

**Granting a Building Permit**

**Step 1**

Secure Mayor's Clearance at the City Mayor's Office

**Step 2**

Secure Zoning / Locational Clearance at the City Planning & Devt. Office (CPDO)

**Step 3**

Secure Fire Safety Evaluation Clearance (FSEC) at the Bureau of Fire Protection

**Step 4**

Submit accomplished Application Form and required documents to the City Engineer's Office (CEO)

Processing and evaluation of application  
Office Concerned: CEO  
Arch. Vivian R. Tuzon & Ms. Gamelba C. Soto

Incomplete documents

Secure lacking documents

Complete documents

Signatures of the following:

Line and Grade  
Engr. Roberto D. Adaya & Engr. Ric R. Respicio

Civil / Structural  
Engr. Marishel Balaan

Architectural  
Engr. Rizal F. Santos

Sanitary / Plumbing  
Engr. Patrocinio Domingo

Electrical  
Engr. Ellis A. Corpuz & Engr. Albino M. Pedro

Mechanical  
Engr. Manuel N. Aurelio & Engr. Fred C. Agpaoa

*Note 1:* Owner/permittee shall accomplish the form "Notice of Construction" and submit same to Building Official (BO) prior to construction. The BO shall furnish copy to the CIAP for verification if licensed or not. Contractor shall be obliged to provide necessary protection prescribed by the IRR and DOLE

Final Evaluation and Recommendation  
Office Concerned: CEO—Engr. Roy A. Tomas

*Note 2:* Prior to submission of application for building permit, the owner/applicant and/or the professional designer shall secure the Locational/Zoning Clearance and other written clearances to be obtained from various government authorities exercising regulatory functions affecting building and other related structures.

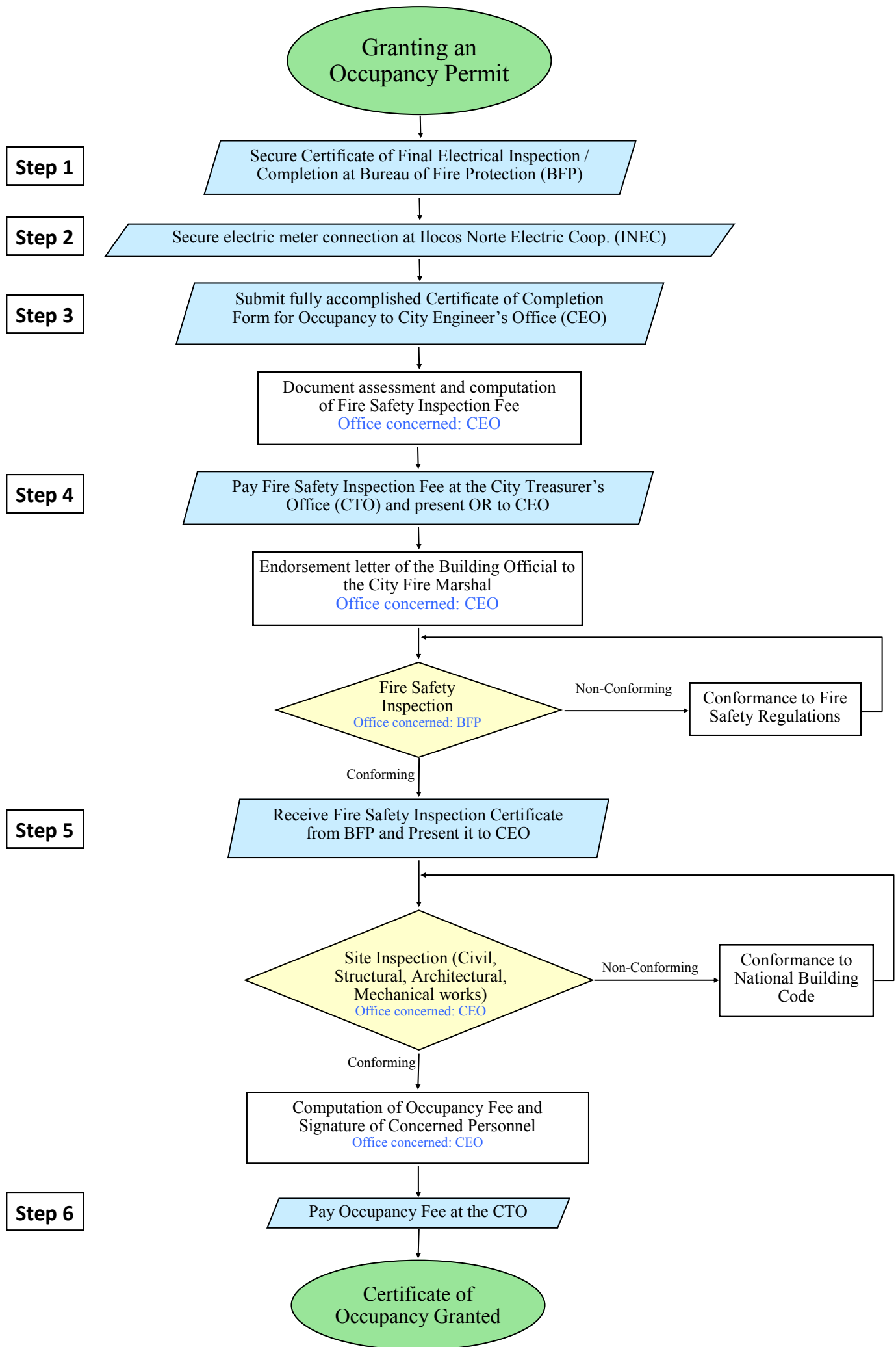
Computation of Building Permit Fee  
Office Concerned: CEO

Signing of Building Permit  
Engr. Ulderito D. Root

**Step 5**

Pay Building Permit Fee to the City Treasurer's Office and Present OR to the CEO

Building Permit Granted



## **Name and designation of signatories of business transactions**

### ***Business permit***

#### Approval

1. Hon. Chevylle V. Fariñas – City Mayor  
**Or** Mr. Walter Juan C. Aquino – Executive Secretary

#### Recommending for approval

2. Mrs. Elena V. Asuncion – City Treasurer  
**Or** Mr. Diomedes B. Gayban - Assistant City Treasurer  
**Or** Mrs. Evelyn B. Gamayo - Assistant City Treasurer

#### Assessment Review

3. Mrs. Antonette C. Bareng - Local Treasury Operations Officer II  
**Or** Mrs. Rosemarie E. Morales - Local Revenue Collection Officer I  
**Or** Mrs. Glenda D. Ragasa - Local Revenue Collection Officer I

### ***Building Permit and Occupancy Permit***

1. Engr. Roy A. Tomas – City Engineer (Building Official)
2. Engr. Roy A. Tomas - Engineer IV (Building Chief Enforcer)
3. Engr. Marishel C. Balaan - Engineer II (as to Structural)
4. Engr. Ric A. Respicio - Engineer III (as to Line and Grade)
5. Engr. Albino M. Pedro - Electrical General Foreman
6. Engr. Patrocinio C. Domingo - Engineer II (as to Sanitary)
7. Engr. Rizal F. Santos - Engineer II (as to Architectural)
8. Engr. Manuel N. Aurelio - Engineer III ( as to Mechanical)