

CITY ENGINEER DEPARTMENT

1. MECHANICAL REGULATIONS

Service Information: All mechanical systems, equipment and installation shall conform to the provisions of the Philippine Mechanical Engineering Code and other existing laws or ordinances.

Office or Division:	City Engineering Department – Mechanical Section			
Classification:	Complex			
Type of Transaction:	Government to citizen			
Who may avail:	Any person, firm or corporation including agency or instrumentalities of the government that shall install new mechanical equipments, apparatus and machineries, refrigeration and cooling systems, cooling towers, elevators, escalators and other mechanical appurtenances must apply Mechanical Permit.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Mechanical Permit				
Barangay Clearance		c/o client		
Fully accomplished Mechanical Permit form		City Engineering Department		
5 sets Mechanical Plans, for new installation; optional for existing house connections		c/o client		
Mechanical Computation and Specification (Signed and Sealed)		c/o client		
Notarized SPA if representative		c/o client		
Copy of Resident's Tax Certificate (Cedula)		c/o client		
For Certificate of Mechanical Inspection				
Approved Mechanical Permit and Plans		c/o client		
Inspection Report		City Engineering Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Mechanical Permit				
1. Secure Mechanical Permit Form	1. Issuance of Mechanical Permit Form and checklist		5 minutes	City Engineering Department – Mechanical Section
2. Submit all requirements	2.1 Assessment of Submitted Mechanical Requirements 2.2 Issuance of Order of Payment		15 minutes	City Engineering Department – Mechanical Section

3. Payment of required Mechanical Fees	3. Receive payment and issue receipt	As per assessment	15 minutes	City Treasury
4. Submission of requirements to City Building Office for Checking and Inspection	4. Assessment of submitted documents 4.2 Schedule inspection		15 minutes	City Building Office
5. Appear for the inspection through representative	5. Site Inspection and Checking by City Building Office		1 working day	City Building Office
6. Submission of inspected and approved Mechanical Permit and plan	6.1 Processing of submitted requirements 6.2 Approval of Mechanical Permit and plans by City Engineer		15 minutes 15 minutes	City Engineering Department – Mechanical Section City Engineer
	Releasing of Mechanical Permit	None	5 minutes	City Engineering Department – Mechanical Section
FOR CERTIFICATE OF MECHANICAL INSPECTION				
1. Request for on-site Safety Inspection	1. Staff receives and records the request		5 minutes	City Engineering Department – Mechanical Section
	2. Site Inspection		1 working day	City Engineering Department – Mechanical Section
	3. Processing of Certificate Mechanical Inspection		15 minutes	City Engineering Department – Mechanical Section
	4. Approval of Certificate Mechanical Inspection		15 minutes	City Engineer

5. Receipt of certificate	5. Releasing of Certificate Mechanical Inspection		5 minutes	City Engineering Department – Mechanical Section
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END OF TRANSACTION