



Securing Other Building-Related Permits

ABOUT THE SERVICE

Aside from a building permit, the Office of the Building Official/City Engineer's Office, issues other permits that are required before the renovation, construction or demolition of any structure.

Department / Office:		CITY ENGINEER'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2G - Government to Government		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Duly accomplished Electronics Permit application form signed and sealed by a Professional Electronic Engineer (PECE)				
• Photocopy of building permit (in case of addition or alteration)				
• Electronic Plans				
• Equipment specifications				
• Design analysis, as applicable				
• Bill of materials and cost estimates				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Forms Ask for the particular permit form applied for from any member of the Building Staff.			2 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE)
2. Submit Requirements Submit the duly accomplished application form and documents to the staff in charge of receiving.			10 minutes	SOCORRO B. FRUEL Administrative Aide I
	3. Evaluation and Assessment The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances		20 minutes	ENGR. ELMER T. ALBO Engineer III (CE) ARCH. JOHN DARYL M. MARTINEZ Architect I ENGR. GREGORY D. MORENO Engineer III (EE) ENGR. NELSON B. PRILLES



				Engineer III (ME)
4. Inquiry of the Status of Application Inquire about the result of evaluation and assessment of his application.			5 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE) SOCORRO B. FRUEL Administrative Aide I
5. Order of Payment If the documents are in order, the applicant receives an Order of Payment.			5 minutes	
6. Submit Official Receipt Submit the official receipt to the staff in charge of receiving.			5 minutes	
	7. Processing of Permit. Building staff processes the plans and pertinent documents for final approval of the building official.		15 minutes	ENGR. ELMER T. ALBO Engineer III (CE) ARCH. JOHN DARYL M. MARTINEZ Architect I ENGR. GREGORY D. MORENO Engineer III (EE) ENGR. NELSON B. PRILLES Engineer III (ME)
	8. Approval of Permit. Building Official approves the permit.		5 minutes	ENGR. ALEXANDER N. CANING Acting Building Official
9. Release of Permit The applicant receive the approved permit.			5 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE) SOCORRO B. FRUEL Administrative Aide I



TOTAL	P	1 hour and 12 mins.	
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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:

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