CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



Brgy. Saluysoy, City of Meycauayan, Bulacan
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OFFICE OF THE CITY ENGINEER

External Services

1. BUILDING PERMIT ISSUANCE (with SANITARY/PLUMBING & ELECTRICAL PERMIT)

Building Permit is issued by the Building Official to allow an individual/contractor to proceed with a construction/ remodeling/renovation project on their property.

Office or Division:	Office of the City Engineer
Classification:	Simple / Complex / Highly Technical
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	Potential Building Owners / Building Contractors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Permit Form – 5 copies	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Brgy. Saluysoy
2. Electrical Permit Form – 2 copies	
3. Sanitary / Plumbing Form – 2 copies	
4. Transfer Certificate of Title (Land Title) (5 photocopies)	Registry of Deeds Meycauayan / Owner
5. Contract of Sale/Lease (if applicant is not the registered owner) (5 photocopies)	Lessor of Property
6. Tax Declaration (5 photocopies)	Office of the City Assessor, 1st Floor, Meycauayan City Hall, Brgy. Saluysoy
7. Latest Real Property Tax Receipt (Amilyar - 5 photocopies)	Owner's Copy / Office of the City Treasurer
8. Lot/Location Plan with Vicinity Map (5 copies) – signed and sealed by the concerned Design Professionals	Owner / Licensed Civil Engineer / Architect
9. Building Plans, Specifications and Bill of Materials signed and sealed by the concerned Design Professionals (5 original copies)	Licensed Civil Engineer / Architect / Electrical Engineer / Master Plumber / Sanitary Engineer
10. Barangay Clearance – 1 original & 1 photocopy	Barangay Hall of the barangay where the building will be constructed
11. Community Tax Certificate (Cedula) – 1 photocopy	Barangay Hall / Office of the City Treasurer, 1st Floor, Meycauayan City Hall, Brgy. Saluysoy
12. Locational/Zoning Clearance – 1 original & 1 photocopy	Office of the City Planning and Development Coordinator, 3rd Floor, Meycauayan City Hall, Brgy. Saluysoy
13. PRC ID of the Signing Engineers (Electrical Engineer/Master Plumber/Architect/Civil Engineer) – 2 photocopies with 3 specimen signatures	Licensed Civil Engineer / Architect / Electrical Engineer / Master Plumber / Sanitary Engineer
14. Current Year Professional Tax Receipt of the Signing Engineers – 2 photocopies	Licensed Civil Engineer / Architect / Electrical Engineer / Master Plumber / Sanitary Engineer
15. Fire Safety Evaluation Clearance (FSEC - 1 original & 1 photocopy)	Bureau of Fire Protection, Fire Station, Meycauayan Common Transport Terminal, Malhacan
16. ECC (Environmental Compliance Certificate - 1 original & 1 photocopy)	ECC Malolos Branch, City of Malolos, Bulacan
17. DOLE (CSHP-Construction Safety and	DOLE Malolos Branch, City of Malolos, Bulacan

Health Program - 1 original & 1 photocopy) 18. Structural Computation/Analysis (For 2-Storey Building and above) – 3 copies 19. Soil/Boring Test Analysis for 3-Storey Building and Above (3 copies) *Additional Documents for Repair, Renovation and Addition:* 1. Previous Building Permit – 1 photocopy 2. Approved Plan – original copy 3. Certification of Occupancy – 1 photocopy 4. Fire Safety-Evaluation Clearance (FSEC) – 1 photocopy ***IMPORTANT:* Building Permit Form should be **NOTARIZED**.	Licensed Civil / Structural Engineer Geodetic / Civil Engineer Owner's Copy / Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Brgy. Saluysoy Owner's Copy / Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Brgy. Saluysoy Owner's Copy / Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Brgy. Saluysoy Owner's Copy / Bureau of Fire Protection, Fire Station, Meycauayan Common Transport Terminal, Malhacan

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for initial assessment.	1.1 Receive application and initial assessment of submitted documents. 1.2 Issue indorsement letter for FSEC.	None None	30 minutes 20 minutes	Engineering Staff Acting City Engineer Office of the City Engineer
2. Submit the filled-out and notarized application form with complete requirements.	2.1 Receive and review submitted documents, plans, as well as the compliance to the National Building Code. 2.2 Inform the client on the scheduled date of ocular inspection.	None None	**Simple** 2 hours **Complex** 1 day **Highly Technical** 3 days	Engineering Staff Administrative Aide IV Building Inspector I Engineering Assistant Office of the City Engineer
3. Assist in ocular inspection on the scheduled date	3.1 Site Inspection shall be conducted. 3.2 Final evaluation and approval for assessment, otherwise the application shall be endorsed for compliance.	None None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer

