

**City Government of Calapan
Citizen's Charter**



1. APPLICATION FOR BUILDING PERMIT

Application for Building Permit can be availed by building owner his/her duly authorized person. Application for Building Permit form should be accomplished by the applicant together with other required forms such as Civil Structural Permit form, Electrical Permit form, Plumbing Permit form, Mechanical Permit form (if applicable), Electronics Permit form (if applicable) and other related ancillary forms

Office/Division	Permits and Electrical Division/ Building Permit Section	
Classification	Simple	
Type of Transaction		
Who may avail	Building Owner Applicant	
CHECKLIST OF REQUIREMENTS <ul style="list-style-type: none"> <input type="checkbox"/> Four (4) copies of Filled-up Unified Application Form for Building Permit (white & colored) <input type="checkbox"/> Four (4) sets of the following (signed and sealed by licensed Professionals): <ul style="list-style-type: none"> <input type="checkbox"/> Building Plans (printed in A3 or blueprint) <input type="checkbox"/> Bill of Materials <input type="checkbox"/> Specifications <input type="checkbox"/> Structural Computation (2-storey and above) (2 copies) <input type="checkbox"/> Soil Boring Test (3-storey and above) (2 copies) <input type="checkbox"/> Seismic Analysis (3-storey and above) (2 copies) <input type="checkbox"/> Short Circuit Analysis <input type="checkbox"/> Four (4) copies Lot Plan/Survey Plan and Certification from Geodetic Engineer <input type="checkbox"/> Four (4) copies Transfer Certificate of Title (TCT) (Certified Copy from Registry of Deeds)/ Deed of Absolute Sale / Contract of Lease if not owned <input type="checkbox"/> Four (4) copies Locational Clearance(LC) or LC(from Zoning Office) <input type="checkbox"/> Four (2) copies Fire Safety Evaluation Clearance (FSEC) <input type="checkbox"/> Four (4) copies Current Real Property Tax Receipt <input type="checkbox"/> Four (4) copies Tax Declaration 		WHERE TO SECURE CEPWD
CLEARANCES FROM OTHER AGENCIES <ul style="list-style-type: none"> <input type="checkbox"/> Construction Safety and Health Program(DOLE) <input type="checkbox"/> Environmental Compliance Certificate (ECC) (high rise bldgs...,gas station, warehouse, cellsites, malls, resorts, hospitals etc.) <input type="checkbox"/> DPWH Clearance (if along national road) 		CHUSD Bureau of Fire CTD CAD DOLE DENR DPWH

<input type="checkbox"/> ATO Clearance (if near airport) <input type="checkbox"/> DOH Clearance (if applicable) <input type="checkbox"/> PPA Clearance (if near Seaport) <input type="checkbox"/> NTC Clearance (for towers or any communication tower)	ATO DOH PPA NTC
OTHERS	
<input type="checkbox"/> Three (3) photocopies of valid license of all involved 30 mins (e.g Professional Tax Receipt and PRC Identification Card), <input type="checkbox"/> Affidavit of Undertaking as stipulated under Sec. 302(12)b of IRR of NBC (if with lacking clearances) <input type="checkbox"/> Three (3) pieces Long Brown Envelop <input type="checkbox"/> One (1) Construction Logbook <input type="checkbox"/> Copy of Official Receipt	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished Application Form and Documentary Requirement	Receives and checks submitted Application Form and Documentary Requirements	None	30 mins	Engr. Romel Ronquillo Engr. Sunshine Panagsagan
	Separates and distributes the Application Form and Documentary Requirement <ul style="list-style-type: none"> • 1 set of plans to the Document Verification Area • 3 sets of plans to the Bureau of Fire 	None	20 mins	Engr. Romel Ronquillo Engr. Sunshine Panagsagan
	Collects documentary outputs from Verification Area <ul style="list-style-type: none"> • Validation of Tax payments, tax Declaration/s and Locational Clearance/s • Then forward to Plan 	None	20 mins	Engr. Romel Ronquillo Engr. Sunshine Panagsagan

