



CITY ENGINEERING OFFICE

ENGR. NEMENCIO M. DE LEON
Head, Engineering Office

City Government of Baliwag,
Baliwag, Bulacan
(044) 798-0391 Loc. 3647
meobaliwag@gmail.com

VISION STATEMENT

The City of Baliwag is the center for trade and commerce, education, and technological advancement within the region with God-centered, empowered and healthy people living in a sustainable environment under a pro-active governance

MISSION STATEMENT

The Local Government of Baliwag shall implement policies and program that will promote a fully functional e-government, business-friendly environment, competitive quality of education, and active people participation through a professional bureaucracy with government personnel willing to do the extra mile in public service.

GOAL

Improve the performance of Baliwag in economic dynamism, government transparency and efficiency, infrastructure development, health and social services, environmental management and participatory governance

DUGONG BALIWAG PUSONG BALIWAG

Serbisyonng May Malasakit

CITIZENS CHARTER

1.0 ISSUANCE OF BUILDING PERMIT

Section 301 of the National Building Code provides that any person, firm or corporation, agency or instrumentality of the government who will construct, alter, repair, use, occupy, convert, move or demolish any building or structure, or cause the same to be done is required to obtain a building permit first from the Office of the Building Official assigned in that place where the building or structure is located.

A building permit is a document issued by the Building Official giving permission to an applicant to proceed construction of a building project upon approval of the building plans, specifications and other pertinent documents found conforming to the provisions of the National Building Code of the Philippines. In addition, permits supplementary to a building permit such as Ancillary and Accessory permits shall also be applied. These are the following: a) Electrical Permit; b) Mechanical Permit; c) Sanitary Permit; d) Plumbing Permit; e) Electronics Permit.

Office or Division:	City Engineer's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to citizen			
Who may avail:	General public, firm or corporations, agencies or instrumentalities of the government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Forms Unified Application Forms and ancillary permit forms – 5 copies Local/ National Clearance Form - 1 set		Baliwag Business Center (One-Stop-Shop)		
2. Transfer Certificate of Title If let is not in the name of the applicant: Deed of Absolute Sale – 2 copies (notarized) OR Award Notice and/or Lease Contract – 2 copies (notarized) OR Deed of Assignment or Donation (notarized) For Corporation: Corporate Secretary's Certification authorizing the signatory		Owner		
3. Tax Declaration of Real Property- 2 photocopies		Owner / City Assessor's Office		
4. Updated Official Receipt of Real Property Tax OR Certificate of Tax Clearance – 2 copies		Owner / Land Tax Office		
5. Barangay Building Clearance – 1 photocopy		Barangay Hall		
6. Community Tax Certificate – 1 photocopy		City Treasurer's Office		
7. Building Plans at minimum scale 1:100 (signed by the owner, signed & sealed by professionals) – 5 sets a. Geodesic Documents b. Architectural Plans c. Structural Plans d. Sanitary/Plumbing Plans e. Electrical Plans f. Mechanical Plans g. Fire Protection Plans h. Electronics Plans		Design professionals hired by the Owner		
