

Carrascal, Ato ini!



Citizen's Charter

Office of the **Mun. Engineer**

**Quick Quality Services
to all Carrascalanons!**

Municipal Hall, Embarcadero
8318 Carrascal, Surigao del Sur

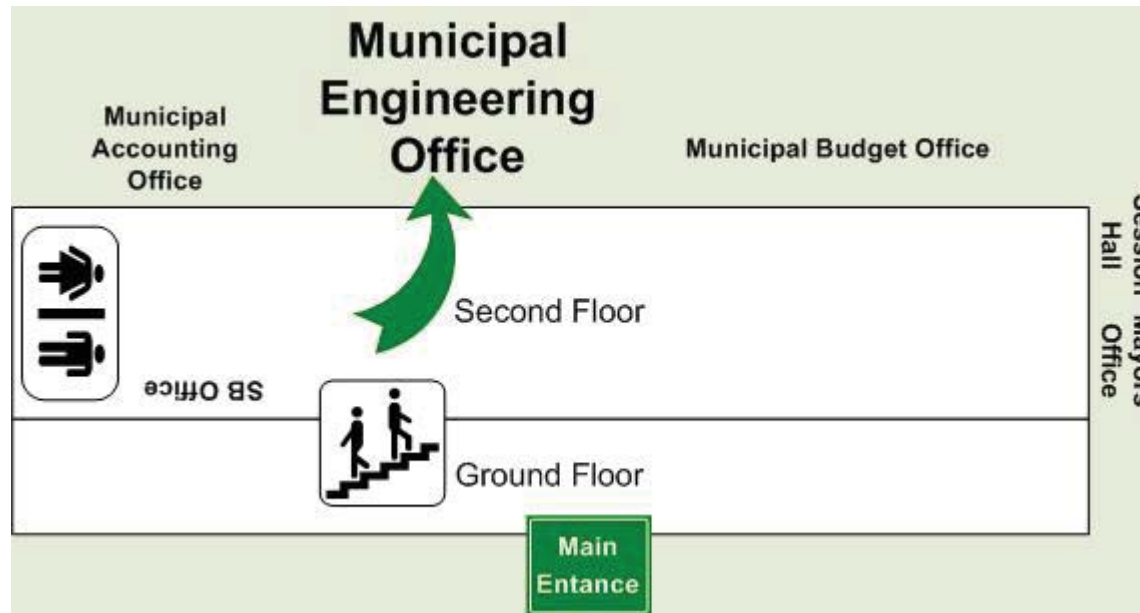
For more information
Please Contact:
ENGR. DOROTHY I. FERRERA
Municipal Engineer



AVAILING OF STREETLIGHTS MAINTENANCE

SKETCH MAP

Office of the Municipal Engineer



SERVICE DESCRIPTION:

ANY RESIDENT or barangay official of Carrascal may report or request from the Municipal Engineer's Office. This includes inspection, changing of defective bulbs and installation of new streetlights.

The Municipal Engineer's Office will respond immediately within the day if the request is received in the morning. Otherwise, action will be taken the next day.

REQUIREMENTS:

- Letter Request specifying the service needed

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Get Job Order from the Municipal Mayor's Office Go to the Municipal Mayor's Office and request for a Job Order for streetlight maintenance.	3 minutes	Frontline Personnel Municipal Mayor's Office
2. Approval of Job Order A frontline staffs submits the Job Order to the Municipal Mayor for review and approval.	5 minutes	HON. VICENTE TY PIMENTEL, JR. Municipal Mayor

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
3. Proceed to Municipal Engineer’s Office Proceed to the MEO and present the Job Order. Personnel-in- charge records the Job Order in a Logbook record for scheduling.	3 minutes	ADORA G. VALLE Engineering Aide
4. Scheduling MEO reviews and schedules the request. Streetlights crew is assigned to render the service required.	3 minutes	
5. Service Provision Streetlights crew goes to the reported area and performs maintenance as requested.	Within the day (for request received in the morning) The day after (for requests received beyond the cut-off time)	IRENEON M. PAZO Administrative Aide - I

MAINTAINING DRAINAGE SYSTEM AND OTHER INFRASTRUCTURE

SERVICE DESCRIPTION:

INFRASTRUCTURE maintenance services provided by the Municipal Engineer’s Office includes:

- Cleaning of Drainage
- Demolition Work
- Repair of Roads and Shoulders
- Repair of Drainage and Manholes
- Repair of Buildings and Other Facilities

Individuals may request for these services.

