



Republic of the Philippines
Province of Oriental Mindoro
PUERTO GALERA

Office of the Municipal Engineer

Citizen's Charter

A. ISSUANCE OF BUILDING PERMIT

ABOUT THE SERVICE:

Issuance of a Building Permit prior to construction, erection, alteration, major repair, renovation or conversion of any building/structure within this municipality.

REQUIREMENTS:

Duly accomplished Form

Supporting Documents

SERVICE SCHEDULES:

Monday to Friday

8:00 am to 5:00 pm

FEES:

All fees, interests, penalties and other incidental costs relative to the issuance of building permits shall be determined by the Municipal Building Official in accordance with the provisions prescribed under PD 1096 otherwise known as the National Building Code of the Philippines.

HOW TO AVAIL OF THE SERVICE:

As the client, you	Responsibilities of Person/Department Concerned	It will take	Person(s)/ Department(s) Responsible
1. Secure application forms and other requirements	Brief the client regarding the requirements.	10 minutes	Janeth M. Macaraig Chiela B. Garcia
2. Submit the accomplished application forms and other documents and supporting papers	Receive, review and assess the different fees to be collected by the Treasurer's Office.	1 hour	Janeth M. Macaraig Chiela B. Garcia
3. Proceed to the Treasurer's Office to pay building fees	Receive payment and issue Official receipt.	5 minutes	Treasurer's Office
4. Submit copy of the permit to the Bureau of Fire Protection	Receive, review the submitted plans and assess fees.	5 minutes	Bureau of Fire
5. Proceed to the Treasurer's Office to pay Building, Electrical, Plumbing/ Sanitary fees	Receive payment and issue Official receipt.	5 minutes	Treasurer's Office
6. Present the different Official Receipt for record	Record Official receipt number at the log book and approve the permit.	3 minutes	Janeth M. Macaraig Chiela B. Garcia
7. Inquire regarding occupancy permit and other requirements for final inspection	Final inspection of electrical and structural of the building and assess fee for occupancy.	It depends on the location of the project	Engr. Rodel B. Rubio Ricardo B. Ilagan / Ricardo T. Albo / Leonido C. Meña
8. Proceed to the Treasurer's Office to pay occupancy fees	Receive payment and issue Official receipt.	5 minutes	Treasurer's Office
9. Present Official Receipt for Approval of Occupancy Permit	Approve Occupancy Permit.	5 minutes	Engr. Rodel B. Rubio