4. Wait for the result of assessment and payment fees. 6	4.1 Assess application for order of payment. 4.2 Approval of order of payment.	None None	**Simple** 3 hours **Complex** 3 days **Highly Technical** 7 days	Acting City Engineer Building Inspector I Engineering Assistant Office of the City Engineer
5. Proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	5.1 Receive payment and issue official receipt.	**Please refer to Building Permit Assessment Specification Table below.** **Based on the prescribed Schedule of Fees and Other Charges of the revised (IRR) of the NBCP PD 1096.**	6 minutes	Senior Admin Asst. I Admin Assistant I Administrative Aide IV Office of the City Treasurer
6. Return to the Office of the City Engineer and present Official Receipt.	6.1 Encode to the database the payment fees, print the form and forward to the concerned signatories.	None	30 minutes	Acting City Engineer Senior Admin. Asst. I Office of the City Engineer
7. Receive the permit and sign logbook for acknowledgement.	7.1 Record and release applied permit.	None	30 minutes	Administrative Aide IV Office of the City Engineer
	TOTAL:		The processing times are in accordance with **Section 9(b) of Republic Act No. 11032**, as follows: **Simple** 6 hours and 56 minutes **Complex** 4 days, 1 hour and 56 minutes **Highly Technical** 10 days, 1 hour and 56 minutes (plus 1 day of inspection)	

BUILDING PERMIT ASSESSMENT

RESIDENTIAL		
Building	Floor Area x ₱ 8.00 (up to 150 sq.m.) Floor Area x ₱ 8.40 (above 150 sq.m.)	₱ _____
Filing Fee		₱ 100.00
Processing Fee		₱ 500.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA to 50 KVA = ₱ 200.00 + ₱20.00/KVA	₱ _____
	TOTAL AMOUNT	₱ _____

COMMERCIAL BUILDING / RESIDENTIAL APARTMENT		
Building	Area x ₱ 23.00	₱ _____
Filing Fee		₱ 100.00
Processing Fee		₱ 1,000.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00 Water Meter = ₱ 10.00	₱ _____
Electrical	Total Connected Load 5KVA or less over 5KVA	₱ 200.00
	Over 5KVA to 50KVA = ₱200.00 + ₱20.00/KVA	₱ _____
	Over 50KVA to 300KVA = ₱1100.00 + ₱10.00/KVA	₱ _____
Building Height	In cu.m x ₱ 0.25 / sq. m. (more than 2 stories)	₱ _____
	TOTAL AMOUNT	₱ _____

INDUSTRIAL		
Building	Area x ₱ 23.00	₱ _____
Filing Fee		₱ 100.00
Processing Fee		₱ 1,000.00
Line & Grade	First 10m area = ₱ 24.00 and add ₱ 2.40 for every succeeding meter	₱ _____
Plumbing	1 Set fixtures = ₱ 31.00 Septic Tank = ₱ 24.00	₱ _____

	Water Meter = ₱ 10.00	
Electrical	Total Connected Load 5KVA or less over 5KVA	₱ 200.00
	Over 5KVA to 50KVA = ₱200.00 + ₱20.00/KVA	₱ _____
	Over 50KVA to 300KVA = ₱1100.00 + ₱10.00/KVA Over 300 KVA to 1,500 KVA = 3,600 + 5.00/KVA Over 1,500 KVA to 6,000 KVA = 9,600 + 2.50/KVA Over 6,000 KVA = 20,850 + 1.25/KVA	₱ _____
Building Height	In cu. m x ₱ 0.25 / sq. m.	₱ _____
Pavement	Construction of pavements up to 20 sq. m. = 24 in. in excess of 20 sq. m. x ₱ 3.00 per sq. m.	₱ _____
Excavation and Ground Preparation	Per cu. m. excavation x ₱ 3.00 + ₱ 200.00 inspection and verification fees	₱ _____
	TOTAL AMOUNT	₱ _____

2. ELECTRICAL PERMIT ISSUANCE

Electrical permits issued by the Building Official for the installation, alteration, replacement or repair of electrical wiring and equipment within or on any structure and for the of an existing installation.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Electrical Permit Form (2 copies) 2. Barangay Clearance – (1 original & 1 photocopy) 3. Sketch (Landmarks) – 1 original 4. Title or Tax Declaration – (1 photocopy) 5. Community Tax Certificate (Cedula) – (1 photocopy) *Additional Document for Temporary Electrical Permit:* 1. Building Permit – (1 photocopy)	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy Barangay Hall of the barangay where the electrical is installed To be provided by the client Owner's copy or Registry of Deeds / City Office of the City Assessor, 1st Floor, Meycauayan City Hall Saluysoy Barangay Hall or Office of the City Treasurer, 1st Floor, Meycauayan City Hall Saluysoy Owner's Copy or Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and duly signed application form with complete requirements.	1.1 Review submitted documents and inform the client on the scheduled ocular inspection.	None	15 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection as per schedule.	2.1 Conduct Ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer,	3.1 Issue Order of Payment. 3.2 Receive	None **Php330.00-**	20 minutes 6 minutes	Administrative Aide IV Office of the City Engineer Senior Admin Asst. I