REQUIREMENTS:

- Letter Request specifying the service needed

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Submit Request Submit request to the personnel-in-charge. Staff receives and records the request letter in a logbook then submits it to the MEO.	2 minutes	ADORA G. VALLE Engineering Aide
2. Notation of the Municipal Engineer Municipal Engineer evaluates the request and endorses the same to the Maintenance Section.	2 minutes	DOROTHY I. FERRERA Municipal Engineer
3. Evaluation and Assessment Maintenance Engineer evaluates and assesses the request.	2 minutes	MEO Staff

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
4. Site Inspection and Investigation Maintenance Engineer talks to persons and barangay officials concerned on-site.	1/2 day	MEO Staff
5. Prepare Program of Work Maintenance Engineer prepares an estimate of materials, labor and equipment required. (Required only for Repair of Roads and Shoulders, Drainage and Manholes, Buildings and Other Facilities, and Asphaltting of Roads and Potholes)	1 day	MEO Staff
6. Recommendation and Approval Municipal Engineer reviews and evaluates the results of inspection and program of work. He then approves the implementation of maintenance work.	3 minutes	DOROTHY I. FERRERA Municipal Engineer
7. Implementation Maintenance Engineer assigns foreman and maintenance men on site; and prepares construction materials and equipment.	2 day	MEO Staff

REQUESTING THE PREPARATIUN OF PLANS AND PROGRAMS OF WORKS

SERVICE DESCRIPTION:

ONE OF THE services rendered by the Municipal Engineer’s Office, specifically the Construction Section, is the preparation of Plans and Programs of Work as requested by barangay officials, private concerned citizens, and other offices and departments of the municipal government.

These usually are regarding repair and construction of:

- Drainage Systems
- Concrete Roads
- Public and Government Buildings
- Other Infrastructure Projects

These services are being provided to guide constituents in the implementation of the proposed project especially regarding plans, specifications and costs.

REQUIREMENTS:

- Letter Request specifying the service needed

FEES:

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Submit Request Submit request to the personnel-in-charge. Staff receives and records the request in a logbook and submits the same to the Municipal Engineer.	3 minutes	ADORA G. VALLE Engineering Aide
2. Notation of the Municipal Engineer Municipal Engineer evaluates the request and endorses it to the Construction Section.	3 minutes	DOROTHY I. FERRERA Municipal Engineer

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
3. Evaluation and Assessment Construction Engineer evaluates and assesses the request.	3 minutes	MEO Staff
4. Site Inspection and Investigation Construction Engineer talks to persons and barangay officials concerned on-site.	1/2 day	MEO Staff
Engineer proceeds to survey work, if a survey is needed.	1 day	
5. Prepare Program of Work Construction Engineer prepares detailed plans.	1 week	MEO Staff
He then prepares a Bill of Materials.	1 to 5 days	
6. Recommendation and Approval Municipal Engineer evaluates and approves the plans and program of work.	3 minutes	DOROTHY I. FERRERA Municipal Engineer

SECURING BUILDING INSPECTION, CLEARANCE FOR BUSINESS PERMIT

SERVICE DESCRIPTION:

BUSINESS ENTERPRISES are required to secure Building Inspection approval from the Municipal Engineer's Office before the start of commercial operations and during the annual renewal of business permits.

This is part of the process of securing a Business License//Mayor's Permit.

