

CITY ENGINEER DEPARTMENT

STREET MONITORING, BEAUTIFICATION AND OTHER ENGINEERING SERVICES

For the maintenance and other engineering services of the streets, public building and other permitting of horizontal and vertical projects for “Permit to Proceed” under Municipal Ordinance No. 37, series of 2004 and City Ordinance No. 27, series of 2018

Office or Division:	City Engineering Department		
Classification:	Complex		
Type of Transaction:	Public Works and Engineering Services		
Who may avail:	Any person, firm or corporation local utilities, including agency or instrumentality of the government within the city that shall find and report any engineering concern regarding the safety, improvement general status/condition of all public structures and appurtenances, road and drainage networks for the well-being of the constituents, passing public and the community		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Written letter request and/or phone-in stating the concern and its location		c/o client	
Pictures showing subject concern (optional)		c/o client	
Barangay Clearance		c/o client	
Complete Set of Plans		c/o client	
Project Estimate (POW)		c/o client	
For Permit to Proceed			
Fully accomplished Permit to Proceed Form <i>*For Excavation along national roads, Excavation Permit must be secured at the First Metro Manila Engineering District –</i>		City Engineering Department	

<i>Westbank Road, Manggahan Floodway, Pasig City.</i>				
Manila Water Application Form/Sketch		Manila Water Company		
MWC OR for service connection		Manila Water Company		
5 sets Excavation details/plans for local utilities' project only		c/o client		
Work schedule/PERT CPM		c/o client		
Site Plan		c/o client		
For Certificate Completion/Restoration				
Approved Excavation Permit and Plans		City Engineering Department		
Inspection Report		City Engineering Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR EXCAVATION PERMIT/PERMIT TO PROCEED				
1. Secure Permit to Proceed Form	1. Issuance of Excavation Permit Form and checklist		5 minutes	City Engineering Department – Street Maintenance and Public Works Section
2. Submit all requirements	2.1 Assessment of Submitted Excavation Requirements		15 minutes	City Engineering Department – Street Maintenance and Public Works Section
	2.2 Approval of Assessment		15 minutes	City Engineer
	2.3 Issuance of Payment Order Assessment; Return requirements to the applicant			
3. Payment of Required Excavation Fees	3. Receive of Payment, issuance of receipt	As per assessment	15 minutes	City Treasury
4. Submit all requirements with the official receipt	4. Assessment of submitted documents	None	15 minutes	City Engineering Department – Street Maintenance and Public Works Section
	5. Approval of Excavation Permit	None	15 minutes	City Engineer

6. Receive the approved permit	6. Releasing of Excavation Permit	None	15 minutes	City Engineering Department – Street Maintenance and Public Works Section
FOR CERTIFICATE COMPLETION/RESTORATION				
1. Request for on-site Safety Inspection/Refund of Restoration Deposit	1. Staff receives and records the request	None	1 hour	City Engineering Department – Street Maintenance and Public Works Section
	2. Site Inspection	None	1 working day	City Engineering Department – Street Maintenance and Public Works Section
	3. Processing of Certificate of Completion / Restoration	None	25 minutes	City Engineering Department – Street Maintenance and Public Works Section
	4. Approval of Certificate of Completion / Restoration	None	15 minutes	City Engineer
5. Receipt of the Certification	5. Releasing of Certificate of Completion / Restoration	None	5 minutes	City Engineering Department – Street Maintenance and Public Works Section
STREET MONITORING AND OTHER ENGINEERING SERVICES				
1. Submission of request letter to City Engineering Department	1. Staff receives and records the request letter in the logbook then submit to the City Engineer	None	15 minutes	City Engineering Department – Administrative/Office Management Section

	2. Notation of the City Engineer, evaluates the request and endorses it to the concerned section	None	30 minutes	City Engineer
	3. Site inspection and investigation	None	1 working day	City Engineering Department
	4. Reports to the City Engineer for troubleshooting / remedial measure	None	1 day	City Engineering Department
	5. Approval of Actions taken/Job Orders	None	30 minutes	City Engineer

END OF TRANSACTION