Ground Floor	Payment and issue official receipt.	**Residential** **Php426.00-Commercial** **Php426.00-Temporary Industrial is based on submitted KVA load** **Based on load payment.**		Admin Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Electrical Permit. 4.2 Release Electrical Permit.	None None	20 minutes 3 minutes	Acting City Engineer Senior Admin. Asst. I Administrative Aide IV Office of the City Engineer
	TOTAL:		**1 hour & 4 minutes** (plus 1 day for inspection)	

3. CERTIFICATE OF FINAL ELECTRICAL INSPECTION ISSUANCE

A Certificate is issued by the Building Official to the owner/applicant as a requirement for the installation of power lines to a building/structure and certifies the completeness of the installation of all electrical wirings.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Yellow Card coming from MERALCO 2. Certificate of Occupancy – 1 photocopy 3. Electrical Permit – (original copy)	MERALCO Owner's Copy / Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy Owner's Copy / Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	1.1 Receive and review submitted documents.	None	10 minutes	Administrative Aide IV Engineering Staff Office of the City Engineer

2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt.	None **Php 30.00 - Residential** **Php 60.00 - Commercial** **Php 150.00 - Industrial**	20 minutes 6 minutes	Administrative Aide IV Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt.	4.1 Prepare and release CFEI.	None	20 minutes	Acting City Engineer Senior Admin. Asst. I Administrative Aide IV Office of the City Engineer
	TOTAL:	***Php 30.00*** *- Residential* ***Php 60.00*** *- Commercial* ***Php 150.00*** *- Industrial*	**56 minutes** (plus 1 day for inspection)	

4. CERTIFICATE OF OCCUPANCY PERMIT ISSUANCE

Certificate of Occupancy Permit is issued by the Building Official that serves as a proof that the structure built completed all the building work and suitable for occupation based on the National Building Code.

Office or Division:	Office of the City Engineer
Classification:	Simple / Complex / Highly Technical
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

(All original) 1. As-Built Plans and Specifications, duly signed and sealed by the concerned Design Professionals 2. Daily Construction Works Logbook 3. Certificate of Completion, duly notarized 4. Approved Building Permits Plans and Official Receipts (original) 5. Photo/s of Building showing substantial completion (original) 6. Affidavit of Change of Professionals (In-Charge of Design and Construction) 7. Fire Safety Inspection Certificate for Occupancy Permit (From Bureau of Fire Protection)	Licensed Civil Engineer / Architect / Electrical Engineer / Master Plumber / Sanitary Engineer Licensed Civil Engineer/Architect Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Brgy. Saluysoy Owner's Copy Owner Licensed Civil Engineer/Architect Bureau of Fire Protection – Meycauayan

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out and notarized form with complete requirements.	1.1 Receive and review submitted documents, as well as the compliance to the National Building Code. 1.2 Issue indorsement letter for FSIC. 1.3 Inform the client on the scheduled date of ocular inspection.	None None None	**Simple** 1 hour **Complex** 2 hours **Highly Technical** 1 day	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Site Inspection shall be conducted. 2.2 Final evaluation and approval for assessment, otherwise the application shall be endorsed for compliance.	None None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for the result of assessment and payment fees.	3.1 Assess application for order of payment. 3.2 Approval of the order of payment.	None None	**Simple** 2 hours **Complex** 1 day **Highly Technical** 3 days	Acting City Engineer Building Inspector I Engineering Assistant Office of the City Engineer

4. Proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor	4.1 Receive payment and issue official receipt.	**Please refer to Occupancy Permit Assessment Specification Table below.** **Based on the prescribed Schedule of Fees and Other Charges of the revised (IRR) of the NBCP PD 1096.**	6 minutes	Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
5. Present Official Receipt. Receive the permit and sign logbook for acknowledgement.	5.1 Encode to the database the payment fees, print the form and forward to the concerned signatories. 5.2 Record and Release the Permit.	None	30 minutes 20 minutes	Acting City Engineer Senior Admin. Asst. I Office of the City Engineer Administrative Aide IV Office of the City Engineer
	TOTAL:		The processing times are in accordance with **Section 9(b) of Republic Act No. 11032**, as follows: **Simple** 3 hrs. and 56 minutes **Complex** 1 day, 2 hrs. and 56 minutes **Highly Technical** 4 days and 56 minutes (plus 1 day of inspection)	

CERTIFICATE OF OCCUPANCY PERMIT ASSESSMENT

Residential	Every million in excess of ₱ 1,200,000.00 x ₱ 800.00 + ₱ 200.00 Inspection fee
Commercial / Residential Apartment	Every million in excess of ₱ 1,200,000.00 x ₱ 1000.00 + ₱ 600.00 Inspection fee
Industrial	Every million in excess of ₱ 1,200,000.00 x ₱ 1000.00 + ₱ 800.00 Inspection fee