REQUIREMENTS:

- Business License Application/Assessment Form
- Detailed information about the business and sketch of location (for new

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
For Renewal of Business Permit Application 1. Assessment of Inspection Fee and Clearance Present the Business Permit application form to any member of the Building Staff for clearance and assessment of the required building inspection fee, and then proceeds to the Municipal Treasurer's Office for payment.	15 minutes	ADORA G. VALLE Engineering Aide
For New Enterprises 1. Submit Requirements Submit the detailed information of the business and sketch of location for site inspection.	15 minutes	ADORA G. VALLE Engineering Aide

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>2. Building Inspection Technical staff/building inspectors conduct actual building inspection for compliance with the National Building Code, referral codes, laws and ordinances.</p>	30 minutes	BRYAN JAMES A. SOROCHE Draftsman
<p>3. Inquire the result of Inspection Inquire the result of inspection a day after the technical staff conduct building inspection.</p>	15 minutes	DOROTHY I. FERRERA Municipal Engineer
<p>4. Perform Corrections/Comply with Building Requirements • Make the necessary corrections/ complies with building requirements listed in the inspection report. • He/ She then informs the building inspectors that corrections have been made. • Go back to Step 2</p>	30 minutes	DOROTHY I. FERRERA Municipal Engineer
<p>5. Signature of Building Official of Inspection Report Building Official signs the inspection report prepared by building inspector.</p>	2 minutes	
<p>6. Perform Corrections/Comply Building Requirements An applicant receives the inspection report and makes the necessary corrections/comply building requirements listed in the inspection report. Then the applicant will inform the building inspectors that corrections have been done for re-inspection</p>	15 minutes	DOROTHY I. FERRERA Municipal Engineer

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>7. Reinspection of the Building Technical staffs conduct reinspection if the deficiencies stated at the inspection report have been corrected.</p>	30 minutes	BRYAN JAMES A. SOROCHE Draftsman
<p>8. Assessment of Building Inspection Fee and Clearance Once all the requirements have been complied with, an assessment and clearance will be given to the applicant. Then, proceed to Municipal Treasurer's Office for payment.</p>	15 minutes	DOROTHY I. FERRERA Municipal Engineer

SECURING A BUILDING PERMIT

SERVICE DESCRIPTION:

A BUILDING Permit is required prior to construction, erection, alteration, major repair, or renovation or conversion of any building/structure owned by government or private entities.

The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

TIME	ACTIVITIES
8:00 am – 12:00 am 1:00 pm – 1:30 pm	Evaluation/Assessment/Processing of Permits and Clearances. Preparation of response to communications that
1:30 pm – 5:00 pm	Building inspection for occupancy permit/business permit application, electrical connection for indigenous dwellings, annual inspection of all business establishments, on-going constructions within territorial

REQUIREMENTS:

- 4 copies Lot Plan with Certification of a Geodetic Engineer (GE) that the proposed building will not encroach on adjoining properties
- 4 copies Site Development Plan indicating the setback/yard distances at the front, sides and back with Perspective
- 4 sets Building Plans (Architectural, Structural, Sanitary/Plumbing, Electrical, Mechanical)
- 3 copies Bill of Materials and Cost Estimates
- 3 copies Specifications
- 3 copies Title of Property (Transfer Certificate of Title)
- 3 copies Deed of Sale/Lease Contract/Contract to Sell, if the TCT is not in the name of the owner/applicant
- 4 copies Latest Tax Declaration and Certificate of Real Property Tax Payment
- 1 piece Construction Logbook
- Application forms (building, Sanitary/plumbing, electrical, mechanical)
- 2 copies Structural Design Computations with seismic analysis which conform to the latest NSCP - for 2 storeys and above or 1 storey with attic/ mezzanine/roof deck/penthouse
- 2 copies previous approved plan or permit in case of addition, alteration and renovation
- 4 copies Lot Plan with Certification of a Geodetic Engineer (GE) that the proposed building will not encroach on adjoining properties
- 4 copies Site Development Plan indicating the setback/yard distances at the front, sides and back with Perspective
- 4 sets Building Plans (Architectural, Structural, Sanitary/Plumbing, Electrical, Mechanical)
- 3 copies Bill of Materials and Cost Estimates
- 3 copies Specifications
- 3 copies Title of Property (Transfer Certificate of Title)
- 3 copies Deed of Sale/Lease Contract/Contract to Sell, if the TCT is not in the name of the owner/applicant
- 4 copies Latest Tax Declaration and Certificate of Real Property Tax Payment
- 1 piece Construction Logbook
- Application forms (building, Sanitary/plumbing, electrical, mechanical)
- 2 copies Structural Design Computations with seismic analysis which conform to the latest NSCP - for 2 storeys and above or 1 storey with attic/ mezzanine/roof deck/penthouse
- 2 copies previous approved plan or permit in case of addition, alteration and renovation
- Approved Locational Clearance

