MUNICIPAL ENGINEERING OFFICE Service Category

Issuance of Building Permit

MEO-001Issuance of Building Permit Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple	oar Eriginioor		
Type of Transaction:	G2G			
Who may avail:	Residents of Bauan	g. La Union		
CHECKLIST OF RE			WHERE TO	SECURE
Application Form for Bu		LGU-BAUANG- MEO		
Electrical Permit, Sanita	•			
Plumbing Permit	,			
Working Drawings (sign	ed by the Owner.	Engineer/ Arc	hitect	
signed and sealed by C	-			
Architect, Electrical Eng	•			
Engineer or Registered				
sets- minimum scale of	•			
Bill of Materials / Cost E	stimates- 5 sets	Engineer/ Arc	hitect	
(must be notarized)				
Photocopy of PRC Lice	nse and PTR (must	Engineer/ Arc	hitect	
be signed and sealed of	each design			
professionals)				
Structural Analysis (for a	2- storey buildings	Engineer/ Arc	hitect	
and above)- Design programs used must				
be indicated on the Prin				
Affidavit of Consent (if t		Owner		
the lot owner) / Special	-			
(SPA- for applicant's rep	oresentative to			
process the permit)				
Original Certificate of Ti		Owner		
Certificate of Title (TCT)				
Copy of Tax Declaration	i (if the lot is not yet			
Titled- 3 copies		0		
Lot Plan	//	Owner		
Soil Boring Test Report	•	Owner		
above or soft soil project				
photocopy of PRC ID of	Geotechnical			
Engineer	ngo /if the let is	DDMH and D:	strict along National	lad Naguillian La Union
DPWH Highway Cleara	•		sinci along Nativid	ad, Naguillian, La Union
along National Highway	,	Owner		
Photocopy of Latest Tax	<u> </u>	DOLE- ROI		
DOLE's Construction Sa	alety and mealth	DOLE- KOI		
Program (CSHP) CNC Order of Payment	U '			n/ Landbank
Long folder				i/ Landbank
	AGENCY	Owner FEES TO	PROCESSING	
CLIENT STEPS	ACTIONS	BE PAID	TIME	PERSON RESPONSIBLE
1. Submission of Properly	1.1.Assess the	As per	4 days	Jefferson G. Abenes

Accomplished and Duly Notarized Application Form and other required documents	application and other required documents 1.2. Prepare endorsement letter to be submitted to BFP and MPDC "Incomplete documents will issue a Notice of Disapproval"	program computation of the National Building Code		Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt	2.1.Compute order of payment 2.2.Verification, Process, Approval and Signing of the Building Officials		0.5 day	Treasury Personnel Municipal Engineer Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
3. Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I

MEO-002 Issuance of Building Permit Service Category

Office or Division:	Office of the Municip	al Engineer			
	Simple				
	G2G				
	Residents of Bauan	g. La Union			
CHÉCKLIST OF RE		,	WHERE TO	SECURE	
Application Form for Bui	lding Permit,	LGU-BAUAN	G- MEO		
Electrical Permit, Sanital	ry Permit/				
Plumbing Permit					
Working Drawings (signe	ed by the Owner,	Engineer/ Arc	hitect		
signed and sealed by Ci					
Architect, Electrical Engi	neer & Sanitary				
Engineer or Registered I					
sets- minimum scale of					
Bill of Materials / Cost Es	stimates- 5 sets	Engineer/ Arc	hitect		
(must be notarized)					
Photocopy of PRC Licen	se and PTR (must	Engineer/ Arc	hitect		
be signed and sealed of	each design				
professionals)					
Structural Analysis (for 2	2- storey buildings	Engineer/ Arc	hitect		
and above)- Design programs used must					
be indicated on the Printout					
Affidavit of Consent (if the	ne applicant is not	Owner			
the lot owner) / Special	Power of Attorney				
(SPA- for applicant's rep	resentative to				
process the permit)					
Original Certificate of Tit	le (OCT) / Transfer	Owner			
Certificate of Title (TCT)					
Copy of Tax Declaration	(if the lot is not yet				
Titled- 3 copies					
Lot Plan		Owner			
DPWH Highway Clearar	nce (if the lot is	DPWH 2 nd District along Natividad, Naguillian, La Union			
along National Highway)					
Photocopy of Latest Tax	Receipt- 3 copies	Owner			
DOLE's Construction Sa	fety and Health	DOLE- ROI			
Program (CSHP)					
CNC Order of Payment		DENR- EMB- Online application/ Landbank			
Long folder		Owner			
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON RESPONSIBLE	
	ACTIONS	BE PAID	TIME		
1. Submission of Properly Accomplished and Duly	1.1.Assess the application and	As per program	4 days	Jefferson G. Abenes Administrative Aide III	
Notarized Application	other required	computation		Ronald Tirso P. Orpilla	
Form and other required	documents	of the		Draftsman II	
documents	1.2. Prepare	National		Gerry B. Balancio	
	endorsement letter	Building		Administrative Aide I	