5. EXCAVATION PERMIT ISSUANCE

Excavation Permit is issued by the Building Official authorizing excavations for water lines and connections.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Excavation Form (2 copies) 2. Request from Water District 3. Barangay Clearance – original & 1 photocopy 4. Sketch (Landmarks) 5. Community Tax Certificate (Cedula) – 1 photocopy	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy Water District - Meycauayan Barangay Hall of the barangay where to excavate Owner Barangay Hall / Office of the City Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a filled-out form with complete requirements.	1.1 Receive and review submitted documents.	None	3 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer

3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt	None **Residential - P500.00** **Commercial - P700.00** **Based on order of payment**	40 minutes 6 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Excavation Permit. 4.2 Release the Permit.	None None	20 minutes 1 minute	Acting City Engineer Senior Admin. Assist. I Office of the City Engineer Administrative Aide IV Office of the City Engineer
	TOTAL:	**Residential - P500.00** **Commercial P700.00**	**1 hour & 10 minutes** (plus 1 day for inspection)	

6. FENCING PERMIT ISSUANCE

FENCING PERMIT is issued for the construction of fences which are greater than 3 feet in height, measured from the finished grade which is also 10 feet from any street right of way or access, easement or within 20 feet of a corner.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Fencing Permit Forms – 3 copies 2. TCT (Land Title) – 1 photocopy	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy Registry of Deeds-Meycauayan/Owner

3. BarangayClearance – original & 1 photocopy 4. Tax Declaration/Tax Receipt-Amilyar /Latest Real Property -1 photocopy 5. Fencing Plan – original (5sets) 6. Lot Plan – original (3 copies) 7. Bill of Materials – original (3 copies) 8. Community Tax Certificate (Cedula) - 1 photocopy 9. DOLE (CSHP-Construction Safety and Health Program-1 original & photocopy			Barangay Hall of the barangay where the fence is located Office of the City Assessor, 1st Floor, Meycauayan City Hall, Saluysoy Licensed Civil Engineer/Architect Owner Licensed Civil Engineer/Architect Barangay Hall / Office of the City Treasurer DOLE - Malolos	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit filled-out and notarized form with complete requirements.	1.1 Receive and review submitted documents.	None	10 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for order of payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt.	**See Fencing Permit Assessment Specification Table.**	40 minutes	Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Fencing Permit. 4.2 Release the Permit.	None None	20 minutes 3 minutes	Acting City Engineer Senior Admin. Assist. I Office of the City Engineer Administrative Aide IV Office of the City Engineer
	TOTAL	***Please refer to the Fencing Permit Assessment Specification Table.***	**1 hour & 13 minutes** (plus 1 day for inspection)	

FENCING FEES/ASSESSMENT

Made of masonry, metal, concrete up to 1.80 meters in height, per lineal metal or fraction thereof		₱ 3.00
In excess of 1.80 meters in height, per lineal meter or fraction thereof		₱ 4.00
Made of indigenous materials, barbed, chicken or hog wires, per linear meter		₱ 2.40
Construction of Pavements, up to 20.00 sq. meters		₱ 24.00
In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like		₱ 3.00
Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month Every sq. meter or fraction thereof in excess of 20.00 sq. meters = ₱ 12.00		₱ 240.00
Erection of Scaffoldings Occupying Public Areas, per calendar month.	Up to 10.00 meters in length	₱ 150.00
	Every lineal meter or fraction thereof in excess of 10.00 meters	₱ 12.00

7. MECHANICAL PERMIT ISSUANCE

MECHANICAL PERMIT is issued by the Building Official to install new mechanical equipment such as heating, venting, and air conditioning (HVAC) equipment and kitchen hood exhaust systems etc.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Commercial and Industrial Establishments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Mechanical Permit Forms	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy
2. Mechanical Plan– original (5 copies – signed and sealed)	Professional Mechanical Engineer
3. Barangay Clearance – original & 1 photocopy	Barangay Hall of the barangay where the machineries are located
4. Photocopy of Occupancy Permit	Owner's Copy
5. Photocopy of Building Permit	Owner's Copy
6. Community Tax Certificate (Cedula) - 1 photocopy	Barangay Hall / Office of the City Treasurer
7. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy	Owner's Copy / Office of the City Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements and with original signature	1.1 Receive and review submitted documents.	None	10 minutes	Building Inspector I Engineering Assistant

of Professional Mechanical Engineer.				Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt.	None **Machineries per kw x P60.00** **Based on order of payment.**	30 minutes 6 minutes	Building Inspector I Engineering Assistant Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt.	4.1 Prepare Mechanical Permit. 4.2 Release the Permit.	None None	20 minutes 3 minutes	Acting City Engineer Building Inspector I Engineering Assistant Senior Admin. Asst. I Administrative Aide IV Office of the City Engineer
	TOTAL:	***Machineries per kw x P60.00*** **Based on order of payment**.	**1 hour & 9 minutes** (plus 1 day for inspection)	