FEE:

- Residential - 1.2 /sq. meter
- Commercial - 3.70 /sq. meter

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Secure Building Permit Application Forms Ask for building permit application forms with the list of requirements	15 minutes	ADORA G. VALLE Engineering Aide
2. Secure 1st Endorsement to Other Offices/Agencies • Present the plans and the required supporting documents to any member of the Building Staff for initial verification of the requirements. • Then, an endorsement to other offices/agency (Fire Department, ENRO, DOLE, etc.) will be given to the applicant to secure the required clearances.	15 minutes	DOROTHY I. FERRERA Municipal Engineer
3. Submit Requirements • Submit the plans and the required supporting documents and clearances to the receiving section. • In his/her absence, the other members of the Building staff will take charge.	30 minutes	DOROTHY I. FERRERA Municipal Engineer
4. Line and Grade Verification Technical staff in-charge will conduct site inspection to establish and determine setbacks and grades in relation to road lots, property lines, street or highways whether existing or proposed, including road widening and construction of various public utilities and other infrastructure project.	120 minutes	DOROTHY I. FERRERA Municipal Engineer

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
5. Evaluation and Assessment • Civil engineer evaluates and assesses Line and Grade, Structural Plans and related documents, • Architects evaluates architectural plans and related documents, • The sanitary/master plumber evaluates and assesses the plumbing/sanitary plans and related documents, • Mechanical engineer evaluates and assesses the mechanical plans and related documents • Electrical engineer evaluates and assesses the electrical plans and related documents	60 minutes 60 minutes 60 minutes 60 minutes	DOROTHY I. FERRERA Municipal Engineer
6. Inquiry of the Status of Application Inquire about the result of evaluation and assessment of his application	15 minutes	DOROTHY I. FERRERA Municipal Engineer
7. Returned Plans and Documents (OPTIONAL, if there are no deficiencies, proceed to Step #10) Receive the plans and documents for correction, if there are deficiencies found in the plans and pertinent documents.	15 minutes	DOROTHY I. FERRERA Municipal Engineer
8. Submit Lacking Documents/Corrected Plans Submit the lacking documents/ corrected plans to any member of the Building Staff for review.	15 minutes	DOROTHY I. FERRERA Municipal Engineer

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
9. Review of Plans/Documents The technical staff reviews the submitted corrected plans and completeness of documents for processing.	30 minutes	DOROTHY I. FERRERA Municipal Engineer
10. Issuance of Order of Payment Receive the Order of Payment if the application is found to be complete and in order.	10 minutes	DOROTHY I. FERRERA Municipal Engineer
11. Submit Official Receipt Go back to the building office and submits the official receipt	5 minutes	DOROTHY I. FERRERA Municipal Engineer
12. Processing of Permits Building Staff processes the plans and pertinent documents for final approval of the building official.	½ day	ADORA G. VALLE Engineering Aide
13. Approval of Permit Building Official approves the building permit.	10 minutes	DOROTHY I. FERRERA Municipal Engineer

SECURING OTHER BUILDING-RELATED PERMITS

SERVICE DESCRIPTION:

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

REQUIREMENTS:

ELECTRICAL PERMIT

This document is required before putting up new or additional, or alteration of electrical installations involving at least 20 outlets or a capacity of 4 Kw. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Electrical Permit Application Form signed by a professional Electrical Engineer.
2. Electrical Plans
3. Electrical Specifications
4. Bill of Materials and Cost Estimates

MECHANICAL PERMIT

This is required before the installation of new or additional, removal or alteration of machinery of at least 20 HP. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Mechanical Permit Application Form signed by a professional Mechanical Engineer.
2. Mechanical Plans
3. Mechanical Specifications
4. Bill of Materials and Cost Estimates

SANITARY/PLUMBING PERMIT

This document is required before the construction of new or additional, or alteration of existing plumbing installations, water supply, storm drainage, water purification and sewerage treatment plants. For new buildings, this forms part of the requirements for a Building Permit application.

