OFFICE OF THE BUILDING OFFICIAL
External Services

1. ISSUANCE OF MAYOR'S ELECTRICAL PERMIT

Issuance of Mayor's Electrical Permit is one of the function of the Office Building Official which monitors the installation of legal electric connection within the municipality.

Office or Division	**Office of the Building Official**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Applicants parts of Dinalupihan only**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Barangay Installation Clearance • Proof of Ownership • Tax Declaration and Receipt • Electrical Layout • Printed Picture of structure to be installed of electrical connection	• Barangay where the connection will take place. • Client/Owner • Client/Owner • Client's Electrical Engineer or Master Electrician • Client/Owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of requirements to MEO/OBO Office	1. Review and acceptance of necessary requirements	None	5 minutes	MEO-OBO Staff
2.Rotation of checklist	2. Review of requirements per concerned office.	None	3 days	Assessor Staff, MTO and MPDO Staff
3. Assessment of Mayor's Electrical Permit Fees	3. Assessment of fees to be collected.	Refer to revenue code	5 minutes	MPDO Staff
4. Payment of Mayor's Electrical Permit Fee	4. Secure client a copy of Order of Payment to be presented at MTO	Php 225 for residential Php 295 for commercial and other uses	15 minutes	MEO-OBO Staff

5. Approval and Release of Mayor's Electrical Permit	5. Sign and approve building plans and application forms.	Refer to revenue code	15 minutes	Building Official
TOTAL		**Depends on the use of structure**	**3 days and 40 minutes**	

2. ISSUANCE OF BUILDING PERMIT

Issuance of Building Permit is the primary role of the Office of the Building Official which regulates the erection of every single structure that is part of the municipality's development.

Office or Division	**Office of the Building Official**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Applicants with property in Dinalupihan only**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Barangay Construction Clearance	• Barangay where the construction activity will take place.
• Proof of Ownership	• Client/Owner
• Accomplished Application Form	• MEO/OBO
• Complete Sets of Building Plans (5sets)	• MEO/OBO
• Bill of Materials and Specifications	• Client's Engineers/Architect
• Structural Analysis (For 2-Storey and above development)	• Client's Civil/Structural Engineer
• RROW Clearance (For development along National Road)	• DPWH First District
• Locational Clearance	• MPDO
• Fire Clearance	• BFP

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete sets of requirements to MEO/OBO Office	1. Review and acceptance of necessary requirements	None	15 minutes	MEO-OBO Staff

2.Rotation of checklist	2. Review of requirements per concerned office.	None	3 days	Assessor Staff, MTO and MPDO Staff
3. Proceed to MPDO Office for the application of Locational Clearance	3. Assessment of plans and other submitted requirements.	Refer to revenue code	15 minutes	MPDO Staff
4. Proceed to Municipal Fire Station	4. Assessment of submitted requirements.	Refer to Fire Code Fees	15 minutes	BFP Staff
5. Assessment of Building Permit Fees	5. Review and assess the required fees to paid by the client.	Refer to Building Code Fees	30 minutes	OBO Staff
6. Payment of Building Permit Fee	6. Secure client a copy of Order of Payment to be presented at MTO.	Depends on the building code fees	15 minutes	OBO and MTO Staff
7. Approval and Release of Building Permit	7. Sign and approve building plans and application forms.	Depends on the building code fees	15 minutes	Building Official
	TOTAL:	**Depends on assessment per agency's code**	**3 days and 1 hour 45 minutes**	

3. ISSUANCE OF SITE DEVELOPMENT PERMIT

Issuance of Site Development Permit is a role of Office of the Building Official that regulates ground development or preparation with in the locality.

