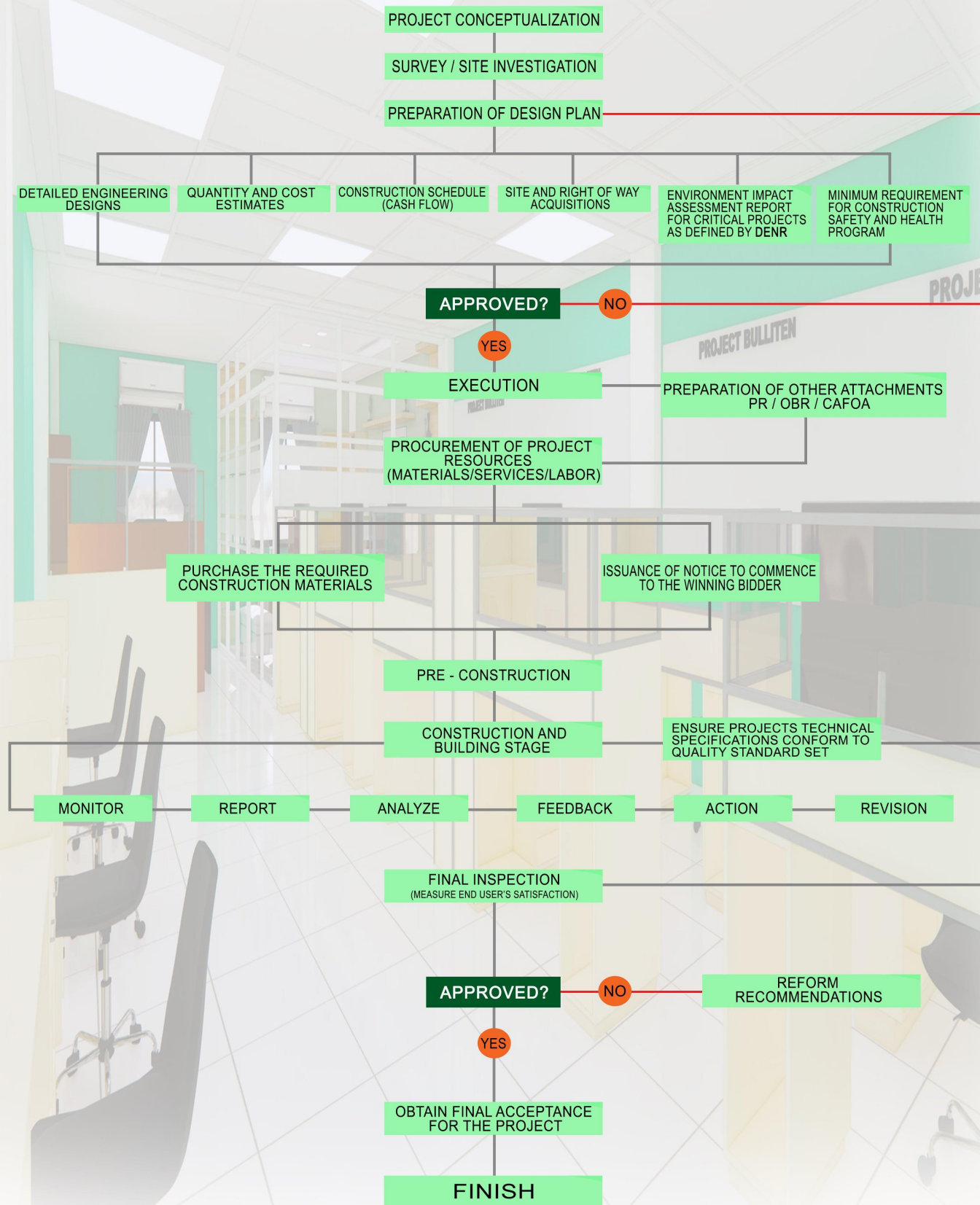




# IMPLEMENTATION OF INFRASTRUCTURE PROJECTS FLOW CHART

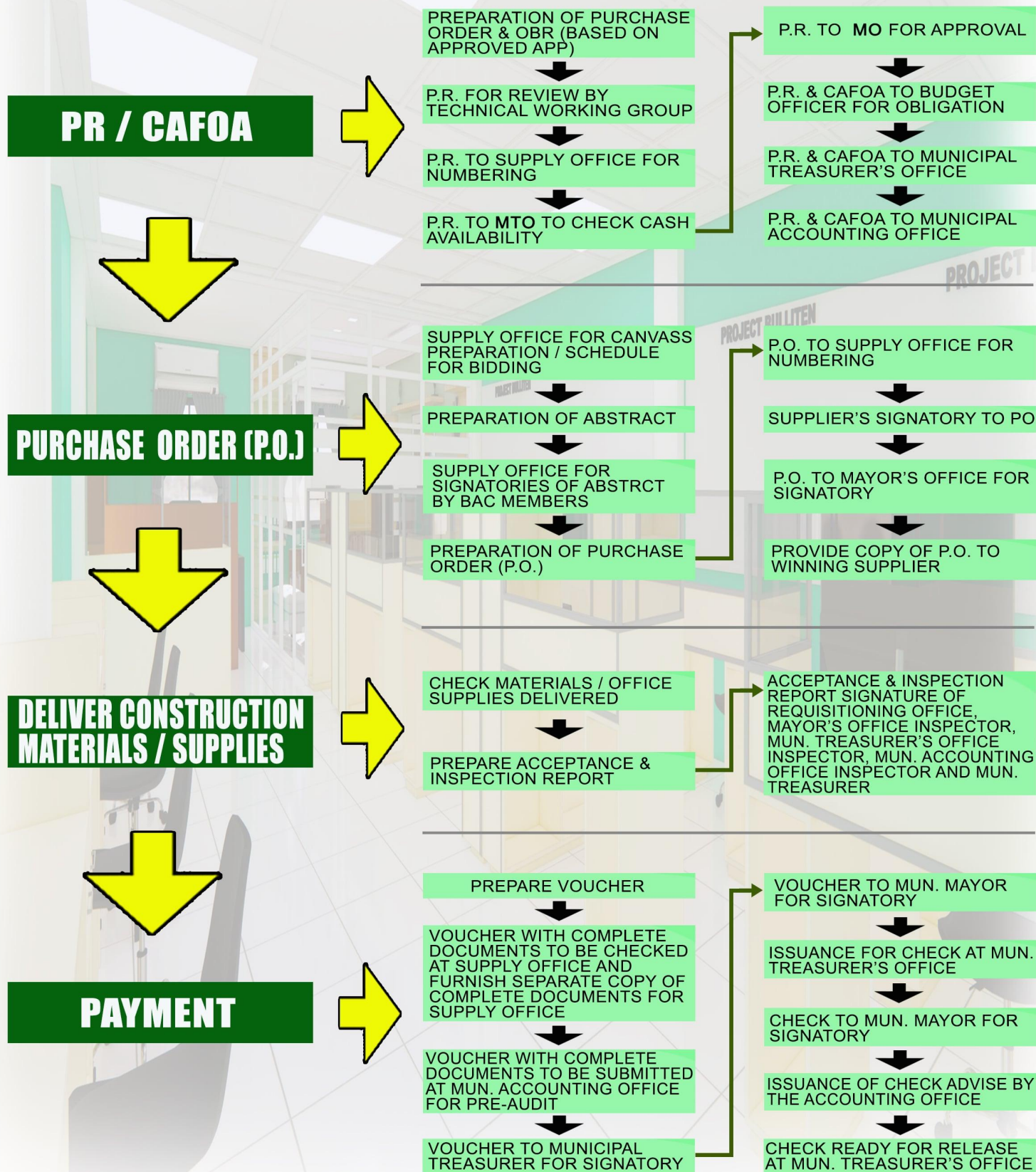
## MUNICIPAL ENGINEER'S OFFICE





# PURCHASING PROCESS FLOW CHART

## MUNICIPAL ENGINEER'S OFFICE







# BUILDING PERMIT APPLICATION FLOW CHART

## MUNICIPAL ENGINEER'S OFFICE



### APPLICANT

#### To submit the following:

Title of Lot (Photocopy)  
Certified Copy of Tax Declaration of Lot  
Certified Copy of Tax Clearance  
Building Plans (5 sets)  
Bill of Materials (3 sets)  
Materials Specification (3 sets)  
Geotechnical Test if structure is 3 storey and above  
Application Forms (5 sets)  
Authorization letter (if applicant is not the owner)  
Survey Plan

#### Government Clearances:

Certificate of Zoning Compliance (MPDO)  
Fire Safety Evaluation Clearance (BFP)  
Environmental Compliance Certificate (DENR) if 10,000 sq.m and above  
Barangay Clearance

### DOCUMENTARY EVALUATION

Submitted Documents will be checked for completeness

NO

### COMPLIANT

YES

(Only complete documents shall be accepted)

### TECHNICAL EVALUATION

Plans and Documents will be evaluated as to compliance with the NBC, Ordinances and other Issuances

### SITE INSPECTION

Building Inspector

### DIVISION CHIEF INITIAL REVIEW

The Division Chief will review the overall compliance of the application

NO

### COMPLIANT

YES

### PAYMENT

Applicant shall pay corresponding payment (MTO)

### BUILDING OFFICIAL FINAL REVIEW

Municipal Engineer

NO

### APPROVED

YES  
(releasing)

### PERMITTEE

(Permit shall be given to applicant)