Requirements:

1. Sanitary/Plumbing Permit Application Form signed by a Sanitary or Master Plumber
2. Sanitary/Plumbing Plans
3. Sanitary/Plumbing Specifications
4. Bill of Materials and Cost Estimates

REQUIREMENTS:

FENCING PERMIT

This is secured prior to actual construction of a fence.

Requirements:

1. Fencing Permit Application Form
2. Fencing Plan
3. Bill of Materials and Cost Estimates
4. Lot Plan with Certification of a Geodetic Engineer that the proposed fence will not encroach on adjoining properties
5. Transfer Certificate of Title (TCT)
6. Deed of Sale/Lease Contract/Contract to Sell (if the TCT is not in the name of the owner/applicant)
7. Updated Real Property Tax Declaration
8. Certificate of Real Property Tax Payment

DEMOLITION PERMIT

This permit is secured prior to the systematic dismantling or destruction of a building or structure in whole or in part.

Requirements:

1. Demolition Permit Form
2. Sketch plan of area to be demolished
3. Certificate of Real Property Tax Payment

TEMPORARY SERVICE CONNECTION PERMIT

This permit is secured for temporary service connection to a power utility for lighting and power construction, Christmas decorative lighting, lighting of cemeteries, temporary lighting for carnivals/fiestas, testing, etc.

Requirements:

1. Permit Form (DPWH Form No. 96-005-E)
2. Building Permit (for new construction)
3. Electrical Plan/Layout
4. Fire Safety Inspection Certificate (FSIC)

REQUIREMENTS:

EXCAVATION AND GROUND PREPARATION PERMIT

This permit is secured prior to actual ground preparation and excavation after the building line is established. It is also a requirement for a Water Connection request to the Metropolitan Naga Water District.

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-014-B)
2. For MNWD connection purposes, present Accomplished MNWD Application Form

SIDEWALK CONSTRUCTION PERMIT

This permit is secured prior to the construction and repair of sidewalks.

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-015-B)
2. Sketch plan of sidewalk to be constructed/repared

SCAFFOLDING PERMIT

This permit is secured whenever the erection of scaffolding occupies street lines.

Requirements:

1. Accomplished Permit Form (MPW Form No. 77-017-B)
2. Sketch plan of street line to be occupied

REQUIREMENTS:

SIGN PERMIT

This permit is secured prior to the installation, erection, attachment, painting of any form of signages.

Requirements:

1. Sign Permit Form
2. Building Permit Form whenever there is a concrete/steel structure.
3. Structural Analysis
4. Zoning Clearance
5. Permit Form (DPWH Form No. 96-001-E) whenever there is an electrical connection
6. Fire Clearance whenever there is an electrical connection
7. Sketch plan of signage/s to be installed/erected.
8. Location/vicinity plan
9. Lot documents whenever it occupies a private lot
10. DPWH clearance (for national roads/highways)

FEES: None

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Secure Application Forms Ask for the particular permit form applied for from any member of the Building Staff.	15 minutes	ADORA G. VALLE Engineering Aide
2. Submit Requirements Submit the duly accomplished application form and documents to the staff in charge of receiving.	15 minutes	DOROTHY I. FERRERA Municipal Engineer
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.	30 minutes	DOROTHY I. FERRERA Municipal Engineer
4. Make a Follow-up Make a follow up to inquire the status of the application.	After 1 day	ADORA G. VALLE Engineering Aide
5. Order of Payment If the documents are in order, the applicant receives an Order of Payment stating the fees to be paid.	10 minutes	DOROTHY I. FERRERA Municipal Engineer
6. Payment of Fees Proceed to the Municipal Treasurer’s Office for payment.	5 minutes	ADORA G. VALLE Engineering Aide