	to be submitted to BFP and MPDC "Incomplete documents will issue a Notice of Disapproval"	Code		
2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt	2.1.Compute order of payment 2.2.Verification, Process, Approval and Signing of the Building Officials		0.5 day	Treasury Personnel Ricarte G. Tadeja Municipal Engineer Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I

MEO-003 Issuance of Building Permit Service Category

Office or Division:	Office of the Municip	oal Engineer			
Classification:	Complex				
Type of	G2G				
Transaction:	020				
Who may avail:	Residents of Bauang, La Union				
CHECKLIST OF RE	G ?				
Application Form for Bu		LGU-BAUANG- MEO			
Electrical Permit, Sanita	•				
Plumbing Permit	,				
Working Drawings (sign	ned by the Owner.	Engineer/ Architect			
signed and sealed by C	•	Ğ			
Architect, Electrical Eng	•				
Engineer or Registered	•				
4 sets- minimum scale					
Bill of Materials / Cost E		Engineer/ Architect			
(must be notarized)					
Photocopy of PRC Lice	nse and PTR (must	Engineer/ Architect			
be signed and sealed o					
professionals)	· ·				
Structural Analysis (for	2- storey buildings	Engineer/ Architect			
and above)- Design pro					
be indicated on the Prir	•				
Affidavit of Consent (if t	the applicant is not	Owner			
the lot owner) / Specia	Power of Attorney				
(SPA- for applicant's re	presentative to				
process the permit)					
Original Certificate of T	itle (OCT) /	Owner			
Transfer Certificate of T	Title (TCT) /				
Certified True Copy of	Tax Declaration (if				
the lot is not yet Titled-	3 copies				
Lot Plan		Owner			
Soil Boring Test Report	`	Owner			
above or soft soil project	•				
photocopy of PRC ID o	f Geotechnical				
Engineer					
DPWH Highway Cleara	•	DPWH 2 nd District along Natividad, Naguillian, La Union			
along National Highway	,				
Photocopy of Latest Tax Receipt- 3 copies		Owner			
DOLE's Construction S	afety and Health	DOLE- ROI			
Program (CSHP)					
ECC or CNC Order of F	Payment	DENR- EMB- Online application/ Landbank			
Long folder		Owner			
CLIENT STEPS	AGENCY	FEES TO PROCESSING PERSON RESPONSIBLE			

	ACTIONS	BE PAID	TIME	
Submission of Properly Accomplished and Duly Notarized Application Form and other required documents	1.1.Assess the application and other required documents 1.2. Prepare endorsement letter to be submitted to BFP and MPDC "Incomplete documents will issue a Notice of Disapproval"	As per program computation of the National Building Code	4 days	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt	2.1.Compute order of payment 2.2.Verification, Process, Approval and Signing of the Building Officials		0.5 day	Treasury Personnel Municipal Engineer Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I

