

MUNICIPAL ENGINEERING OFFICE

Service Category

Issuance of Building Permit

Office of the Municipal Engineer

External Services

**MEO-001 Issuance of Building Permit
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form for Building Permit, Electrical Permit, Sanitary Permit/ Plumbing Permit		LGU-BAUANG- MEO		
Working Drawings (signed by the Owner, signed and sealed by Civil Engineer or Architect, Electrical Engineer & Sanitary Engineer or Registered Master Plumber)- 4 sets- minimum scale of 1:100		Engineer/ Architect		
Bill of Materials / Cost Estimates- 5 sets (must be notarized)		Engineer/ Architect		
Photocopy of PRC License and PTR (must be signed and sealed of each design professionals)		Engineer/ Architect		
Structural Analysis (for 2- storey buildings and above)- Design programs used must be indicated on the Printout		Engineer/ Architect		
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)		Owner		
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies		Owner		
Lot Plan		Owner		
Soil Boring Test Report (for 3-storey and above or soft soil project location)- with photocopy of PRC ID of Geotechnical Engineer		Owner		
DPWH Highway Clearance (if the lot is along National Highway)		DPWH 2 nd District along Natividad, Naguillian, La Union		
Photocopy of Latest Tax Receipt- 3 copies		Owner		
DOLE's Construction Safety and Health Program (CSHP)		DOLE- ROI		
CNC Order of Payment		DENR- EMB- Online application/ 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	4 days	Jefferson G. Abenes

<p>Accomplished and Duly Notarized Application Form and other required documents</p>	<p>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”</p>	<p>program computation of the National Building Code</p>		<p><i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i></p>
<p>2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt</p>	<p>2.1. Compute order of payment 2.2. Verification, Process, Approval and Signing of the Building Officials</p>		<p>0.5 day</p>	<p>Treasury Personnel <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i></p>
<p>3. Claim Building Permit (with Claiming Stub)</p>	<p>3.1. Log and Issue the Building Permit</p>		<p>0.5 day</p>	<p>Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i></p>

MEO-002 Issuance of Building Permit

Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form for Building Permit, Electrical Permit, Sanitary Permit/ Plumbing Permit		LGU-BAUANG- MEO		
Working Drawings (signed by the Owner, signed and sealed by Civil Engineer or Architect, Electrical Engineer & Sanitary Engineer or Registered Master Plumber)- 4 sets- minimum scale of 1:100		Engineer/ Architect		
Bill of Materials / Cost Estimates- 5 sets (must be notarized)		Engineer/ Architect		
Photocopy of PRC License and PTR (must be signed and sealed of each design professionals)		Engineer/ Architect		
Structural Analysis (for 2- storey buildings and above)- Design programs used must be indicated on the Printout		Engineer/ Architect		
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)		Owner		
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies		Owner		
Lot Plan		Owner		
DPWH Highway Clearance (if the lot is along National Highway)		DPWH 2 nd District along Natividad, Naguillian, La Union		
Photocopy of Latest Tax Receipt- 3 copies		Owner		
DOLE's Construction Safety and Health Program (CSHP)		DOLE- ROI		
CNC Order of Payment		DENR- EMB- Online application/ Landbank		
Long folder		Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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	As per program computation of the National Building	4 days	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</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 <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>
3. Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>

MEO-003 Issuance of Building 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 Form for Building Permit, Electrical Permit, Sanitary Permit/ Plumbing Permit	LGU-BAUANG- MEO			
Working Drawings (signed by the Owner, signed and sealed by Civil Engineer or Architect, Electrical Engineer & Sanitary Engineer or Registered Master Plumber)- 4 sets- minimum scale of 1:100	Engineer/ Architect			
Bill of Materials / Cost Estimates- 5 sets (must be notarized)	Engineer/ Architect			
Photocopy of PRC License and PTR (must be signed and sealed of each design professionals)	Engineer/ Architect			
Structural Analysis (for 2- storey buildings and above)- Design programs used must be indicated on the Printout	Engineer/ Architect			
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)	Owner			
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies	Owner			
Lot Plan	Owner			
Soil Boring Test Report (for 3-storey and above or soft soil project location)- with photocopy of PRC ID of Geotechnical Engineer	Owner			
DPWH Highway Clearance (if the lot is along National Highway)	DPWH 2 nd District along Natividad, Naguillian, La Union			
Photocopy of Latest Tax Receipt- 3 copies	Owner			
DOLE's Construction Safety and Health Program (CSHP)	DOLE- ROI			
ECC or 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 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 <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</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 <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>
3. Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>