	Evaluation Area			
	Evaluate the Plans as to (Undertakes site verification if needed) <ul style="list-style-type: none"> • Line and Grade Req't • Architectural Req't • Structural Req't • Plumbing and Sanitary • Electrical • Electronics • Mechanical 	None	3.5 days	Engr. Moss Simbahan Engr. Amormio AJ S. Benter Engr. Jenalyn Ramirez Engr. Emmanuel Mazon Engr. Pamfilo Buela Engr. Romel Ronquillo Engr. Sherwin Delos Reyes
	Forward evaluation with assessment sheet and all documentary outputs collated to Assessment Area	None	20 mins	Engr. Romel Ronquillo Engr. Pamfilo Buela
	Forward the evaluated plans and Order of Payment to Office of the Building Official (OBO) for review and approval	None	30 mins	Engr. Benjamin L. Acedera
Secure the order of payment from the CEPWD/OBO and pay the corresponding amount at the city Treasurer's Office	Issue order of payment	Scheduled Amount set forth by the NBC	30 mins	Engr. Romel Ronquillo Engr. Sunshine Panagsagan
	Forwards plans and all documentary outputs to Recording and Printing Area BO signs BP and Ancillary Permits and forwards to Releasing Area	None	30 mins	Engr. Romel Ronquillo Engr. Sunshine Panagsagan
	BO signs BP and Ancillary Permits and Forwards to Releasing Area	None	5 mins	Engr. Benjamin L. Acedera

Receives BP and other Documents	Records/Releases Building Permit		20 mins	Engr. Romel Ronquillo Engr. Sunshine Panagsagan
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NBC – National Building Code

CEPWD – City Engineering and Public Works Department

OBO – Office of the Building Official

Note: Processing Time as per NBC is within fifteen (15) days after receipt of OR

2. APPLICATION FOR CERTIFICATE OF OCCUPANCY

Application for Certificate of Occupancy can be availed by the occupant/building owner. Two (2) types of forms can be used, **a.** for old building(must accomplish the Application for Certificate of Occupancy form **b.** for those who already have the building permit (must accomplish the Certificate of Completion form and Certificate of Final Electrical Inspection/Completion form) . Applicable forms are available at the frontline desk

Office/Division	Permits and Electrical Division/ Building Permit Section	
Classification	Simple	
Type of Transaction		
Who may avail	Building Owner/Occupant	
CHECKLIST OF REQUIREMENTS For Old Building <ol style="list-style-type: none"> 1. Duly accomplished notarized application form 2. TCT Tax Declaration and latest tax receipt 3. As built plan –signed and sealed by Licensed Professional Engineer – original and 2 blueprint or A3 copies 4. Certification Licensed Professional that the structure is safe to occupy- signed and sealed (original and zerox copy) 5. Fire Safety Inspection Certificate (original and zerox copy – 2 copies) 6. Long Brown 7. Official Receipt (permit fee) 8. 2 sets of pictures of the building in photo paper (showing front, left, right and rear sides of the building) For building with building permit <ol style="list-style-type: none"> 1. Duly accomplished Certificate of Completion for Civil and Electrical Works signed and sealed by licensed professional – 3 sets 2. Approved building permit-2 photo copies 3. As built plan – signed and sealed by licensed professional 3 sets, Blueprint or A# 4. Construction logbook – with history signed and sealed by licensed civil engineer/architect 5. Fire safety inspection certificate 2 copies- (zerox and original) 6. Official receipt (2 copies) 7. Pictures of building showing front, left, right and rear sides of the building – (2 sets) 		WHERE TO SECURE CEPWD/Office of the Building Official Bureau of Fire CEPWD Bureau of Fire

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Step 1 Submit the accomplished form together with all other required documents to CEPWD/OBO	Checks and reviews submitted forms and documents, conducts inspection, evaluation, processing and approval	None	3 days	Engr. Romel Ronquillo – Engr. Sunshine Panagsagan <i>Reviewing</i>

				Engr. Pamfilo Buela – <i>Inspection and Evaluation</i> Engr. Benjamin L. Acedera – <i>Approval</i>
Step 2 Secure order of payment from the CEPWD/OBO duly approved by the Building official and pay the indicated amount at the city Treasurer’s Office	Issue order of payment and inform the customer on the findings based submitted applications form and other submitted documents	Scheduled Amount set forth by the NBC	30 mins	Engr. Pamfilo Buela – <i>Order of Payment</i> Engr. Benjamin L. Acedera – <i>Approval of Order of Payment</i>
Step 3 Claim Occupancy permit	Records/Releases Occupancy Permit	None	10 mins	Engr. Romel M. Ronquillo Engr. Sunshine Panagsagan
APPLICATION WITH LACKING REQUIREMENTS				
Submit Affidavit of Undertaking and proceed to Step 2 and 3 and submit the lacking requirements and present the official receipt to CEPWD/OBO	Reviews the submitted documents based on issued findings and checks the official receipt		3 days	Owner / applicant

*Forms and supporting documents must be signed and sealed by licensed professionals

NBC – National Building Code

Note: Processing Time as per NBC is within (30) days after receipt of OR

3. REQUEST FOR CERTIFICATE OF COMPLIANCE (COC) FOR BUSINESS/MAYOR'S PERMIT

Application for Certificate Of Compliance (Coc) For Business/Mayor's Permit can be availed by applicants or any person with business located in Calapan City. This certificate is issued to all business establishment with occupancy permit to ensure that the building is safe to occupy.