MEO-004 Issuance of Building Permit Service Category

Office or Division:	Office of the Municipal E	Engineer		
Classification:	Complex			
Type of	G2G			
Transaction:	0_0			
Who may avail:	Residents of Bauang, L	a Union		
	REQUIREMENTS		WHERE TO	SECURE
Application Form for Bu	ilding Permit, Electrical	LGU-BAUAN	G- MEO	
Permit, Sanitary Permit	•			
Working Drawings (sign	ned by the Owner,	Engineer/ Arc	chitect	
signed and sealed by C	civil Engineer or			
Architect, Electrical Eng	gineer & Sanitary			
Engineer or Registered	Master Plumber)- 4			
sets- minimum scale of				
Bill of Materials / Cost E	Estimates- 5 sets (must	Engineer/ Arc	chitect	
be notarized)				
Photocopy of PRC Lice	`	Engineer/ Arc	chitect	
signed and sealed of ea	ach design			
professionals)	0 - (1 - 1 1 1 1 1	F	-1-111	
Structural Analysis (for		Engineer/ Arc	cnitect	
above)- Design prograr indicated on the Printou				
		Owner		
Affidavit of Consent (if to lot owner) / Special Po		Owner		
for applicant's represen	• `			
permit)	tative to process the			
Original Certificate of T	itle (OCT) / Transfer	Owner		
Certificate of Title (TCT				
of Tax Declaration (if th				
copies	,			
Lot Plan		Owner		
Soil Boring Test Report	(for 3-storey and	Engineer		
above or soft soil project				
photocopy of PRC ID of	f Geotechnical			
Engineer				
DPWH Highway Cleara	nce (if the lot is along	DPWH 2 nd District along Natividad, Naguillian, La		ividad, Naguillian, La
National Highway)		Union		
Photocopy of Latest Tax Receipt- 3 copies		Owner		
DOLE's Construction S	atety and Health	DOLE- ROI		
Program (CSHP)	<u> </u>		Online !!	tion / Londle and
ECC or CNC Order of F	rayment		Online applica	tion/ Landbank
Long folder		Owner PROCESSI PERSON		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSIBLE
1. Submission of Properly	1.1.Assess the	As per	14 days	Jefferson G. Abenes

Accomplished and Duly Notarized Application Form and other required documents	application and other required documents 1.2. Prepare endorsement letter to be submitted to BFP and MPDC "Incomplete documents will issue a Notice of Disapproval"	program computation of the National Building Code		Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt	2.1.Compute order of payment 2.2.Verification, Process, Approval and Signing of the Building Officials		0.5 day	Treasury Personnel Municipal Engineer Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I

MEO-005 Issuance of Building Permit Service Category

Office or Division:	Office of the Municip	nal Engineer		
Classification:	Complex	pai Liigilieei		
Type of Transaction:	G2G			
Who may avail:		a La Union		
CHECKLIST OF REC	Residents of Bauan	g, La Union	WHERE TO S	ECUPE
		LGU-BAUAN		ECORE
Application Form for Build		LGU-BAUAN	G- MEO	
Electrical Permit, Sanitary Permit	Pennil Flumbing			
	d by the Owner	Owner		
Working Drawings (signed	•	Owner		
signed and sealed by Civi	•			
Architect, Electrical Engine				
Engineer or Registered M sets- minimum scale of 1:				
		Engineer/ Are	hitoot	
Bill of Materials / Cost Est (must be notarized)	แบดเยร- 5 ริยเร	Engineer/ Arc	a interct	
Photocopy of PRC Licens	o and DTD /must	Engineer/ Arc	phitoet	
be signed and sealed of e	•	Engineer/ Arc	riilect	
professionals)	acri design			
Structural Analysis (for 2-	etorov buildinge	Engineer/ Arc	hitoct	
and above)- Design progra		Linginieen/ Arc	riilect	
indicated on the Printout	anis useu musi be			
Affidavit of Consent (if the	annlicant is not the	Owner		
lot owner) / Special Power		OWINCI		
for applicant's representat	- `			
permit)	ive to process the			
Original Certificate of Title	(OCT) / Transfer	Owner		
Certificate of Title (TCT) /		O WITTO		
of Tax Declaration (if the I				
3 copies	or to flot you filliou			
Lot Plan		Owner		
Soil Boring Test Report (fo	or 3-storey and	Owner		
above or soft soil project le	-			
photocopy of PRC ID of G				
Engineer				
DPWH Highway Clearanc	e (if the lot is along	DPWH 2 nd Dis	strict along Nativid	ad, Naguillian, La Union
National Highway)	c (w mie ieu ie emerig		3	, 3
Photocopy of Latest Tax F	Receipt- 3 copies	Owner		
DOLE's Construction Safe	<u> </u>	DOLE- ROI		
Program (CSHP)	•			
ECC Order of Payment		DENR- EMB-	Online application	n/ Landbank
Long folder		Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Properly	1.1.Assess the	As per	26 days	Jefferson G. Abenes
1. Submission of Properly	1.1.Assess the	As per	26 days	Jetterson G. Abenes