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
7. Submit Official Receipt Submit the official receipt to the staff in charge of receiving.	10 minutes	ADORA G. VALLE Engineering Aide
8. Processing of Permit Building staff processes the plans and pertinent documents for final approval of the building official.	1 day	DOROTHY I. FERRERA Municipal Engineer
9. Release of Permit Receive the approved permit.	10 minutes	DOROTHY I. FERRERA Municipal Engineer

SECURING AN OCCUPANCY PERMIT

SERVICE DESCRIPTION:

AN OCCUPANCY Permit is required before any building or structure is used or occupied. It is usually secured after the completion of a structure.

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It is also required if there is any change in the existing use or occupancy classification of a building, structure or any portion thereof.

REQUIREMENTS:

- Certificate of Completion from the Building Official
- Certificate of Completion - Mechanical, Electrical and Sanitary/Plumbing Permits
- Logbook of building construction and Building Inspection Sheet duly accomplished by the contractor (if undertaken by contract) and signed and sealed by the architect or civil engineer.
- Certificate of Final Electrical Inspection
- Final Fire Safety Inspection Report by the Bureau of Fire Protection

FEES: P1,000.00

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
1. Secure Certificate of Completion Forms Ask for Completion forms to any member of the building staff.	15 minutes	DOROTHY I. FERRERA Municipal Engineer
2. Secure 2nd Endorsement to Other Offices/Agency Present the duly accomplished form and related documents to any member of the building staff for initial verification of the requirements. Then, 2nd endorsement will be given to secure Fire Safety Inspection Certificate from Fire Department and Safety Inspection Certificate from DOLE for industrial buildings.	15 minutes	DOROTHY I. FERRERA Municipal Engineer

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>3. Submit Requirements</p> <ul style="list-style-type: none"> • Submit the duly accomplished forms and related documents, safety certificates, as-built plans (for any deviations of the approved plan) and detailed • Sketch of location to the one in-charge of receiving. In her/his absence, the other members of the building section staff take charge. Applicant request for an inspection schedule. 	15 minutes	ADORA G. VALLE Engineering Aide
<p>4. Review/Evaluate the submitted forms and pertinent documents</p> <p>Technical staff reviews the forms and the entries of construction activities in the construction logbook.</p>	30 minutes	DOROTHY I. FERRERA Municipal Engineer
<p>5. Building Inspection</p> <p>Building inspectors/ technical staff conduct actual inspection of the completed building/ structure in accordance with the approved plans and specifications.</p>	120 minutes	BRYAN JAMES A. SOROCHE Draftsman DOROTHY I. FERRERA Municipal Engineer
<p>6. Preparation of Inspection Report (optional, if the building inspectors found no deviations/violations</p> <p>If the building inspectors find that the completed project had deviations from the approved plans, the applicant will be given an inspection report that lists the needed corrections or other documents required.</p>	30 minutes	BRYAN JAMES A. SOROCHE Draftsman DOROTHY I. FERRERA Municipal Engineer

• PROCEDURES TO AVAIL THE SERVICE •

Follow these steps	It will take you	Please Approach
<p>7. Perform Corrections/ Submit Additional Documents</p> <p>Make the necessary corrections/submits additional documents listed in the inspection report. Then the applicant will informs the building inspectors that corrections have been done for reinspection.</p>		
<p>8. Reinspection of the Building</p> <p>Technical Staff conducts reinspection if the deficiencies stated at the inspection report have been corrected.</p>		
<p>9. Issuance of Order of Payment</p> <p>Once all the requirements have been complied with, an assessment will be given to the applicant.</p>		
<p>10. Submit Official Receipt</p> <p>Submits the official receipt to any member of building staff</p>		
<p>11. Processing of Permits</p> <p>Building staffs prepares the certificate and processes the submitted documents for final approval of the building official.</p>		
<p>12. Approval of Permit</p> <p>Building Official approves the certificate of occupancy</p>		
<p>13. Release of Certificate of Occupancy</p> <p>Applicant receives the approved certificate</p>		