

Republic of the Philippines
Province of Eastern Samar
Municipality of Arteche

OFFICE OF THE MUNICIPAL ENGINEER

Type of Frontline Service : **Issuance of Building Permit**

Schedule of Availability of Service : Monday - Friday, 8:00 A.M. - 5:00 P.M. (NO LUNCH BREAK)

Who may Avail of the Service : Customer/Client

How to Avail the Service:

STEP	ACTIVITY OF THE CLIENT	DEPARTMENT/DIVISION/SECTION ACTIVITY	DURATION	REQUIRED DOCUMENTS	FEES	RESPONSIBLE PERSON
1	Proceed to the Office of the MPDC	Issue Land Use and Zoning Certificate	1 day	-TCT/ Tax Declaration of the Lot -Lot plan with vicinity map -Architectural plans & Specifications -Civil/Structural Plans, Design and Computation -Electrical Plans and Specifications -Mechanical Plans and Specifications -Sanitary Plans and Specifications -Plumbing Plans and Specifications	For Evaluation	MPDC/CLIENT
2	Proceed to the office of the Municipal Engineer	See the completeness of required documents Issue Endorsement of the Client to the Bureau of Fire Protection	15 mins.	-Lot plan with vicinity map -Architectural plans & Specifications -Civil/Structural Plans, Design and Computation -Electrical Plans and Specifications -Mechanical Plans and Specifications -Sanitary Plans and Specifications -Plumbing Plans and Specifications -Land Use & Zoning Certificate	For Evaluation	Mun. Engr. /Client
STEP	ACTIVITY OF THE CLIENT	DEPARTMENT/DIVISION/SECTION ACTIVITY	DURATION	REQUIRED DOCUMENTS	FEES	RESPONSIBLE PERSON
3	Proceed to Bureau of Fire Protection	Issue Fire Safety Clearance Certificate	1-5 days	-TCT/ Tax Declaration of the Lot -Lot plan with vicinity map -Architectural plans & Specifications -Civil/Structural Plans, Design and	For Evaluation	Mun. Fire Marshall/ Client

				Computation -Electrical Plans and Specifications -Mechanical Plans and Specifications -Sanitary Plans and Specifications -Plumbing Plans and Specifications		
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4	Back to the office of the Municipal Engineer	See the findings/recommendations/clearance issued by the Bureau of Fire Protection	2 mins.	Fire Safety Clearance Certificate		Mun. Engr. /Client
5	Proceed to the Treasurer's Office	Issue Receipts of Payments made by the Customer/Client	5 mins.	Assessment of required fees from the office of the Mun. Engineer		Treasurer, Mun. Engr./ Client
6	Back to the office of the Municipal Engineer	Issue Building Permit	5 mins.	Official Receipt from the Treasurer's Office		Mun. Engr./Client
7	END OF TRANSACTIONS					

Type of Frontline Service : **Issuance of Electrical Permit**

Schedule of Availability of Service : Monday - Friday, 8:00 A.M. - 5:00 P.M. (NO LUNCH BREAK)

Who may Avail of the Service : Customer/Client

How to Avail the Service :

STEP	ACTIVITY OF THE CLIENT	DEPARTMENT/DIVISION/SECTION ACTIVITY	DURATION	REQUIRED DOCUMENTS	FEES	RESPONSIBLE PERSON
1	Proceed to the office of the Municipal Engineer	-See the completeness of required documents -Issue Endorsement of the Client to the Bureau of Fire Protection	15 mins.	-Building Permit (for Existing Bldg.) -Electrical Plans and Specifications	For Evaluation	Mun. Engr. /Client
2	Proceed to Bureau of Fire Protection	Issue Fire Safety Clearance Certificate	1-5 days	-Building Permit (for Existing Bldg.) -Electrical Plans and Specifications	For Evaluation	Mun. Fire Marshall/ Client
3	Back to the office of the Municipal	See the findings/recommendations/clearance	2 mins.	Fire Safety Clearance Certificate		Mun. Engr. /Client

	Engineer	issued by the Bureau of Fire Protection				
5	Proceed to the Treasurer's Office	Issue Receipts of Payments made by the Costumer/Client	5 mins.	Assessment of required fees from the office of the Mun. Engineer		Treasurer, Mun. Engr./ Client
6	Back to the office of the Municipal Engineer	Issue Building Permit	5 mins.	Official Receipt from the Treasurer's Office		Mun. Engr./Client
7	END OF TRANSACTIONS					

Prepared by:

MARCIANO BENITO B. RAMOS, JR.
Municipal Engineer