

CITY ENGINEER DEPARTMENT

CIVIL/STRUCTURAL REGULATIONS

All civil/structural works, plans and specifications shall conform to the latest approved provisions of the National Building Code of the Philippines (NSCP) and other existing laws or ordinances.

Office or Division:	City Engineering Department			
Classification:	Complex to Highly Technical			
Type of Transaction:	Civil/Structural Permit Application			
Who may avail:	Any person, firm or corporation including agency or instrumentalities of the government that shall construct, repair or improve any civil/structural works must apply Civil/Structural Permit.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Permit/Structural Permit				
Barangay Clearance		c/o client		
Fully accomplished Civil/Structural Permit form		City Engineering Department		
5 sets Civil/Structural plans, for new construction; optional for existing house repair/improvement		c/o client		
Boring/Load Test/Seismic/other related documents (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 Final Civil/Structural Inspection				
Approved Civil/Structural Permit and Plans		c/o client		
Inspection Report		City Engineering Department		
Certification from Designer				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR PERMIT/STRUCTURAL PERMIT				

1. Secure Civil / Structural Permit Form	1. Issuance of Civil / Structural Permit Form and checklist		5 minutes	City Engineering Department – Design and Estimate Section
2. Submit all requirements	2.1 Assessment of Submitted Civil / Structural Requirements 2.2 Issuance of Order of Payment		15 minutes	City Engineering Department – Design and Estimate Section
3. Payment of required Civil / Structural 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 during the inspection through professional representative	5. Site Inspection and Checking by City Building Office		1 working day	City Building Office
6. Submission of inspected and approved Civil / Structural Permit and plan	6.1 Processing of submitted requirements	None	15 minutes	City Engineering Department – Design and Estimate Section
	6.2 Approval of Civil / Structural Permit and plans by City Engineer		15 minutes	City Engineer
7. Receipt of Permit	Releasing of Civil / Structural Permit	None	5 minutes	City Engineering Department – Design and Estimate Section
FOR CERTIFICATE OF FINAL CIVIL/STRUCTURAL INSPECTION				
1. Request for on-site Safety Inspection	1.1 Staff receives and records the request 1.2 Schedule site inspection	None	5 minutes	City Engineering Department

2. Appear during inspection	2. Site Inspection		1 working day	City Engineering Department
	3.1 Processing of Certificate Civil / Structural Inspection		15 minutes	City Engineering Department
	3.2 Approval of Certificate Civil / Structural Inspection		15 minutes	City Engineer
4. Receipt of Certificate	4. Releasing of Certificate Civil / Structural Inspection		5 minutes	City Engineering Department

END OF TRANSACTION