MUNICIPAL ENGINEERING OFFICE

VISION:

The office who embraces the responsibilities in making and handling engineering decisions consistent with the safety and welfare of the people, paving the way for a better and progressive town of Marilao.

MISSION:

· To handle the processing and issuances of the building permit and other ancillary permits or certificates pertaining to structures owned by the government or private entities;
· To follow a well established set of procedures for design and safety calculation;
· To seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors and to credit properly the contributions of others.

Issuance of Certificates and Permits

SCHEDULE
Monday–Friday
8 am – 5 pm
(No Noon Break)

DURATION
40 minutes
(plus 3 days)

REQUIREMENTS

For Building/ Plumbing/ Sanitary/ Electrical Permits:
Accomplished Application Form
2 Photocopies of Transfer Certificate Title
2 photocopies of Tax Declaration
2 Photocopies of Current Tax Receipt
5 Sets of Plans signed and sealed by a duly licensed
   Architect or Civil Engineer (Architectural and
   Structural Plan); Electrical Engineer or Master
   Electrician (Electrical Plans); Sanitary Engineer
   or Master Plumber (Sanitary and Plumbing Plan)
5 Sets of Specifications signed and sealed by a
   duly licensed Architect or Civil Engineer
5 Sets of Structural Design Computation signed and
   sealed by a duly licensed Architect or Civil Engineer
5 Sets of Bill of Materials signed and sealed by a
   duly licensed Architect or Civil Engineer
Approved Fire Plan
Zoning Permit
Barangay Clearance
Photocopy of valid PRC ID and PTR
Logbook

For Certificate of Occupancy:
Accomplished Application Form
Approved Building Permit
5 Sets of Plans signed and sealed by a duly licensed
   Architect or Civil Engineer (Architectural and
   Structural Plan); Electrical Engineer or Master
   Electrician (Electrical Plans); Sanitary Engineer
   or Master Plumber (Sanitary and Plumbing Plan)
Approved Fire Safety Inspection Certificate
Photo of Finished House
Photocopy of Valid PRC IDs and current PTRs

For Certificate of Electrical Inspection:
Accomplished Application Form
Approved Building Permit/ Electrical Permit
Approved Certificate of Occupancy (if new)
5 Sets of Plans signed and sealed by a duly licensed
   Architect or Civil Engineer (Architectural and
   Structural Plan); Electrical Engineer or Master
   Electrician (Electrical Plans); Sanitary Engineer
   or Master Plumber (Sanitary and Plumbing Plan)
Photo of Finished House

For Signage Permit:
2 photocopies of Transfer Certificate Title
2 photocopies of Tax Declaration
2 Photocopies of Current Tax Receipt
5 Sets of Plans duly signed and sealed by a
   licensed Architect or Civil Engineer
Zoning Permit
Barangay Clearance
Photocopy of valid PRC ID and PTR

For Fencing Permit:
Accomplished Application Form
2 photocopies of Transfer Certificate Title
2 photocopies of Tax Declaration
2 Photocopies of Current Tax Receipt
5 Sets of Plans signed and sealed by a duly
   licensed Architect or Civil Engineer
5 Sets of Bill of Materials duly signed and
   sealed by a licensed Architect or Civil Engineer
Zoning Permit
Barangay Clearance
Photocopy of valid PRC ID and PTR

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	**SUBMIT** requirements.	Assess requirements and interview client.	20 minutes	Engineering Staff Mun. Engineer Asst. Mun. Engineer	None	Application Form
		Issue Order of Payment and advise the client to claim documents after 3 working days.	10 minutes (3 days)	Mun. Engineer Asst. Mun. Engineer	None	Order of Payment
2	**PAY** to the Treasurer's Office.	Process payment and issue official receipt.	5 minutes	Cashier (Treasurer's Office)	Based on Order of Payment	Official Receipt
3	**CLAIM** document/s and affix signature to releasing logbook.	Release document/s.	5 minutes	Engineering Staff	None	Certificate/ Permit
END OF TRANSACTION						