Accomplished and Duly Notarized Application Form and other required documents	application and other required documents 1.2. Prepare endorsement letter to be submitted to BFP and MPDC "Incomplete documents will issue a Notice of Disapproval"	program computation of the National Building Code		Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt	2.1.Compute order of payment 2.2.Verification, Process, Approval and Signing of the Building Officials		0.5 day	Treasury Personnel Municipal Engineer Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I

MEO-006 Issuance of Occupancy Permit Service Category

Service Category				
Office or Division:	Office of the Municipa	al Engineer		
Classification:	Complex			
Type of	G2B			
Transaction:				
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF R	EQUIREMENTS	UIREMENTS WHERE TO SECURE		
Certificate of Completic	Certificate of Completion			
Construction Log book,	Construction Log book, as built plans (if			
applicable) and specific	ation			
Building inspection she	et	LGU- BAUA	NG- MEO	
Original Building Permit		Owner		
Certificate of Non-Coverage (CNC)		DENR- EMB		
FSIC for Occupancy Permit		BFP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Duly Accomplish application form and requirements	1.1.Verify documents submitted and compute the corresponding fees and issue order of payment 1.2. Prepare endorsement letter to Bureau of Fire for Fire Safety Inspection	As per program computati on of the National Building Code	4 day	Municipal Engineer Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt	2.1.Compute order of payment 2.2.Verify and conduct inspection for Occupancy Permit 2.3.Process and Approval of the Occupancy Permit		0.5 day	Treasury Personnel Municipal Engineer Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
3.Claim with stub the Approved Occupancy Permit	3.Issuance of Occupancy Permit		0.5 day	Municipal Engineer Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I

MEO-007 Issuance of Occupancy Permit

У			
Office of the Municipal Engineer			
Commercial Building			
External Services			
Residents of Bauang,	La Union		
REQUIREMENTS		WHERE TO	SECURE
tion	LGU- BAUAN	G- MEO	
k, as built plans (if	ilt plans (if Owner		
fication	ation		
neet	LGU- BAUAN	G- MEO	
Original Building Permit			
Certificate of Non-Coverage (CNC)			
Permit	BFP		
AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1.Verify documents	As per		Municipal Engineer
֡֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜	Office of the Municipal Commercial Building External Services Residents of Bauang, REQUIREMENTS ion k, as built plans (if fication leet mit Verage (CNC) Permit AGENCY ACTIONS	Office of the Municipal Engineer Commercial Building External Services Residents of Bauang, La Union REQUIREMENTS ion k, as built plans (if fication leet LGU- BAUAN lowner leet LGU- BAUAN Owner DENR- EMB DENR- EMB DERRET BFP AGENCY ACTIONS 1.1.Verify documents As per	Office of the Municipal Engineer Commercial Building External Services Residents of Bauang, La Union REQUIREMENTS WHERE TO ion LGU- BAUANG- MEO owner fication LGU- BAUANG- MEO Owner Fication DENR- EMB DENR- EMB DERME DENR- EMB DENR- EM