MEO-004 Issuance of Building 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 Form for Building Permit, Electrical Permit, Sanitary Permit/ Plumbing Permit		LGU-BAUANG- MEO		
Working Drawings (signed by the Owner, signed and sealed by Civil Engineer or Architect, Electrical Engineer & Sanitary Engineer or Registered Master Plumber)- 4 sets- minimum scale of 1:100		Engineer/ Architect		
Bill of Materials / Cost Estimates- 5 sets (must be notarized)		Engineer/ Architect		
Photocopy of PRC License and PTR (must be signed and sealed of each design professionals)		Engineer/ Architect		
Structural Analysis (for 2- storey buildings and above)- Design programs used must be indicated on the Printout		Engineer/ Architect		
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)		Owner		
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies		Owner		
Lot Plan		Owner		
Soil Boring Test Report (for 3-storey and above or soft soil project location)- with photocopy of PRC ID of Geotechnical Engineer		Engineer		
DPWH Highway Clearance (if the lot is along National Highway)		DPWH 2 nd District along Natividad, Naguillian, La Union		
Photocopy of Latest Tax Receipt- 3 copies		Owner		
DOLE's Construction Safety and Health Program (CSHP)		DOLE- ROI		
ECC or CNC Order of Payment		DENR- EMB- Online application/ 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	14 days	Jefferson G. Abenes

<p>Accomplished and Duly Notarized Application Form and other required documents</p>	<p>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”</p>	<p>program computation of the National Building Code</p>		<p><i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i></p>
<p>2. Pay the computed order of payment at the Municipal Treasury Office and submit a photocopy of Official Receipt</p>	<p>2.1. Compute order of payment 2.2. Verification, Process, Approval and Signing of the Building Officials</p>		<p>0.5 day</p>	<p>Treasury Personnel <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i></p>
<p>3. Claim Building Permit (with Claiming Stub)</p>	<p>3.1. Log and Issue the Building Permit</p>		<p>0.5 day</p>	<p>Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i></p>

MEO-005 Issuance of Building 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 Form for Building Permit, Electrical Permit, Sanitary Permit/ Plumbing Permit		LGU-BAUANG- MEO		
Working Drawings (signed by the Owner, signed and sealed by Civil Engineer or Architect, Electrical Engineer & Sanitary Engineer or Registered Master Plumber)- 4 sets- minimum scale of 1:100		Owner		
Bill of Materials / Cost Estimates- 5 sets (must be notarized)		Engineer/ Architect		
Photocopy of PRC License and PTR (must be signed and sealed of each design professionals)		Engineer/ Architect		
Structural Analysis (for 2- storey buildings and above)- Design programs used must be indicated on the Printout		Engineer/ Architect		
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)		Owner		
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies		Owner		
Lot Plan		Owner		
Soil Boring Test Report (for 3-storey and above or soft soil project location)- with photocopy of PRC ID of Geotechnical Engineer		Owner		
DPWH Highway Clearance (if the lot is along National Highway)		DPWH 2 nd District along Natividad, Naguillian, La Union		
Photocopy of Latest Tax Receipt- 3 copies		Owner		
DOLE's Construction Safety and Health Program (CSHP)		DOLE- ROI		
ECC Order of Payment		DENR- EMB- Online application/ 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

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		<i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</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 <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>
3. Claim Building Permit (with Claiming Stub)	3.1. Log and Issue the Building Permit		0.5 day	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>