8. ANNUAL MECHANICAL PERMIT ISSUANCE

ANNUAL MECHANICAL PERMIT is issued for the continuous operation of mechanical equipment.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Commercial and Industrial Establishments

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Annual Mechanical Permit Form – 2 copies	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy
2. Mechanical Lay-out – original (3 copies – signed and sealed)	Professional Mechanical Engineer
3. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy	Owner's Copy / Office of the City Treasurer
4. Community Tax Certificate (Cedula) - 1 photocopy	Barangay Hall / Office of the City Treasurer
5. Previous copy of Approved Mechanical Permit	Owner's Copy

CLIENT TEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a filled-out application form with complete requirements.	1.1 Receive and review submitted documents.	None	3 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment.	None	20 minutes	Building Inspector I Engineering Assistant Office of the City Engineer
	3.2 Receive payment and issue official receipt.	**Same with Mechanical Permit Fee** **Based on order of payment**	6 minutes	Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer

4. Present Official Receipt.	4.1 Prepare Annual Mechanical Permit. 4.2 Release the Permit.	None None	20 minutes 3 minutes	Acting City Engineer Building Inspector I Engineering Assistant Senior Admin. Asst. I Administrative Aide IV Office of the City Engineer
	TOTAL:	***Same with Mechanical Permit Fee***	**52 minutes** *(plus 1 day for inspection)*	

9. ANNUAL BUILDING PERMIT ISSUANCE

Annual Building permit is issued to check buildings structural condition.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen/ Government to Business
Who may avail:	Commercial and Industrial Establishments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Permit (1 photocopy) 2. Occupancy Permit (1 photocopy) 3. Community Tax Certificate (Cedula) – (1 photocopy) 4. Latest Real Property Tax Receipt (Amilyar) - 1 photocopy	Owner's Copy Owner's Copy Barangay Hall / Treasurer's Office Owner's Copy / Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit a filled-out form with complete requirements.	1.1 Receive and review submitted documents.	None	3 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer

3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt.	None **See Annual Building Permit Assessment Specification Table** **Based on order of payment**	20 minutes 6 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt.	4.1 Prepare Annual Building Permit. 4.2 Release the Permit.	None None	20 minutes 3 minutes	Acting City Engineer Building Inspector I Engineering Assistant Administrative Aide IV Office of the City Engineer
	TOTAL:	**Please refer to the Annual Building Permit Assessment Specification Table.**	**52 minutes** (plus 1 day for inspection)	

ANNUAL INSPECTION FEES

a. Division A-1 and A-2:

Single detached dwelling units and duplexes are not subject to annual inspections.

If the owner request inspections, the fee for each of the services enumerated

- Land Use Conformity
- Architectural Presentability
- Structural Stability
- Sanitary and Health Requirements
- Fire-Resistive Requirements

₱ 120.00

b. Divisions B-1/D-1, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

Appendage of up to 3.00 cu. meters/unit	₱ 150.00
Floor area to 100.00 sq. meters	₱ 120.00

Above 100.00 sq. meters up to 200.00 sq. meters	₱ 240.00
Above 200.00 sq. meters up to 350.00 sq. meters	₱ 480.00
Above 350.00 sq. meters up to 500.00 sq. meters	₱ 720.00
Above 500.00 sq. meters up to 750.00 sq. meters	₱ 960.00
Above 750.00 sq. meters up to 1,000.00 sq. meters	₱ 1,200.00
Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters	₱ 1,200.00

10. DEMOLITION PERMIT ISSUANCE

DEMOLITION PERMIT is issued to certify that the building is structurally unsafe and otherwise constitutes a hazard to safety of health or public welfare because of inadequate maintenance and therefore is declared dangerous to human life and must be demolished.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G – Government to Citizen / Government to Business/ Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Picture of the structure to be demolished	Owner
2. Vicinity Map – original & 2 photocopies	Owner's Copy
3. Floor Plan (Building/Structure – 3 sets)	Licensed Civil Engineer/Architect
4. Demolition Permit form duly notarized – (signed and sealed)	Office of the City Engineer
5. Barangay Clearance – original & 1 photocopy	Barangay Hall of the barangay where the demolition is located
6. Community Tax Certificate (Cedula)	Barangay Hall / Treasurer's Office
7. Title and Tax Declaration	Owner's Copy
8. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)	DOLE Malolos Branch

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with notarized/complete requirements/ original signature of Licensed Civil Engineer/Architect.	1.1 Receive and review submitted documents.	None	10 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer

2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt	None **Per Floor Area x P7.00 up to 10m height + P8.00** **Based on order of payment**	40 minutes 6 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt	4.1 Prepare Demolition Permit. 4.2 Release the Permit	None None	10 minutes 3 minutes	Acting City Engineer Building Inspector I Engineering Assistant Senior Admin. Assist. I Administrative Aide IV Office of the City Engineer
	TOTAL:	**Per Floor Area x P7.00 up to 10m height + P8.00**	**1 hour & 9 minutes** (plus 1 day for inspection)	

11. CERTIFICATE OF CHANGE OF USE ISSUANCE

CERTIFICATE OF CHANGE OF USE is issued for the change of use of a building in a different division of the same group of occupancy or in a different group of occupancies.