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Duly Accomplish application form and requirements	1.1.Verify documents submitted and compute the corresponding fees and issue order of payment 1.2. Prepare endorsement letter to Bureau of Fire for Fire Safety Inspection	As per program computation of the National Building Code	4 day	Municipal Engineer Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt	2.1.Compute order of payment 2.2.Verify and conduct inspection for Occupancy Permit 2.3.Process and Approval of the Occupancy Permit		0.5 day	Treasury Personnel Municipal Engineer Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I
3.Claim with stub the Approved Occupancy Permit	3.Issuance of Occupancy Permit		0.5 day	Municipal Engineer Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I

Issuance of Certificate of Final Inspection

MEO-008 Issuance of Certificate of Final Inspection Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Residential Building			
Type of	External			
Transaction:				
Who may avail:	Residents of Bauan	g, La Union		
CHECKLIST OF R			WHERE TO	SECURE
Certificate of Final Elec	trical Inspection	LGU- BAUA	NG- MEO	
(CFEI) Form				
Affidavit of Consent (if		Owner		
the lot owner) / Specia				
(SPA- for applicant's re	presentative to			
process the permit)				
Original Certificate of T		Owner		
Transfer Certificate of	,			
Certified True Copy of	•			
the lot is not yet Titled-				
Original Building Permi	t	Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Secure requirements	1.Verify the	80.00	0.5 day	Cesar C. Dumpit
	documents			Electrician I
	submitted and issue			
	order of payment		0.5.1	
2.Pay corresponding	2.Issue official		0.5 day	Treasury Personnel
fee at the Municipal Treasury Office	receipt			
3.Submit a Photocopy	3.1.Compile		2-3 days	Cesar C. Dumpit
of the Official Receipt	photocopied Official		2 o days	Electrician I
and sketch the	Receipt to the			Wilfredo B. Madayag
applicant's location for	Applicant's File			Administrative Aide I
inspection	3.2.Electrical			Ricarte G. Tadeja
	Inspection			Municipal Engineer
	3.3.Approval of			
	Certificate of Final			
Claim Cartificate of	Inspection (CFEI)		4 4	Coope C. Division it
Claim Certificate of	Issue Certificate of		1 day	Cesar C. Dumpit Electrician I
Final Inspection (CFEI)	Final Inspection (CFEI)			⊏ieciiiClan i

MEO-009 Issuance of Certificate of Final Inspection Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex	odi Erigirioor		
Type of	G2B			
Transaction:				
Who may avail:	Residents of Bauan	g, La Union		
CHÉCKLIST OF R			WHERE TO) SECURE
Certificate of Final Elec	trical Inspection	LGU- BAUA	NG- MEO	
(CFEI) Form				
Affidavit of Consent (if	the applicant is not	Owner		
the lot owner) / Specia	•			
(SPA- for applicant's re	presentative to			
process the permit)				
Original Certificate of T		Owner		
Transfer Certificate of				
Certified True Copy of	`			
the lot is not yet Titled- 3 copies				
Original Building Permi	t	Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Secure requirements	1.Verify the	146.00	0.5 day	Cesar C. Dumpit
	documents			Electrician I
	submitted and issue			
O Day componenting	order of payment		0.5 day	Tues a com a De ma a mara l
2.Pay corresponding fee at the Municipal	2.Issue official receipt		0.5 day	Treasury Personnel
Treasury Office	Teceipi			
3.Submit a Photocopy	3.1.Compile		2-3 days	Municipal Engineer
of the Official Receipt	photocopied Official			Cesar C. Dumpit
and sketch the	Receipt to the			Electrician l
applicant's location for	Applicant's File			Wilfredo B. Madayag
inspection	3.2.Electrical			Administrative Aide I
	Inspection			
	3.3.Approval of Certificate of Final			
	Inspection (CFEI)			
4.Claim Certificate of	4.Issue Certificate		1 day	Cesar C. Dumpit
Final Inspection (CFEI)	of Final Inspection		,	Electrician I
, ,	(CFEI)			