8. Cost Estimate/Bill of Material (signed by the owner, originally signed & sealed by professionals, notarized) – 3 copies		Design professionals hired by the Owner		
9. Project Specifications (signed by the owner, originally signed & sealed by professionals) – 3 copies		Design professionals hired by the Owner		
10. Structural Analysis/Computation for 2-storey and above (Originally signed & sealed by professional each page) – 1 copy		Design professionals hired by the Owner		
11. Soil Boring Test for 2-storey and above (Originally signed & sealed by professional) – 1 copy		Design professionals hired by the Owner		
12. Valid PHC IDs & current PRTs with dry seal and 3 specimen signatures of all involved professionals – 3 copies		Design professionals hired by the Owner		
13. Software of design plans on readable CD – 1 pc		Design professionals hired by the Owner		
Nothing follows				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Unified Application Forms, ancillary and accessory permit forms & comply with requirements in the checklist. Applicant forms and checklist of requirements can also be downloaded from baliwag.gov.ph	1. Issue Unified Application Forms, ancillary and accessory permit forms and checklist of requirements and give appropriate instructions to the client	None	3 minutes	Frontline Officer
2. Submit the complete documentary requirements fastened in a long white folder together with the blueprints inside a clear plastic expandable envelope.	2. Receive the application with complete documentary requirements and issue claim stub to the applicant 2.1 Endorse application to the City Planning and Development Office for Local Clearance 2.2 Assess and evaluate design plans and documents to prepare assessment of fees. 2.3 Endorse three (3) sets of plan, specifications and bill of materials to Bureau of Fire Protection 2.4 Inform the applicant regarding the status of application, assessment of fees and schedule of possible inspection of project site.	None As per PD 1096 None As per PD 1096, Fire Code Fees and Zoning fees	3 minutes 10 minutes 3 minutes 2 minutes	Frontline Officer / Liaison Officer City Engineer Liaison Officer Frontline Officer
3. Coordinate with the Inspection Team	3. Conduct an inspection of the project site	None	2 hours (Depend on location)	Inspection Team
4. Pay building permit, Fire Safety Clearance and Zoning permit fees at Baliwag Business Center (One-stop-shop)	4. Receive payment and prepare official receipt (OR). Send scanned official receipts back to the respective offices for the processing of permits 4.1 Encodes the application to building permit records and issue building permit number 4.2 Prepares the building permit, ancillary permits and building plans for signature of City Engineer 4.3 Final evaluation and approval by the City Engineer	As per PD 1096, Fire Code Fees and Zoning fees None None None	10 minutes 5 minutes 15 minutes 10 minutes	Revenue Collection Clerk Engineer I Engineer I City Engineer
5. Received approved Building Permit, Fire Safety Evaluation Clearance, Zoning Permit and the approved plan	5. Release owner's copy of permits and approved plan	None	2 minutes	Frontline Officer
END OF TRANSACTION				