Office or Division	**Office of the Building Official**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Applicants with property in Dinalupihan only**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Barangay Site Development Clearance • Proof of Ownership • Accomplished Application Form • Complete Sets of Plans (5sets) • Bill of Materials and Specifications • RROW Clearance (For development along National Road) • Locational Clearance • DENR Clearance (If applicable)	• Barangay where the development activity will take place. • Client/Owner • MEO/OBO • MEO/OBO • Client's Engineers/Architect • DPWH First District • MPDO • MENRO/DENR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete sets of requirements to MEO/OBO Office	1. Review and acceptance of necessary requirements	None	15 minutes	MEO-OBO Staff
2.Rotation of checklist	2. Review of requirements per concerned office.	None	3 days	Assessor Staff, MTO and MPDO Staff
3. Proceed to MPDO Office for the application of Locational Clearance	3. Assessment of plans and other submitted requirements.	Refer to revenue code	15 minutes	MPDO Staff
		Refer to Building	30 minutes	OBO Staff

4. Assessment of Site Development Permit Fees 5. Payment of Site Development Permit Fee 6. Approval and Release of Site Development Permit	4. Review and assess the required fees to paid by the client. 5. Secure client a copy of Order of Payment to be presented at MTO. 6. Sign and approve plans and application forms.	Code Fees Depends on the building code fees Depends on the building code fees	15 minutes 15 minutes	OBO and MTO Staff Building Official
	TOTAL	**Depends on assessment per agency**	**3 days 1 hour 30 minutes**	

4. ISSUANCE OF EMBANKMENT PERMIT

Issuance of Embankment Permit regulates ground movement in the municipality, which is one of important function of Office of the Building Official.

Office or Division	**Office of the Building Official**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Applicants with property in Dinalupihan only**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Barangay Embankment Clearance • Proof of Ownership • Accomplished Application Form • Complete Sets of Plans (5sets) • Bill of Materials and Specifications • RROW Clearance (For development along National Road) • Locational Clearance • DENR Clearance (If applicable)	• Barangay where the development activity will take place. • Client/Owner • MEO/OBO • MEO/OBO • Client's Engineers/Architect • DPWH First District • MPDO • MENRO/DENR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete sets of requirements to MEO/OBO Office	1. Review and acceptance of necessary requirements	None	15 minutes	MEO-OBO Staff
2.Rotation of checklist	2. Review of requirements per concerned office.	None	3 days	Assessor Staff, MTO and MPDO Staff
3. Proceed to MPDO Office for the application of Locational Clearance	3. Assessment of plans and other submitted requirements.	Refer to revenue code	15 minutes	MPDO Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Assessment of Embankment Permit Fees	4. Review and assess the required fees to paid by the client.		30 minutes	OBO Staff
5. Payment of Embankment Permit Fee	5. Secure client a copy of Order of Payment to be presented at MTO.	Depends on the building code fees	15 minutes	OBO and MTO Staff
6. Approval and Release of Embankment Permit	6. Sign and approve plans and application forms.	Depends on the building code fees	15 minutes	Building Official
	TOTAL	**Depends on assess-ment per agency**	**3 days 1 hour 30 minutes**	

5. ISSUANCE OF FENCING PERMIT

Issuance of Fencing Permit regulates securing of properties within the municipality.

Office or Division	**Office of the Building Official**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Applicants with property in Dinalupihan only**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Barangay Fencing Clearance • Proof of Ownership • Accomplished Application Form • Complete Sets of Plans (5sets) • Bill of Materials and Specifications • RROW Clearance (For development along National Road) • Locational Clearance • DENR Clearance (If applicable)	• Barangay where the development activity will take place. • Client/Owner • MEO/OBO • MEO/OBO • Client's Engineers/Architect • DPWH First District • MPDO • MENRO/DENR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Review and acceptance of necessary requirements	None	15 minutes	MEO-OBO Staff
	2. Review of requirements per concerned office.	None	3 days	Assessor Staff, MTO and MPDO Staff
	3. Assessment of plans and other submitted requirements.	Refer to revenue code	15 minutes	MPDO Staff
	4. Review and assess the required fees to paid by the client.	Refer to Building Code Fees	30 minutes	OBO Staff
			15 minutes	OBO and MTO Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Payment of Fencing Permit Fee	5. Secure client a copy of Order of Payment to be presented at MTO.	Depends on the building code fees	15 minutes	OBO and MTO Staff
6. Approval and Release of Fencing Permit	6. Sign and approve plans and application forms.	Depends on the building code fees	15 minutes	Building Official
	TOTAL	**Depends on assessment per agency**	**3 days 1 hour 30 minutes**	