Issuance of Fencing Permit

MEO-010 Issuance of Fencing Permit Service Category

Office or Division:	Office of the Municip	al Engineer		
Classification:	Residential Building		Building/Institut	ional building
Type of	External Services	Commercial	Bulluling/ Institut	lorial bulluling
Transaction:	External Services			
Who may avail:	Pocidents of Rayan	a La Union		
CHECKLIST OF R	Residents of Bauang, La Union EQUIREMENTS WHERE TO SECURE			SECTIPE
Application Form	LQUINLIVILIVIS	LGU- BAUAN		SECORE
Working Drawings (to b	se signed by Civil	Owner	IO IVILO	
Engineer/ Architect) – 5	•	OWITCI		
Bill of Materials / Cost B		Owner		
Specifications – 5 sets	_3(1111a1c3 - 3 3c13	Owner		
Affidavit of Consent (if	the applicant is not	Owner		
the lot owner)	ine applicant is not	OWITE		
Certified True Copy of	Tay Declaration (if	Owner		
the lot is not yet Titled-	•	O WITO		
Photocopy of Latest Ta		Owner		
Lot Plan	ix recoupt to copies	Owner		
Long folder		Owner		
		FEES TO	PROCESSING	
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	PERSON RESPONSIBLE
1.Submit duly	1.Verify the	As per	4 days	Jefferson G. Abenes
accomplished	documents	program		Administrative Aide III
application form and	submitted	computation		Ronald Tirso P. Orpilla
requirements	Compute the	of the		Draftsman II
	corresponding fee	National		Gerry B. Balancio
	and issue order of	Building Code		Administrative Aide I
2. Day the computed	payment	Code	0 50 days	Trocoury Dorooppol
2. Pay the computed order of payment at the	2.1.Compute order of payment		0.50 days	Treasury Personnel Ricarte G. Tadeja
Municipal Treasury	2.2.Verify and			Municipal Engineer
Office and submit a	conduct inspection			Jefferson G. Abenes
photocopy of Official	for Occupancy			Administrative Aide III
Receipt	Permit			Ronald Tirso P. Orpilla
Receipt	2.3.Process and			Draftsman II
	Approval of the			Gerry B. Balancio
	Fencing Permit			Administrative Aide I
3.Claim with stub the	3.Issuance of		0.50 days	Jefferson G. Abenes
Approved Fencing	Fencing Permit		,	Administrative Aide III
Permit				Ronald Tirso P. Orpilla
				Draftsman II [`]
				Gerry B. Balancio
				Gerry D. Dalaricio

Issuance of Demolition Permit

MEO-011 Issuance of Demolition Permit Service Category

Office or Division:	Office of the Municipal Engineer				
Classification:	Complex				
Type of Transaction:	G2B				
Who may avail:	Residents of Bauan	g, La Union			
CHECKLIST OF REG	UIREMENTS	WHERE TO SECURE			
Application Letter		LGU-BAUAN	G- MEO		
Photocopy of Latest Tax Re	•	Owner			
Affidavit of Consent (if the		Owner			
lot owner) / Special Power					
for applicant's representative permit)					
Original Certificate of Title		Owner			
Certificate of Title (TCT) / C					
of Tax Declaration (if the lo	t is not yet Titled)- 3				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1.Secure application letter	1.1.Interview the applicant 1.2.Conduct Inspection 1.3.Compute the corresponding fee and issue	As per program computation of the National Building Code	0.25 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I	
2.Pay corresponding fee at the Municipal Treasury Office	2.Issue official receipt		0.25 day	Treasury Personnel	
3.Submit a Photocopy of the Official Receipt and sketch the applicant's location for inspection	3.1.Compile photocopied Official Receipt to the Applicant's File 3.2.Preparation and Approval of Demolition Permit		0.25 day	Ricarte G. Tadeja Municipal Engineer Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I	
4.ClaimDemolition Permit	4.Issuance of Demolition Permit		0.25 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I	