Office/Division	Permits and Electrical Division/ Building Permit Section	
Classification	Simple	
Type of Transaction		
Who may avail	Building Owner/Occupant	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application form for business permit	Business Permit and License Section	
2. Certificate of occupancy	Building Owner/previous lessee	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents required documents *	Checks and verifies submitted documents;	None	3 mins	Engr. Romel Ronquillo/ Engr. Sunshine Panagsagan
	Verifies the Occupancy Permit	None	1 min	Engr. Romel Ronquillo/ Engr. Sunshine Panagsagan
Claims Certificate of Compliance(COC)	Releases Certificate of Compliance (COC))	None	1 min	Engr. Romel Ronquillo/ Engr. Sunshine Panagsagan

*Required documents
photocopy of Approved Certificate of Occupancy and BPLS application documents

4. REQUEST FOR CERTIFICATE OF ROAD WORTHINESS FOR TRICYCLE FRANCHISE

Application for Certificate of Road Worthiness can be availed by tricycle operators or tricycle drivers with franchise. This certificate is issued to ensure tricycle units are road worthy and is in conformance with the prescribed measurements as indicated in the inspection report.

Office/Division	Maintenance and Mechanical Division
Classification	Simple
Type of Transaction	
Who may avail	Tricycle operators/tricycle drivers
CHECKLIST OF REQUIREMENTS 1. BPLS Application documents 2. Photocopies of Official Receipt, 3. Certificate of Registration, Brgy. 4. Clearance 5. Cedula 6. Inspection report	WHERE TO SECURE Business Permit and License Section CEPWD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents required documents *	Verifies the submitted documents	None	4 mins	Rica Dinglasan
	Inspects the tricycle units as to compliance with road worthiness standard	None	10 mins	Marius Avelino Albino Borsoto Gerardo Lasala
	Signs Certificate of Road Worthiness	None	1 min	Engr. Benjamin L. Acedera
Claims Certificate of Road Worthiness	Issue Certificate of Road Worthiness	None	1 min	Rica Dinglasan

***Required Documents**

(Photocopies of Official Receipt, Certificate of Registration, Brgy. Clearance, Cedula and BPLS Application documents)

5. REQUEST FOR PROGRAM OF WORKS

Request for Program of works can be availed by the requesting officials of Calapan City. A requisition slip must be filled up and check its availability of fund from the City Planning and Development Dept. the request must be forwarded to the Program Manager for Infrastructure for the issuance of Request Action Form indicating the assigned engineer for the particular program of works

Office/Division	Planning and Design Division
Classification	Simple
Type of Transaction	
Who may avail	Officials of the City of Calapan
CHECKLIST OF REQUIREMENTS 1. Program of Works Requisition form	WHERE TO SECURE City Engineering and Public Works Dept.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up and submit requisition slip	Checks and review all the information indicated in the requisition slip the forward to Program Manager for Infrastructure	None	1 min	Rica Dinglasan/ Leonisa Reyes
Program Manager for Infrastructure forwards <u>Request for Action</u> form with details to the concerned engineer				
	Conducts preliminary inspection of the project	None	1 hour	Engineer-in-charge
	Conducts survey if necessary	None	3 hours	Engineer-in-charge
	Prepares plans, design and program of works	None	7 days	Engineer-in-charge
	Checks and reviews of POW	None	1 day	City Engineer/ Engineer IV
	Records the POW	None	1 min.	Dennis Madrigal
Follow – up POW with CPDD	Forwards POW to CPDD for dispatch.	None	3 mins.	Dennis Madrigal

CPDD – City Planning and Development Department

*Engineers' assignment

Engr. Amormio JA S. Benter - Drainage
 Engr. Jenalyn Ramirez - Roads
 Engr. Moss L. Simbahan - Buildings
 Engr. Pamfilo Buela - Electrical and water systems
 Engr. Ma. Cristina Calibuso - Electrical and water systems
 Engr. Joseph b. Bae - Buildings
 Engr. Emmanuel Mazon - Buildings