Office or Division:	Office of the City Engineer
Classification:	Simple / Complex / Highly Technical
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Commercial and Industrial Establishments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Corporation	
1. Application Form – 2 copies	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy
2. As-Built Plan (3 sets-signed & sealed)	Licensed Civil Engineer/Architect
3. Contract of lease – certified true copies(lessee)	Lessor of Property
4. Tax declaration/Real Property - 2 photocopies	Office of the City Assessor, 1st Floor, Meycauayan City Hall, Saluysoy
5. Photos of Building - 2 photocopies	Owner
6. Locational/Zoning Clearance (Business) - 2 photocopy	Office of the City Planning and Development Coordinator 3rd Floor, Meycauayan City Hall, Saluysoy
7. Fire Safety Inspection Certificate	Bureau of Fire Protection – Meycauayan
8. Barangay Clearance - 2 photocopies	Barangay Hall of the barangay where the building is located
9. SEC/DTI - 1 photocopy	SEC-PICC / DTI-Malolos
10. Certificate of Occupancy (Lessor) - 2 photocopies	Lessor of Property
11. ECC (DENR) - 2 photocopy	ECC Malolos Branch, City of Malolos, Bulacan
For Single Proprietor	
1. Contract of lease – certified true copies (lessee)	Lessor of Property
2. Photos of Building	Owner
3. Location/Zoning Clearance (Business) - 2 photocopy	Office of the City Planning and Development Coordinator 3rd Floor, Meycauayan City Hall, Saluysoy
4. Barangay Clearance (Business) – 2 photocopies	Barangay Hall
5. SEC/DTI - 1 photocopy	SEC-PICC / DTI-Malolos
7. Certificate of Occupancy (Lessor) - 2 photocopy	Lessor of Property
8. As-Built Plan (4 sets-signed & sealed)	Licensed Civil Engineer/Architect

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out application form with complete requirements	1.1 Receive and review submitted documents, plans, as well as the compliance to the National Building	None	**Simple** 1 hour **Complex** 2 hours	Building Inspector I Engineering Assistant Administrative Aide IV

	Code. 1.2 Inform the client on the scheduled date of ocular inspection.	None	**Highly Technical** 1 day	Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Site Inspection shall be conducted. 2.2 Final evaluation and approval for assessment, otherwise the application shall be endorsed for compliance.	None None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for the result of assessment and payment fees.	3.1 Assess application for order of payment. 3.2 Approval of the order of payment.	None None	**Simple** 2 hours **Complex** 1 day **Highly Technical** 3 days	Acting City Engineer Building Inspector I Engineering Assistant Office of the City Engineer
4. Proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	4.1 Receive payment and issue official receipt.	**Please refer to Building Permit Assessment Specification Table below.** **Based on the prescribed Schedule of Fees and Other Charges of the revised (IRR) of the NBCP PD 1096.**	6 minutes	Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
5. Present Official Receipt.	5.1 Prepare the Permit. 5.2 Release the Permit.	None None	30 minutes 20 minutes	Acting City Engineer Senior Admin. Asst. I Office of the City Engineer Administrative Aide IV Office of the City Engineer
	TOTAL:	The processing times are in accordance with **Section 9(b) of Republic Act No. 11032**, as follows: **Simple -** 3 hrs. and 56 minutes **Complex -** 1 day, 2 hrs. and 56 minutes **Highly Technical -** 4 days and 56 minutes (plus 1 day of inspection)		

12. ANNUAL ELECTRICAL PERMIT ISSUANCE

Electrical Annual Permit is issued for site specific and intended for minor installations and maintenance at a specific commercial, industrial or institutional premise.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Industrial Establishments

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. DOLE (Order of Payments)	DOLE – Malolos / Pampanga

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Order of Payment from DOLE.	1.1 Receive and review submitted documents.	None	3 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	2.1 Issue order of payment. 2.2 Receive payment and issue official receipt.	None Based on the order of payment from DOLE	10 minutes 6 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
3. Receive Annual Electrical Permit.	3. Release Annual Electrical Permit.	None	3 minutes	Administrative Aide IV Office of the City Engineer
	TOTAL:	*Based on the order of payment from DOLE*	**22 minutes**	

