

Republic of the Philippines
Province of Surigao del Sur
Municipality of Carmen

OFFICE OF THE MUNICIPAL ENGINEER

Service Profile (Frontline Services)

- 1. Secure Building Permit**
- 2. Secure an Electrical Permit**

Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
MUNICIPALITY OF CARMEN

OFFICE OF THE MUNICIPAL ENGINEER

CITIZEN'S CHARTER

Type of Services : **SECURING A BUILDING PERMIT**
Availability of Services : **DAILY**
Who May Avail of the Services : **Building Owner**

What are the Requirements:

- a. In case the applicant is a registered owner of the lot:
 1. Certified true copy of Tax Declaration (Municipal Assessor's Office)
 2. Current Real Property Tax Receipt (Municipal Treasurer's Office)
 3. Zoning Certification (Municipal Planning and Development Office)
 4. Fire Safety Certification (Fire Station , Lanuza)
 5. Duly Notarized copy of the Deed of Absolute Sale (if in case the applicant is not the registered owner)
- b. Five (5) sets of Plans and Specification prepared, signed and sealed :
- c.
 1. By a duly licensed Architect of Civil Engineer, in case of Architectural & Structural Plans.
 2. By a duly licensed Sanitary Engineer or Master Plumber, in case of plumbing and sanitary installation and plans.
 3. By a duly licensed professional Electrical Engineer, in case of Electrical Plans.
 4. By a duly licensed Professional Mechanical Engineer, in case of Mechanical Plans.

d. Architectural Documents :

1. Location Plans
2. Site development and location plan at scale of 1:200 M standard or any convenient scale for large scale development showing position of building in relation to lot.
3. Floor plans at scale of not less than 1:100 m.
4. Elevations (at least four) at scale of not less than 1:100 m.
5. Sections (at least two) at scale of not less than 1:100m.
6. Foundation Plans at scale of not less than 1:100m.
7. Floor and roof Framing plan at scale of not less than 1:100m
8. Sketch Plan.
9. Bill of Materials and Cost Estimates (Signed and sealed by the designer and signed by the owner)

How to avail:

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Secure Building Permit Application Forms and ask for the requirements	- Give the necessary information regarding the application form and the requirements	5 minutes	Jhonamie		Building Permit Form
2	Present the Plans and the required Architectural documents	- Initial verification of the documents submitted	10 minutes	Jhonamie		
		- Then an endorsement to other	10 minutes	Jhonamie		

		<p>offices/agencies will be given so that the client can start securing other required clearances.</p> <ul style="list-style-type: none"> - Evaluation and Assessment of the submitted documents • If there are deficiencies to the documents submitted* - Return the plans that need corrections and informed also the lacking documents, if any. 	<p>30 minutes</p> <p>10 minutes</p>	<p>Jhonamie</p> <p>Jhonamie</p>		
<p>3</p>	<p>After securing the clearances from other regulatory agencies, submit all plans and documents to the Building Official/Municipal Engineer</p>					
<p>4</p>	<p>Received the Plans for corrections and comply the lacking documents, if any.</p>					
<p>5</p>	<p>Submit the corrected Plans/lacking documents to the Building Official/Municipal</p>	<ul style="list-style-type: none"> - Received and review the submitted corrected Plans/lacking documents and 	<p>20 minutes</p>	<p>Jhonamie</p>		

6	<p>Engineer for review</p> <p>Show the Order of Payment to the Revenue Collection Clerk at the Municipal Treasurer's Office and pay the required fees. Wait for your Official Receipt.</p>	<p>checks the completeness of documents</p> <ul style="list-style-type: none"> • If there are no deficiencies to the documents submitted - Computation and Issuance of Order of Payment to the Building Owner 	20 minutes	Jhonamie		
7	<p>Go back to the Office of the Building Official; and submit your Official Receipt</p>	<ul style="list-style-type: none"> - Building Official processes and approves the Building Permit - Release of Permit 	5 minutes	Jhonamie		
			2 minutes	Jhonamie		

Type of Services : **SECURING AN ELECTRICAL PERMIT**
 Availability of Services : **DAILY**
 Who May Avail of the Services : **Building Owner**

What are the Requirements:

1. Electrical Permit application form signed by the professional Electrical Engineer
2. Electrical Plans
3. Electrical Specifications
4. Bill of Materials and Cost Estimates
5. Fire Safety Certificate
6. Zoning Clearance
7. Municipal Treasurer's Certification

How to avail:

Step	Activity		Duration of Activity	Person Incharge	Fees	Form
	Costumer	Office Service Provider				
1	Secure Electrical Permit Application Forms and ask for the requirements	- Give the necessary information regarding the application form and the requirements	5 minutes	Jhonamie		Electrical Permit Form
2	Then the applicant complied all the requirements					
3	After securing the clearances from other regulatory agencies,	- Evaluation and Assessment of the	5 minutes	Jhonamie		

	submit all plans and documents to the Building Official/Municipal Engineer	submitted documents				
4	Received the Plans for corrections and comply the lacking documents, if any.	<ul style="list-style-type: none"> • If there are deficiencies to the documents submitted* <p>- Return the plans that need corrections and informed also the lacking documents, if any.</p>	2 minutes	Jhonamie		
5	Submit the corrected Plans/lacking documents to the Building Official/Municipal Engineer for review	<p>- Received and review the submitted corrected Plans/lacking documents and checks the completeness of documents</p> <ul style="list-style-type: none"> • If there are no deficiencies to the documents submitted 	5 minutes	Jhonamie		

6	<p>Show the Order of Payment to the Revenue Collection Clerk at the Municipal Treasurer's Office and pay the required fees. Wait for your Official Receipt.</p>	<ul style="list-style-type: none"> - Issuance of Order of Payment to the Building Owner 	3 minutes	Jhonamie		
7	<p>Go back to the Office of the Building Official; and submit your Official Receipt</p>	<ul style="list-style-type: none"> - Building Official processes and approves the Building Permit - Release the approved Permit for submission to SURSECO II 	5 minutes	Jhonamie		