2.0 ISSUANCE OF OCCUPANCY PERMIT

The owner of the building or structure who is granted a building permit shall, upon completion of the building, apply for a Certificate of Occupancy from the Office of the Building Official.

A Certificate of Occupancy shall be issued by the Building Official within 30 days, if after inspection and submittal of a Certificate of Completion by the Architect or Civil Engineer in charge of the construction, it is found that the building/structure has complied with the provisions of the Building Code.

A building/structure erected without a building permit may be issued a certificate of occupancy provided the owner will be made to comply with the requirements and specifications of the Building Code and other pertinent laws.

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Classification:	Highly Technical			
Type of Transaction:	G2C-Government to citizen			
Who may avail:	General public, firm or corporations, agencies or instrumentalities of the government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Forms 1. Unified Application Form for Certificate of Occupancy and FSIC 2. Certificate of Completion Form (signed by the owner, signed and sealed by Architect/Civil Engineer in-charge of construction) (NOTARIZED) – 3 copies		Baliwag Business Center (One-stop-shop)		
2. Legal Documents For Corporation: Corporate Secretary's Certification authorizing the signatory (Notarized Original) 1 copy Authorization letter and copy of government issued ID (if not the owner)		Owner		
3. Approved building plans – 2 sets white print OR As-built Plans (signed by the owner, signed & sealed by professional) – 3 sets		Owner		
4. Valid PHC IDs & current PRTs with dry seal and 3 specimen signatures of all involved professionals – 2 copies		Design professionals hired by the Owner		
5. Construction Logbook		Architect / Engineer in-charge of construction		
Nothing follows				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Unified Application Forms and Certificate of Completion from Baliwag Business Center (One-stop-shop) & comply with the requirements in the checklist. Applicant forms and checklist of requirements can also be downloaded from baliwag.gov.ph	1. Issue Unified Application Form, Certificate of Completion and checklist of requirements and give appropriate instructions to client.	None	3 minutes	Frontline Officer
2. Submit the complete documentary requirements fastened in a long white folder together with the blueprints inside a clear plastic expandable envelope.	2. Receive the application with complete documentary requirements and issue claim stub to the applicant 2.1 Assess and evaluate approved/as-built plans and documents to prepare assessment of fees. 2.2 Endorse the application to Bureau of Fire Protection 2.3 Inform the applicant regarding the status of application, assessment of fees and schedule of possible inspection of project site.	As per PD 1096 and Fire Code Fees	3 minutes	Liaison Officer
3. Coordinate with the Inspection Team	3. Conduct an inspection of the project site	None	2 hours (Depends on location)	Inspection Team
4. Pay Occupancy Permit and Fire Safety Inspection Certificate fees at Baliwag Business Center (One-stop-shop)	4. Receive payment and prepare official receipt (OR). Send scanned official receipts back to the respective offices for the processing of permits 4.1 Encodes the application to occupancy permit records and issue occupancy permit number 4.2 Prepares the occupancy permit for signature of City Engineer 4.3 Final evaluation and approval by the City Engineer	As per PD 1096, Fire Code Fees None None None	10 minutes 5 minutes 15 minutes 15 minutes	Revenue Collection Clerk Engineer I Engineer I City Engineer
5. Received Certificate of Occupancy, Certificate of Electrical Inspection and approved plans (if applicable)	5. Release owner's copy of permits and approved plans (if applicable)	None	2 minutes	Frontline Officer
END OF TRANSACTION				

3.0 ISSUANCE OF CERTIFICATE OF ELECTRICAL INSPECTION

Electrical Permit and Certificate of Final Electrical Inspection are issued by the Office of the Building Official to applicants who wish to have new electrical connection or additional Kilowatt Hour Meter or to be reconnected with electricity after the Local Electric Utility Company has disconnected their service.

Office or Division:	City Engineer's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	General public, firm or corporations, agencies or instrumentalities of the government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Forms Duly accomplished information sheet and Inspection Report Form – 1 copy Electrical Permit Form (for electrical upgrade) signed and sealed by professionals – 5 copies		Baliwag Business Center (One-stop-shop)		
2. Yellow Card from Local Utility Company (MERALCO)		MERALCO		
3. Electrical Plan (for electrical upgrade) originally signed and sealed by professionals – 2 sets		Design Professional hired by the Owner		
Nothing follows				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Electrical Permit Form and Information Sheet and Inspection Report Form from Baliwag Business Center (One-stop-shop) & Yellow Card from MERALCO. Application forms and checklist of requirements can also be downloaded from baliwag.gov.ph	1. Issue Electrical Permit Form and Information Sheet and Inspection Report Form. Give appropriate instructions to client.	None	3 minutes	Frontline Officer
2. Submit Yellow Card and duly accomplished application forms together with the supporting documents	2. Receive the application with complete documentary requirements and issue claim stub to the applicant with tentative date of inspection	None	3 minutes	Frontline Officer
3. Coordinate with the Inspection Team	3. Conduct an inspection of the project site *** Assessment of permit fees	None	2 hours (Depend on location) 5 minutes	Inspector City Engineer
4. Pay electrical permit fees at Baliwag Business Center (One-stop-shop)	4. Receive payment and prepare official receipt (OR). Send scanned official receipts back to the respective offices for the processing of permits 4.1 Prepares the electrical permit and/or certificate of electrical inspection for signature of City Engineer 4.2 Final evaluation and approval by the City Engineer	PD 1096	5 minutes	Revenue Collection Clerk Engineer I
5. Received approved Electrical Permit, Certificate of Electrical Inspection and approved plans (if applicable) from Baliwag Business Center	5. Release owner's copy of permits and approved plans (if applicable)	None	2 minutes	Frontline Officer
END OF TRANSACTION				