13. EXCAVATION AND GROUND PREPARATION PERMIT ISSUANCE

EXCAVATION AND GROUND PREPARATION is issued by the Building Official authorizing excavations, including those made for the purposes of removing earth, sand, gravel, or other material from the Subject Property.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Excavation and Ground Preparation Form – 2 copies	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy
2. TCT/Deed of Sale - 1 photocopy	Registry of Deeds-Meycauayan / Owner
3. Barangay Clearance for Excavation – original & 1 photocopy	Barangay Hall of the barangay where the excavation located
4. Plan/Bill of Materials (signed & sealed) a) Architectural b) Foundation	Licensed Civil Engineer/Architect
5. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)	DOLE Malolos Branch
Letter of Intent (Received/Approved-City Mayor's Office)	Provided by the client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit filled-out application form w/ complete requirements.	1.1 Receive and review submitted documents.	None	3 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment.	None **Per cu.m. excavation x ₱3.00+₱ 200.00**	40 minutes 6 minutes	Building Inspector I Engineering Assistant Office of the City Engineer Senior Admin Asst. I Admin. Assistant I

	3.2 Receive payment and issue official receipt.	**Inspection and Verification fees**		Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt.	4.1 Prepare the EGP Permit. 4.2 Release the Permit.	None None	20 minutes 3 minutes	Acting City Engineer Senior Admin. Assist. I Administrative Aide IV Office of the City Engineer
	TOTAL:	**Per cu. m. excavation x ₱ 3.00 + ₱ 200.00** **Inspection and Verification fees**	**1 hour & 12 minutes** (plus 1 day for inspection)	

14. ELECTRONICS PERMIT ISSUANCE

ELECTRONICS PERMIT is issued by the Building Official for the installation of Electronics equipment/device of Commercial / Industrial Establishments.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Electronics Permit Form Plan/ Specifications &Bill of Materials (5 copies)	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy Signed & Sealed of Licensed Electronics & Communication Engineer
2. Barangay Clearance – original & 1 photocopy	Barangay Hall of the barangay where the building located
3. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)	DOLE Malolos Branch
4. Letter of Intent (Received/Approved- City Mayor's Office)	Provided by the client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Submit complete requirements.	1.1 Receive and review submitted documents.	None	3 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2.1 Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment. 3.2 Receive payment and issue an official receipt.	None **P1,000 per location + P10.00 per fixtures** **Based on order of payment**	20 minutes 6 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer
4. Present Official Receipt.	4.1Prepare the Electronics Permit. 4.2 Release the Permit.	None None	10 minutes 3 minutes	Acting City Engineer Senior Admin. Asst. I Administrative Aide IV Office of the City Engineer
	TOTAL:	**P1,000 per location + P10.00 per fixtures**	**42 minutes** (plus 1 day for inspection)	

15. SIGN PERMIT / BILLBOARD ISSUANCE

SIGN PERMIT is issued to any publicly displayed information that's presented in the form of words, symbols and/or pictures and is designed to advertise his/her business. Sign permits provide legal permission to post such information.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	Commercial Establishments

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Sign Permit Form – 2 copies	Office of the City Engineer, 3rd Floor, Meycauayan City Hall, Saluysoy
2. Lay-out (3 sets Plan – Signed & sealed	Licensed Civil Engineer/Architect
3. Barangay Clearance – original & 1 photocopy	Barangay Hall of the barangay where the signage installed
4. National Grid Corporation Clearance (Structures along NGCP Lines) – original & 1 photocopy	NGCP –San Jose Del Monte, Bulacan
5. DPWH – original & 1 photocopy	DPWH-2nd Engineering District,Sta. Maria,Bulacan
6. DOLE (CSHP-Construction Safety and Health Program - 1 original & 1 photocopy)	DOLE Malolos Branch

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements.	1. Receive and review submitted documents.	None	3 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2. Assist in ocular inspection.	2. Conduct ocular inspection.	None	1 day (as per schedule)	Building Inspector I Engineering Assistant Office of the City Engineer
3. Wait for Order of Payment and proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	3.1 Issue order of payment. 3.2 Receive payment and issue official receipt.	None **See Assessment Specification Table Based on order of payment**	20 minutes 6 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Office of the City Engineer Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer

4. Present Official Receipt.	4.1Prepare the Signed Permit. 4.2 Release the Permit.	None None	10 minutes 3 minutes	Acting City Engineer Senior Admin. Assist. I Administrative Aide IV Engineering Staff Office of the City Engineer
	TOTAL:	**See Assessment Specification Table**	**42 minutes** (plus 1 day for inspection)	

ASSESSMENT

Erection and anchorage of display surface	Up to 4.00 sq. meters of signboard area	₱ 120.00
	Every sq. meter or fraction thereof in excess of 4.00 sq. meters	₱ 24.00

Installation fees, per sq. meter or fraction thereof of display surface:

Type of Display	Business Signs	Advertising Signs
Neon	₱ 36.00	₱ 52.00
Illuminated	₱ 24.00	₱ 36.00
Others	₱ 15.00	₱ 24.00
Painted-on	₱ 9.60	₱ 18.00

16. BARANGAY CLEARANCE ISSUANCE

Clearance given as a requirement in applying for building, electrical, fencing, excavation and ground preparation, demolition, excavation, signage, development, scaffolding and electronics permit.

