

I. Mandates (RA 7160):

1. Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure development and public works in general of the local government unit.
2. Advice / Update the mayor, as the case may be, on infrastructure, public works, and other engineering matters.
3. Administer, coordinate, supervise, and control the construction, maintenance, improvement, and repair of roads, bridges, and other engineering and public work projects of the local government unit.
4. Provide engineering services to the local government unit concerned, including investigation and survey, engineering designs, feasibility studies, and project management.
5. Exercise other powers and perform other duties and functions as maybe prescribed by law and ordinance.

II. Vision:

A responsive implementer of infrastructure developments based on the infrastructure needs of the municipality through quality, efficient and timely project implementations manned with competent personnel working towards excellence, integrity and professionalism.”

III. Mission:

To provide engineering works such as preparation of plans, specifications, and program of work as a response to the infrastructure needs of the municipality including maintenance of municipal roads and bridges with coordinated equipment and administrative support.

To provide technical and equipment assistance to other agencies in their program and project implementation.

IV. Service Pledge:

We commit to adhere on the pillars of good governance in the execution of our service mandates specifically on engineering matters for the precision of services provided to our clientele.

LIST OF SERVICES

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MUNICIPAL ENGINEERING OFFICE

TECHNICAL SERVICES

I. TECHNICAL ASSISTANCE AND OTHER SERVICES

One of the services rendered by the Municipal Engineering Office is the technical preparation of plans and programs of work, project implementation of the Local Government Unit, barangay officials, accredited non-government organizations, peoples and civic organizations and other offices/ agencies. These services are being provided to guide constituents/clients in the implementation of their projects.

These are usually construction, repair and rehabilitation of the following:

- ❖ Communal Potable Water Systems
- ❖ Concreting of roads, tire path and bridges
- ❖ Public buildings
- ❖ Other Infrastructure projects such as but not limited to post-harvest facilities

Office/Division:	Municipal Engineering Office
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen,
Who may avail:	All barangay officials, accredited non-government organizations, peoples and civic organizations and other offices / agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letters duly approved by the Local Chief Executive (3 copies)	1. Office of the Mayor
2. Annual Investment Plan (AIP) (1 photocopy –on the portion the project was transpired)	2. Municipal Planning Development Office
3. Program of Works and technical plans	3. Municipal Engineering Office
4. Procurement documents.	4. Bids and Award Committee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office
2. Submit request letters.	2. Receive letters approved by the Local Chief Executive.	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office
3. Approach the assigned personnel (Project-In-Charge PIC).	3. Project-In-Charge (PIC) and requesting party schedules project activities.	None	10 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office <i>Engineering Aide</i> Municipal Engineering Office

4. Assist Project In Charge (PIC) in project validation.	4. Validates project.	None	3 days	<i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office <i>Engineering Aide</i> Municipal Engineering Office
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<p>5. Wait for the preparation of Program of Works (POW) by Project In Charge.</p>	<p>5. Prepares Program of Works (POW).</p> <p>5.1 Submits prepared Program of Works (POW) to the Local Chief Executive for approval.</p> <p>5.2 Project-In-Charge (PIC) submits documents to the Bids and Awards Committee(BAC) for procurement <i>proceedings or R.A. 9184</i>)</p>	<p>None</p>	<p>2 days, 5 minutes</p> <p>1 day</p> <p>2 minutes</p>	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p> <p><i>Engineering Aide</i> Municipal Engineering Office</p>
<p>6. Wait for the release of Notice to Proceed (NTP).</p>	<p>6. Notify the requesting entity for the release of Notice to Proceed (NTP).</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p>

				<i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office <i>Engineering Aide</i> Municipal Engineering Office
7. Project implementation.	7. Project-In Charge (PIC) conducts pre-implementation meeting with the project beneficiaries. 7.1 PIC monitors/supervises implementations as to approved POW.	None	3 days	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office <i>Engineering Aide</i> Municipal Engineering Office
	TOTAL:	None	9 days, 21 minutes	

Service Specifications Table

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office
2. Submit request letters.	2. Receive letters approved by the Local Chief Executive.	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office
3. Approach the assigned personnel (Project-In-Charge PIC).	3. Project-In-Charge (PIC) and requesting party schedules project activities.	None	10 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office <i>Engineering Aide</i> Municipal Engineering Office

<p>4. Assist Project In Charge (PIC) in project validation.</p>	<p>4. Validates project.</p>	<p>None</p>	<p>1 day-validation of projects along nearby barangays and 3 days-validation of project in distant barangays</p>	<p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p> <p><i>Engineering Aide</i> Municipal Engineering Office</p>
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<p>5. Wait for the preparation of Program of Works (POW) by Project In Charge.</p>	<p>5. Prepares Program of Works (POW).</p> <p>5.1 Submits prepared Program of Works (POW) to the Local Chief Executive for approval.</p> <p>5.2 Project-In-Charge (PIC) submits documents to the Bids and Awards Committee(BAC) for procurement <i>proceedings or R.A. 9184</i>)</p>	<p>None</p>	<p>5. One (1) day, 5 minutes for projects that entails simple technical details and Two (2) days, 5 minutes for projects that involves complex details</p> <p>5.1 One (1) day but varies depending on the availability of the Local Chief Executive.</p> <p>5.2 Two (2) minutes</p>	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p> <p><i>Engineering Aide</i> Municipal Engineering Office</p>
<p>6. Wait for the release of Notice to Proceed (NTP).</p>	<p>6. Notify the requesting entity for the release of Notice to Proceed (NTP).</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p>