Issuance of Occupancy Permit

Office of the Municipal Engineer
External Services

MEO-006 Issuance of Occupancy Permit

Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Completion		LGU- BAUANG- MEO		
Construction Log book, as built plans (if applicable) and specification		Owner		
Building inspection sheet		LGU- BAUANG- 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
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	<i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</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 <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>
3. Claim with stub the Approved Occupancy Permit	3. Issuance of Occupancy Permit		0.5 day	<i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>

MEO-007 Issuance of Occupancy Permit

Service Category

Office or Division:	Office of the Municipal Engineer			
Classification:	Commercial Building			
Type of Transaction:	External Services			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Completion		LGU- BAUANG- MEO		
Construction Log book, as built plans (if applicable) and specification		Owner		
Building inspection sheet		LGU- BAUANG- 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
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	<i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</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 <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>
3. Claim with stub the Approved Occupancy Permit	3. Issuance of Occupancy Permit		0.5 day	<i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>

Issuance of Certificate of Final Inspection

Office of the Municipal Engineer
External Services

**MEO-008 Issuance of Certificate of Final Inspection
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Residential Building			
Type of Transaction:	External			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Final Electrical Inspection (CFEI) Form		LGU- BAUANG- MEO		
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)		Owner		
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies		Owner		
Original Building Permit		Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Secure requirements	1.Verify the documents submitted and issue order of payment	80.00	0.5 day	Cesar C. Dumpit <i>Electrician I</i>
2.Pay corresponding fee at the Municipal Treasury Office	2.Issue official receipt		0.5 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.Electrical Inspection 3.3.Approval of Certificate of Final Inspection (CFEI)		2-3 days	Cesar C. Dumpit <i>Electrician I</i> Wilfredo B. Madayag <i>Administrative Aide I</i> Ricarte G. Tadeja <i>Municipal Engineer</i>
Claim Certificate of Final Inspection (CFEI)	Issue Certificate of Final Inspection (CFEI)		1 day	Cesar C. Dumpit <i>Electrician I</i>

**MEO-009 Issuance of Certificate of Final Inspection
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Final Electrical Inspection (CFEI) Form		LGU- BAUANG- MEO		
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)		Owner		
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies		Owner		
Original Building Permit		Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Secure requirements	1.Verify the documents submitted and issue order of payment	146.00	0.5 day	Cesar C. Dumpit <i>Electrician I</i>
2.Pay corresponding fee at the Municipal Treasury Office	2.Issue official receipt		0.5 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.Electrical Inspection 3.3.Approval of Certificate of Final Inspection (CFEI)		2-3 days	<i>Municipal Engineer</i> Cesar C. Dumpit <i>Electrician I</i> Wilfredo B. Madayag <i>Administrative Aide I</i>
4.Claim Certificate of Final Inspection (CFEI)	4.Issue Certificate of Final Inspection (CFEI)		1 day	Cesar C. Dumpit <i>Electrician I</i>

Issuance of Fencing Permit

Office of the Municipal Engineer
External Services

**MEO-010 Issuance of Fencing Permit
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Residential Building/ Commercial Building/ Institutional building			
Type of Transaction:	External Services			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form		LGU- BAUANG- MEO		
Working Drawings (to be signed by Civil Engineer/ Architect) – 5 sets		Owner		
Bill of Materials / Cost Estimates – 5 sets		Owner		
Specifications – 5 sets		Owner		
Affidavit of Consent (if the applicant is not the lot owner)		Owner		
Certified True Copy of Tax Declaration (if the lot is not yet Titled- 3 copies		Owner		
Photocopy of Latest Tax Receipt- 3 copies		Owner		
Lot Plan		Owner		
Long folder		Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit duly accomplished application form and requirements	1.Verify the documents submitted Compute the corresponding fee and issue order of payment	As per program computation of the National Building Code	4 days	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</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 Fencing Permit		0.50 days	Treasury Personnel Ricarte G. Tadeja <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>
3.Claim with stub the Approved Fencing Permit	3.Issuance of Fencing Permit		0.50 days	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i>

