



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

ISSUANCE OF BUILDING PERMIT
(At the Engineering Office)

Requirements to be submitted by Client:

- a. Residence Certificate (Cedula)
- b. Barangay Clearance
- c. Complete sets of plan, five (5) sets each
 - Site development plan
 - Vicinity map
 - Perspective
 - Floor plans, elevations
 - Foundation plan
 - Roof framing plan
 - Plumbing layout duly signed/approved by Sanitary Inspector
 - Electrical layout duly signed/approved by Licensed Civil Engineer or Architect
- d. Specification Cost Estimate duly signed/approved by Licensed Civil Engineer or Architect
- e. Location Clearance
- f. Fire Safety Clearance
- g. Environmental Compliance Certificate (ECC)
- h. Tax Declaration, Lot Plan, TCT

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	Submit all the requirements to the Engineering Department.	Check the requirements and if found complete, issue: -Electrical Permit Form -Building Permit Form -Sanitary Permit Form -Mechanical Form	Engr. Jojo de Guzman Roger Ulanday, Jr.
2	Fill out the Building Permit Form.	---	Joel Chua
3	Accompany the Inspection Team (if necessary).	Conduct site inspection.	Roger Ulanday, Jr.
4	---	Assess and evaluate payment of dues and obligations.	Engr. Eddie Melicorio Engr. Jojo de Guzman
5	Pay the assessed dues and obligations.	Accept payments and issue Official Receipt.	Municipal Treasury Office
6	Go back to the Engineering Department with the Official Receipt.	Approve the Permit, give copy to the applicant and retain copy for file.	Engr. Eddie Melicorio Engr. Jojo de Guzman Beverly T. Fernandez
TOTAL SERVICE TIME PER CLIENT 2 Days (or depending on client's compliance with the National Building Code)			
END OF TRANSACTION			