Issuance of Excavation Permit

MEO-012 Issuance of Excavation Permit

Service Category Office or Division: Office of the Municipal Engineer Classification: Complex Type of Transaction: G2G Who may avail: Residents of Bauang, La Union **CHECKLIST OF REQUIREMENTS** WHERE TO SECURE **Application Letter** Owner PROCESSING FEES TO BE PERSON **CLIENT STEPS** AGENCY ACTIONS PAID TIME RESPONSIBLE A. For 0.25 day 1.Secure application 1.1.Interview the Jefferson G. Abenes letter applicant crossing Administrative Aide III 1.2.Conduct Ronald Tirso P. Orpilla streets with Draftsman II Inspection concrete 1.3.Compute the pavement Gerry B. Balancio corresponding fee Administrative Aide I 1. For and issue Donna Lorna G. Oca crossing Administrative Aide I concrete 2.Issue official Treasury Personnel 2.Pay corresponding 0.25 day pavement fee at the Municipal receipt (up to 12 m²) Treasury Office - Php 3. Submit a Photocopy 3.1.Compile 2,000.00 0.25 day Municipal Engineer of the Official Receipt photocopied Official 2. For Jefferson G. Abenes and sketch the Receipt to the Administrative Aide III crossing applicant's location for Applicant's File across base Ronald Tirso P. Orpilla inspection 3.2.Preparation and Draftsman II of streets Approval of with concrete Gerry B. Balancio **Demolition Permit** pavement, Administrative Aide I per linear Donna Lorna G. Oca meter long Administrative Aide I 4.ClaimDemolition 4.Issuance of (boring 0.25 day Jefferson G. Abenes method) Permit **Demolition Permit** Administrative Aide III -Php1,500.0 Ronald Tirso P. Orpilla B. For Draftsman II crossing Gerry B. Balancio streets with Administrative Aide I asphalt Donna Lorna G. Oca pavement Administrative Aide I 1. Minimum fee- Php 1,000.00 2. Additional fee for each linear meter crossing streets (minimum

> width of excavation.

1 1 3 1 m 1 Dnn 1	
0.30 m)- Php	
50.00	
C. For	
crossing	
streets with	
gravel	
pavement	
1. Minimum	
fee- Php	
1,000.00	
2. Additional	
fee for each	
linear meter	
crossing	
streets	
(minimum	
width of	
excavation,	
0.30 m)-	
Php 50.00	
D. For	
crossing	
existing	
curbs and	
gutters	
resulting in	
the damage	
Php1,000.0	
E. Additional	
fee for every	
one week of	
delay	

Annual Inspection

MEO-13 Annual Inspection Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of	G2B			
Transaction:				
Who may avail:	Residents of Bauan	g, La Union		
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE
Business Application L	etter	Licensing Of	fice	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Secure application letter	1.1.Interview the applicant 1.2.Conduct Inspection 1.3.Compute the corresponding fee and issue	As per program computatio n of the National Building Code	0.25 day	Cesar C. Dumpit Electrician I Wilfredo B. Madayag Administrative Aide IAnamarieLacsa Administrative Aide Marie Mayo Administrative Aide
2.Pay corresponding fee at the Municipal Treasury Office	2.Issue official receipt		0.25 day	Treasury Personnel
3.Submit a Photocopy of the Official Receipt	3.1.Compile photocopied Official Receipt to the Applicant's File 3.2.Approval of Business Permit		0.50 day	Cesar C. Dumpit Electrician I AnamarieLacsa Administrative Aide Marie Mayo Administrative Aide
4.ClaimDemolition Permit	4.Realesing of Business permit application		1 day	Jefferson G. Abenes Administrative Aide III Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I