Office or Division:	Office of the City Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B – Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Application Form - 2 copies 2. Valid ID of Owner (Single Prop.) / Corp. Secretary (Corporation) (Original and 2 copies) 3. Special Power of Attorney (Single Prop.)/Board Resolution (Corporation) (Original and 2 copies)	Office of the City Engineer To be provided by the applicant To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents to Assessment Window and receive order of payment.	1.1 Review documents, encode data, print and issue order of payment.	None	10 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
2.Submit order of payment to Cashier Window.	2. 1Issue Official Receipt.	P1,000.00	5 minutes	Senior Admin Asst. I Admin. Assistant I Administrative Aide IV Office of the City Treasurer

3. Submit OR and complete documents to Receiving Window. Receive Barangay Clearance.	3.1 Review documents, print and release Barangay Clearance for Construction Permitting.	None	10 minutes	Building Inspector I Engineering Assistant Administrative Aide IV Engineering Staff Office of the City Engineer
	TOTAL	**P1,000.00**	**25 minutes**	

17. DEVELOPMENT PERMIT ISSUANCE

DEVELOPMENT PERMIT is issued and approved by the City Mayor that specifies how development is to occur on a given parcel of land. Once approved, the Development Permit is registered against the title of the land and becomes binding on future land owners.

Office or Division:	Office of the City Engineer
Classification:	Highly Technical
Type of Transaction:	G2C/G2B– Government to Citizen / Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter requesting for re-classification of land/issuance of Development Permits/approval of Subdivision plans. In case of Corporation, the applicant must be duly authorized by the Board of Directors to apply on behalf of the Corporation – 1 copy	Owner / Corporation
2. Project Proposal – 1 copy	Owner / Corporation
3. Certified True Copy of Title – 1 copy	Registry of Deeds-Meycauayan / Owner
4. SEC or DTI Registration and Mayor's Permit, if there is any; – 1 copy	SEC – PICC /DTI-Malolos /BPLO-Meycauayan
5. Site Development Plans, Vicinity/Location Map – 1 copy	Licensed Civil Engineer/Architect
6. Payment of Real Property Tax – 1 copy	Owner's Copy / Treasurer's Office
7. Tax Declaration – 1 copy	Office of the City Assessor
8. Payment of Application Fee for Re-classification of Land/issuance of	Owner / Corporation

Development Permits/approval of Subdivision Plans – 1 copy 9. Location Clearance / Certification from Office of then City Urban Planning and Development / Deputized Zoning Administrator as to the actual and potential compatible land uses – 1 copy 10. Barangay Clearance – 1 copy The applicant must submit to the Office of the Sangguniang Panlungsod, the following pertinent papers/documents. (13 certified Xerox copy each)		Office of then City Planning and Development Coordinator, 3rd Floor, Meycauayan City Hall, Saluysoy Office of the City Treasurer		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the filled-out and notarized application form with complete requirements.	1.1 Receive and review submitted documents, plans, as well as the compliance to the National Building Code. 1.2 Inform the client on the scheduled date of ocular inspection.	None None	3 days	Engineering Staff Administrative Aide IV Building Inspector I Engineering Assistant Office of the City Engineer
3. Assist in ocular inspection on the scheduled date	3.1 Site Inspection shall be conducted. 3.2 Final evaluation and approval for assessment, otherwise the application shall be endorsed for compliance.	None None	1 day (as per schedule)	Acting City Engineer Building Inspector I Engineering Assistant Office of the City Engineer
4. Wait for the result of assessment and payment fees.	4.1 Assess application for order of payment. 4.2 Approval of order of payment.	None None	7 days	Acting City Engineer Building Inspector I Engineering Assistant Office of the City Engineer

5. Proceed to the Cashier Window at the Office of the City Treasurer, Ground Floor.	5.1 Receive payment and issue official receipt.	**P 1,500 / ha. + Processing Fee** **P720/ha + Inspection Fee** **P1,500/ha**	6 minutes	Senior Admin Asst. I Admin Assistant I Administrative Aide IV Office of the City Treasurer
6. Return to the Office of the City Engineer and present Official Receipt.	6.1 Encode to the database the payment fees, print the form and forward to the City Mayor for signature.	None	30 minutes	Senior Admin. Asst. I Office of the City Engineer City Mayor Office of the City Mayor
7. Receive the permit and sign logbook for acknowledgement.	7.1 Record and release applied permit.	None	20 minutes	Administrative Aide IV Office of the City Engineer
	TOTAL:	**P 1,500 / ha. + Processing Fee** **P720/ha + Inspection Fee** **P1,500/ha**	10 days and 56 minutes (plus 1 day of inspection)	