



OFFICE OF THE MUNICIPAL ENGINEER

MANDATE

To take charge of the Engineering office and shall initiate, review and recommend changes in policies and objectives, plans and programs and techniques and practice infrastructure development and public works in general of the LGU.

VISION

To attain economic and physical growth of the municipality of Lasam thru engineering and infrastructural projects and activities.

MISSION

To improve existing government facilities and engineering services to the LGU.



A. ISSUANCE OF BUILDING INSPECTION CLEARANCE FOR BUSSINESS PERMIT

THE SERVICE:

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

FOR NEW ENTERPRISES

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Sign in Client Log Book		2 minutes	Edmund I. Soriano Domingo V. Reyes, Jr
2. Submit requirements for verification and get schedule of building inspection	a. Duly accomplished business Permit form b. Contact of lease/Consent if applicant is a lessee c. Detailed information about the business and sketch of location	3 minutes Note: All inspections are scheduled in the morning	
3. Return to the Municipal Engineering Office the next day to get Permit Application Form duly signed by Municipal Engineering Office Personnel		1 day and 3 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		1 DAY and 8 MINUTES	



RENEWAL OF BUSINESS PERMIT APPLICATION

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Sign in Client Log Book		2 minutes	Edmundo Soriano Domingo Reyes, jr. I. V.
2. Submit documents for the assessment of the required Annual Inspection Fee	<p>a. Duly accomplished Business Permit Application Form</p> <p>b. Detailed information about the business and sketch of location</p>	3 minutes	
3. Wait for the processing and release of inspection clearance		3 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		8 MINUTES	



B. ISSUANCE OF BUILDING PERMIT

THE SERVICE:

A Building Permit is required prior to construction, alternation, 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 one (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.

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Secure application form and other requirements		10minutes	Edmund Soriano
2. Submit application for building permit and other requirements to the office of the building officials for evaluation and processing	a. Barangay Clearance	30 minutes	Engr. Robert Orro
	b. Community Tax Cert.		
	c. 5 sets of Plans, Specifications and Estimated Cost	30 minutes	Engr. Domingo Reyes
	d. Structural Analysis (3 or more storey building)		
	e. Three (3) photocopies of Land Title	5 minutes	Edmundo Soriano
	f. Three (3) photocopies of Tax Declaration and Latest Tax Receipt		
	g. Electrical Plan and Riser Diagram computation		
	h. Vicinity Plan		
	i. Site Development plan		
	j. Locational Clearance		
3. Record the OR and completely filled up application form and prepare the permit for approval and releasing of permit	See Annex "A" for schedule of Fees	30 minutes	
Accomplish Client Feed Back Form and drop at designated drop box infront of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		1 hr. and 45 minutes	



C. ISSUANCE OF AN OCCUPANCY PERMIT

THE SERVICE:

An Occupancy Permit is required before any building is used or occupied. It is usually secured after the completion of the structure.

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

STEPS/PROCEDURES	REQUIREMENTS	PROCESSING TIME	PERSON INCHARGE
1. Sign in Client Log Book		2 minutes	Building Officials
2. Submit requirements	1. Certificate of Completion 2. Construction Log Book 3. As Built Plans	3 minutes	
3. Get schedule of Building Inspection and Order of Payment	See Annex "A" for schedule of Fees	1 hour on site inspection	
4. Pay the required Fees at the Municipal Treasury Office while your documents are processed prior to the issuance of Occupancy Permit	Order of Payment	18 minutes	
5. Return to the Municipal Engineering Office and get approved Occupancy Permit	Official Receipt	2 minutes	
Accomplish Client Feed Back Form and drop at designated drop box in front of the Municipal Hall at the Public Assistance Center			
TOTAL RESPONSE TIME:		1 HOUR AND 25 MINUTES	