office or Division:	City Engineering Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Planning and Development Office, Municipal Accountant’s Office, Commission on Audit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Quarterly Report on Government Projects / Programs / Activities		Municipal Engineer’s Office		
		<ul style="list-style-type: none"> • Construction and Maintenance Division • Industrial Plant Division • Electrical Installation and Maintenance Division • Motorpool Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Send letter request to City Engineer's Office for quarterly report	1.1 Receive and refer the letter to the Municipal Engineer	None	5 Minutes	<i>Clerk</i>
	1.2 Endorse the letter to the respective division heads for preparation of report		2 Minutes	
	1.3 Prepare report per division			
	1.4 Submit to the Administrative Officer		30 Minutes	
	1.5 Consolidate reports		10 Minutes	
	1.6 Review and Check the report		8 Hours 1 Hour	<i>Assistant City Engineer</i>
	1.7 Approval of the report by the Municipal Engineer		5 Minutes	<i>City Engineer</i>
2. Receive the approved quarterly report for appropriate action	2.1 Submit the approved consolidated quarterly report to the concerned office	None	10 Minutes	<i>Clerk</i>
TOTAL		None	10 Hours & 2 Minutes	

2. Preparation of Program of Works (POW)

This document is a requirement for a project approval for external client.

Office or Division:	MEO- Planning, Programming, Designing Division
Classification:	Highly Technical

Type of Transaction:	G2G-Government to Government, G2C-Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1.Request Letter:</p> <ul style="list-style-type: none"> - Walk In Clients W/O Endorsement of the Mayor - Clients Through Channel Mayor's Office w/ LCE Endorsement - Clients Through Channel W/ Endorsement from City Engineer 	<p>Requisitioning Client</p> <p>Requisitioning Client and office of the Mayor</p> <p>Requisitioning Client and Municipal Engineer.</p>
<p>2.Deed of Donations (2 photocopies)</p>	<p>Land Owner and/or Municipal Engineering Office, Annex Building, Municipal Building, Tago Surigao del Sur</p>
<p>3.Barangay Resolutions if the area/location in conflict (2 copies original)</p>	<p>Barangay Hall Concerned</p>
<p>4.Baranga Certifications if the area is not in conflict (2 Original Copies)</p>	<p>Barangay Hall Concerned</p>
<p>5. Additional Requirements whichever is appropriate:</p> <p>5.1 Picture of the location</p> <p>5.2 Vicinity Map</p>	<p>Requisitioning Client</p> <p>Requisitioning Client</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter Request	1.1 Receive letter request	None	1 Minute	<i>Clerk 1 City Architect's Office</i>
	1.2 Evaluate of request for programming	None	2 Days	<i>Engineer III</i>
	1.3 Endorsement of tentative project cost to MPDO for Possible BDP/AIP inclusion of project budget	None	5 Minutes	<i>Engineer III</i>
TOTAL		None	2 Days & 6 Minutes	

Internal Services

1. Preparation of Program of Works (POW), Purchase Request (PR), Detailed Engineering Design (DED)

These documents are required for project implementation.

Office or Division:	Municipal Engineering Office			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	MEO, MENRO, MEEDMO, OMAG, MDRRMO, MBO, MHO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
TS				
1. Annual List of Approved Projects (signed by the Municipal Budget Officer and LCE)		Municipal Budget Office (2 nd floor Municipal HALL, Brgy. Purisima, Tago Surigao del Sur)		
2. Approved Purchase Request (2 Original Signed Copies and 3 Copies Facsimile)		Municipal Engineering Office, Annex Building, Municipal Hall, Tago Surigao del Sur		
3. Approved Individual Program of Works (2 Original Signed Copies and 6 Copies Facsimile)		Municipal Engineering Office, Annex Building, Municipal Hall, Tago Surigao del Sur		
4. Approved Detailed Engineering (Design/PLAN) (2 Original Signed Copies and 3 Copies Facsimile)		Municipal Engineering Office, Annex Building, Municipal Hall, Tago Surigao del Sur		
5. Approved PPMP (4 Original Copies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit List of Approved Projects by MBO and/or MO	1.1 Receive List of Approved Project	None	1 day	<i>Engineer III</i>

	1.2 Plan preparation	None	18 days	<i>Engineers/ Draftsman</i>
	1.3 Endorse to Concern Office the set of Construction Documents (PR, POW, PLAN,)	None	1 Day/Office	<i>Liaison Officer</i>
	TOTAL	None	20 Days	