Issuance of Demolition Permit

Office of the Municipal Engineer
External Services

**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 Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter		LGU-BAUANG- MEO		
Photocopy of Latest Tax Receipt		Owner		
Affidavit of Consent (if the applicant is not the lot owner) / Special Power of Attorney (SPA- for applicant's representative to process the permit)		Owner		
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT) / Certified True Copy of Tax Declaration (if the lot is not yet Titled)- 3		Owner		
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 computation of the National Building Code	0.25 day	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</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 <i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i>
4.Claim Demolition Permit	4.Issuance of Demolition Permit		0.25 day	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i>

Issuance of Excavation Permit

Office of the Municipal Engineer
External Services

**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		
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	A. For crossing streets with concrete pavement 1. For crossing concrete pavement (up to 12 m ²) - Php 2,000.00	0.25 day	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i>
2. Pay corresponding fee at the Municipal Treasury Office	2. Issue official receipt	2. For crossing across base of streets with concrete pavement, per linear meter long (boring method) - Php 1,500.00	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	B. For crossing streets with asphalt pavement 1. Minimum fee- Php 1,000.00 2. Additional fee for each linear meter crossing streets (minimum width of excavation,	0.25 day	<i>Municipal Engineer</i> Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i>
4. Claim Demolition Permit	4. Issuance of Demolition Permit			Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i>

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

Office of the Municipal Engineer
External Services

**MEO-13 Annual Inspection
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Residents of Bauang, La Union			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Application Letter		Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEE 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 computation of the National Building Code	0.25 day	Cesar C. Dumpit <i>Electrician I</i> Wilfredo B. Madayag <i>Administrative Aide</i> AnamarieLacsa <i>Administrative Aide</i> Marie Mayo <i>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	3.1. Compile photocopied Official Receipt to the Applicant's File 3.2. Approval of Business Permit		0.50 day	Cesar C. Dumpit <i>Electrician I</i> AnamarieLacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i>
4. Claim Demolition Permit	4. Releasing of Business permit application		1 day	Jefferson G. Abenes <i>Administrative Aide III</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i>

Municipal Infrastructure Project

Office of the Municipal Engineer

Internal Services

**MEO-013 Municipal Infrastructure Project
Service Government**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	IG2G			
Who may avail:	Within Municipality			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide</i> IAnamarieLacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

**MEO-014 Municipal Infrastructure Project
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Within Municipality			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i> Anamarie Lacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

**MEO-015Municipal Infrastructure Project
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Within Municipality			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i> Anamarie Lacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

Barangay Infrastructure Project

Office of the Municipal Engineer
External Services

**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 Transaction:	External Services			
Who may avail:	Barangays			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i> Anamarie Lacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

**MEO-017 Barangay 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 Transaction:	External Services			
Who may avail:	Barangays			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i> Anamarie Lacsá <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

**MEO-0018 Barangay Infrastructure Project
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Barangay			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i> Anamarie Lacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

Schools Infrastructure Project

Office of the Municipal Engineer
External Services

**MEO-019 School Infrastructure Project
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Schools within Bauang			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i> AnamarieLacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

**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 Transaction:	Internal Services			
Who may avail:	Schools within Bauang			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide I</i> AnamarieLacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>

**MEO-021 Schools Infrastructure Project
Service Category**

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Schools within Bauang			
CHECKLIST OF REQUIREMENTS		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 <i>Administrative Aide III</i> Jefferson G. Abenes <i>Administrative Aide III</i> Cesar C. Dumpit <i>Electrician I</i> Ronald Tirso P. Orpilla <i>Draftsman II</i> Gerry B. Balancio <i>Administrative Aide I</i> Donna Lorna G. Oca <i>Administrative Aide</i> IAnamarieLacsa <i>Administrative Aide</i> Marie Mayo <i>Administrative Aide</i> Rochelle Intendencia <i>Administrative Aide</i> Sharine Suyat <i>Administrative Aide</i>