

# THE CITIZEN'S CHARTER



**MUNICIPAL ENGINEERING OFFICE**  
 Ground Floor, Municipal Building Maragondon, Cavite  
 Tel. no.: (046) 412 – 0597

**ENGR. PRECITA A. REGINO**  
 Municipal Engineer

- Service : Building/Fencing/Signs/Demolition/Scaffolding/Excavation & Ground Preparation/Sidewalk Construction/Ancillary Permit Application
- Who may avail the Service : Individual, Legal Entity intends to build structures within the Municipality
- Schedule of Service Availability : Monday to Friday (8:00 AM – 5:00 PM) **NO NOON BREAK**
- Requirements : 1.) Duly accomplished & notarized prescribed form/s signed & sealed by the full time supervising duly license professional  
 2.) DPWH Highway Clearance (for structures/improvements along National High Road)  
 3.) Zoning/Location Clearance  
 4.) Brgy. Clearance for Building Permit  
 5.) Bureau of Fire & Protection Endorsement  
 6.) Certified True Copy of OCT/CTC, on file with the Registry on Deeds  
 7.) Tax Declaration (Certified True Copy from Municipal Assessor)  
 8.) Duly Notarized Contract of Lease, or Deed of Absolute Sale in case the Applicant is not the Registered Owner of the Lot  
 9.) Current Year Real Property Tax Clearance  
 10.) Bill of Materials, Cost Estimate, Specifications  
 11.) Five (5) sets of Survey Plans, design plans, specifications and other documents prepared, signed & sealed over printed names of the duly licensed & registered professionals  
 12.) Structural Analysis & Design / Investigation for all building/structures except for one storey & single detached building structure with a total floor area of 20.00sq. meters or less  
 13.) Boring & Load Test for building/structures of three (3) storey & higher or lower building/structures at areas with potential geological/geotechnical hazards  
 14.) Whenever necessary, written Clearances from various authorities exercising & enforcing regulatory functions affecting buildings/structures
- FEES / CHARGES : Permit Fees = P.D. 1096 New Scheduled of Permit Fees

**HOW TO AVAIL THE SERVICE...**

STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE / LOCATION	REQUIREMENTS
1	Goes to the receiving recording section of the Engineering Office & asks for the Permit Application checklist & Permit Forms  Pay filing Fee to MTO	Gives a copy of the permit forms & permit application checklist and provides a short briefing regarding the service availed; advises clients to pay filing pay at the Treasurer's Office	10 minutes	Chief Processing & Receiving/Releasing Officer	MEO	Permit Application checklist  Permit Forms
2	Submit the requirements listed in the permit application checklist  <b>(Pre-evaluation only)</b>	Receives the Plans & documents, verifies & checks the accuracy and completeness of the requirements submitted  <b>a.</b> If complete, instructs the client to wait for technical	30 minutes	Chief Processing & Receiving/ Releasing Officer	MEO	Permit Application Checklist

		<p>evaluation &amp; inspection. Advises client to claim the result of the technical evaluation after (4) working hours</p> <p><b>b.</b> If incomplete, advises the client to comply all the requirements; gives back to the documents submitted</p>				
STEPS	CLIENT	SERVICE PROVIDER	DURATION	RESPONSIBLE PERSON	OFFICE/ LOCATION	REQUIREMENTS
3	Waits for the request to be processed	Verification & Technical Evaluation	<p>30 minutes</p> <p>30-60 mins (could be more complicated &amp; large structures)</p>	<p>a. Chief Geodetic Section</p> <p>b. Architectural Accessibility Section</p> <p>c. Electrical Section</p> <p>d. Civil Structural</p> <p>e. Sanitary/ Plumbing</p> <p>f. Mechanical</p> <p>g. Electronics</p>		
4	Receives the Technical Evaluation Result & order of payment	<p>Gives the technical evaluation result.</p> <p>a. If plans &amp; specifications are satisfactory, an order of payment is issued to the applicant.</p> <p>b. If plans were found defective or faulty, return to applicant w/ notice/advice of action for compliance.</p>	20 minutes	<b>Chief processing &amp; receiving/ Releasing Officer</b>	MEO	Order of Payment or Deficiency Slip
5	<p>a. Pays Permit Fees at the Treasurer's Office</p> <p>b. Presents the OR at the OBO Processing Section</p>	Issues the Official Receipt	5 minutes	MTO Cashier	MTO	Official Receipt
6	<p>a. Obtains the approved plans and permits</p> <p>b. Receives Construction signage format &amp; sign the log book</p>	<p>Approve &amp; releases the Plans &amp; Permit</p> <p>Assigns Permit number &amp; give a Pro-forma of the Construction permit signage and lets the client sign the log book</p>	<p>1 minute</p> <p>10 minutes</p>	<p><b>Building Official</b></p> <p><b>Chief Processing &amp; Receiving/ Releasing Officer</b></p>	<p>MEO</p> <p>MEO</p>	<p>Pro-forma of Construction permit Signage</p>