Municipal Infrastructure Project

MEO-013 Municipal Infrastructure Project Service Government

Office or Division:	Office of the Municip	Office of the Municipal Engineer			
Classification:	Complex				
Type of	IG2G				
Transaction:					
Who may avail:	Within Municipality				
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE	
Request Letter		Requesting	Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	7 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide IAnamarieLacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative AideSharineSuyat Administrative Aide	

MEO-014 Municipal Infrastructure Project Service Category

Oci vioc oateg	, o. ,			
Office or Division:	Office of the Municip	oal Engineer		
Classification:	Complex			
Type of	G2G			
Transaction:				
Who may avail:	Within Municipality			
CHECKLIST OF RI	EQUIREMENTS		WHERE TO	SECURE
Request Letter		Requesting (Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	15 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I Anamarie Lacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide

MEO-015Municipal Infrastructure Project Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of	G2G			
Transaction:				
Who may avail:	Within Municipality			
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE
Request Letter		Requesting (Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	45 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I Anamarie Lacsa Administrative Aide Marie Mayo Administrative Aide

Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide

Barangay Infrastructure Project

MEO-016 Barangay Infrastructure Project Service Category

Office or Division:	Office of the Municipal Engineer				
Classification:	Projects that Approved Budget Cost are 100,000.00- 200,000.00				
Type of	External Services				
Transaction:					
Who may avail:	Barangays				
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE	
Request Letter		Requesting (Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	7 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I Anamarie Lacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide	

MEO-017 Barangay Infrastructure Project Service Category

Service Category	/				
Office or Division:	Office of the Municipal Engineer				
Classification:	Projects that Approved Budget Cost are 200,001.00- 500,000.00				
Type of	External Services				
Transaction:					
Who may avail:	Barangays				
CHECKLIST OF RI					
Request Letter		Requesting Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	15 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I Anamarie Lacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide	

MEO-0018 Barangay Infrastructure Project Service Category

Office or Division:	Office of the Municipal Engineer				
Classification:	Complex				
Type of	G2G				
Transaction:					
Who may avail:	Barangay				
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
Request Letter		Requesting Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	45 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I Anamarie Lacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide	

Schools Infrastructure Project

MEO-019 School Infrastructure Project

Service Category

Office or Division:	Office of the Municipal Engineer				
Classification:	Complex				
Type of	G2G				
Transaction:					
Who may avail:	Schools within Bauang				
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SECURE		
Request Letter		Requesting Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	7 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I AnamarieLacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide	

MEO-020 Schools Infrastructure Project Service Category

Office or Division:	Office of the Municipal Engineer				
Classification:	Projects that Approved Budget Cost are 200,001.00- 500,000.00				
Type of	Internal Services				
Transaction:					
Who may avail:	Schools within Bauang				
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
Request Letter		Requesting Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	15 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide I AnamarieLacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide	

MEO-021 Schools Infrastructure Project Service Category

Service Category					
Office or Division:	Office of the Municipal Engineer				
Classification:	Complex				
Type of	G2G				
Transaction:					
Who may avail:	Schools within Bauang				
CHECKLIST OF RI	EQUIREMENTS	WHERE TO SECURE			
Request Letter		Requesting Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Present Request Letter	1.1.Log Request and queue the applicant for interview with the Municipal Engineer 1.2.Conduct Inspection 1.3.Estimate for the Project Proposal, Prepares Detailed Engineering Design (DED) 1.4.Evaluation and Approval of Project Proposal	None	45 days	Corazon J. Ramoran Administrative Aide III Jefferson G. Abenes Administrative Aide III Cesar C. Dumpit Electrician I Ronald Tirso P. Orpilla Draftsman II Gerry B. Balancio Administrative Aide I Donna Lorna G. Oca Administrative Aide IAnamarieLacsa Administrative Aide Marie Mayo Administrative Aide Rochelle Intendencia Administrative Aide Sharine Suyat Administrative Aide	