



Requesting Building Data

ABOUT THE SERVICES

The public may request from CEO building data such as the following:

- Copy of building plans
- Certification of issuance of building permit for a particular building

Department / Office:		CITY ENGINEER'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses		
Who may avail		Any building owner		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Letter of request stating the purpose of the requested data/documents 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Building Data Go to CEO/ OBO and submit the letter of request to the receiving clerk/ staff.			2 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE) SOCORRO B. FRUEL Administrative Aide I
	2. Approval/ notation of the requested data/ documents. The Building Official signifies if the requested data/documents will be provided.		5 minutes	ENGR. ALEXANDER N. CANING Acting Building Official
	3. Check Data Availability Building staff checks if the requested data/document is available and retrievable.		15 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE) SOCORRO B. FRUEL Administrative Aide
4. Payment of Fees If data/ document is available, order of payment will be given.		P50.00	5 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE) SOCORRO B. FRUEL Administrative Aide
5. Submit Official Receipt Submits the official			2 minutes	ENGR. EVANGELINE P.



receipt to any member of building staff.				PASABA Engineer II (CE)
	6. Preparation of Requested Data/Documents Building staff prepares requested data.		20 minutes	SOCORRO B. FRUEL Administrative Aide I
	7. Issuance of Building Data/ Documents The applicants receive requested building data/documents.		5 minutes	
TOTAL		P 50.00	54 minutes	

CITY ENGINEER'S OFFICE

Room 106, G/F Main Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City
 For more information, please contact:
 Engr. Alexander N. Caning, City Government Department Head I / Acting City Engineer
 Tel. Nos. (054) 205-2980 loc 1060
 E-mail: ceo@naga.gov.ph