				<p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p> <p><i>Engineering Aide</i> Municipal Engineering Office</p>
7. Project implementation.	<p>7. Project-In Charge (PIC) conducts pre-implementation meeting with the project beneficiaries.</p> <p>7.1 PIC monitors/supervises implementations as to approved POW.</p>	None	7. One (1) day for nearby barangays and Three (3) days for distant barangays	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p> <p><i>Engineering Aide</i> Municipal Engineering Office</p>
	TOTAL:	None	4 days 21 minutes plus duration of projects- Simple projects, Nearby locations; 5 days 21 minutes plus duration of Activity- Complex projects, distant locations	

II. ASSISTANCE FOR THE MAINTENANCE OF INFRASTRUCTURE

One of the services rendered by the Municipal Engineering Office is the maintenance of infrastructure of the Local Government Unit and Barangay Officials. These are usually construction, repair and rehabilitation of the following:

- ❖ Communal Potable Water Systems
- ❖ Concreting of roads, tire path and bridges
- ❖ Public buildings
- ❖ Other Infrastructure projects such as but not limited to post-harvest facilities.

Office/Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2G- Government to Government
Who may avail:	The Local Government Unit, All barangays

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letters duly approved by the Local Chief Executive (3 copies)	1. Office of the Mayor
2. Annual Investment Plan (AIP) (1 photocopy –on the portion the project was transpired)	2. Municipal Planning Development Office
3. Program of Works and technical plans	3. Municipal Engineering Office
4. Procurement documents.	4. Bids and Award Committee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office

				<i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit request letters	2. Receive letter approved by the Local Chief Executive	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
3. Approach the assigned personnel (Project-In-Charge - PIC) for scheduling of activities.	3. Project-In-Charge (PIC) and requesting party schedules project activities. 3.1 Validates project.	None	10 minutes 3 days	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
4. Return five (5) days after project validation and receive the approved Program of Works	4. Releases duly signed plans and program of works .	None	5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i>

(POW).				Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
	TOTAL:	None	3 days, 17 minutes	

Service Specifications Table

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit request letters	2. Receive letter approved by the Local Chief Executive	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
3. Approach the assigned personnel (Project-In-Charge - PIC) for scheduling of activities.	3. Project-In-Charge (PIC) and requesting party schedules project activities. 3.1 Validates project.	None	10 minutes 3.1. 1 day –project validation along nearby barangays and Three (3) days- project validation on distant barangays	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office

4.Return five (5) days after project validation and receive the approved Program of Works (POW).	4.Releases duly signed plans and program of works .	None	5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
	TOTAL:	None	3 days, 17 minutes- Infrastructure project site is in a distant barangay and entails complex POW; 1 day, 17 minutes - If infrastructure project site is along nearby barangay and entails simple POW	

III. ISSUANCE OF BUILDING PERMIT

One of the services provided by the Municipal Engineering Office is the issuance of building permit. A building permit is required prior to construction, alteration, major repair or renovation or conversion of any building/structure owned by government or private entities. The permit becomes null and void if work does not commence within one (1) year from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commercial for a period of 120 days.

Office/Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	Owners of buildings within the jurisdiction of Kayapa.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Barangay Clearance (5 orig./ cert. true copies) 2. Community Tax Certificate (5 orig./cert. true copies) 3. Zoning Certificate or Clearance (5 orig./certified true copies) 4. 5 sets of design plans, specifications and other documents prepared, signed and sealed over the printed names of duly licensed and registered professionals. (Civil/Structural, Electrical, Mechanical, Sanitary/Plumbing and Electronics) 5. Certified True Copy of OCT / TCT (Applicant is the registered owner of the lot- 5 copies) 6. Duly notarized copy of lease / deed of absolute sale (applicant is not the owner of the lot). 7. Boring test and Plate Load Test, if 3 or more story buildings .Seismic analysis, if building is more than 7.5 meters in height (5 orig./certified true copies) 	<ol style="list-style-type: none"> 1 & 2. Punong Barangay's Office 3. Municipal Planning Development Coordinator's Office. 4. Secure from Design professional who made the plan (Civil/Structural Engineer, Architect, Electrical Engineer, Mechanical Engineer, Sanitary Engineer, Master Plumber, and Electronics Engineer). 5. Owners copy or from Registry of Deeds. 6. Owners copy 7. Department and Public Works and Highways (DPWH) accredited laboratory soil boring testing center.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit requirements.	2. Evaluates submitted requirements as to completeness.	None	5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office
3. Return after six (6) days and get order of payment.	3. Issue order of payment	See Schedule of Fees on the table below (<i>Base from PD 1096 or The National Building Code of the Philippines</i>)	3 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office
4. Pay building permit fee at the Municipal treasury Office.	4. Accept order of payment and issue official receipt.			Municipal Treasury Office

5. Return to the office and show proof payment/ official receipt.	5. Release approved building permit.	None	10 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office
	TOTAL:	See Schedule of Fees on the table below (<i>Base from PD 1096 or The National Building Code of the Philippines</i>)	6 days, 19 minutes	

NEW SCHEDULE OF FEES AND OTHER CHARGE

1. Base of assessment

- a. Character of occupancy use of building/structure
- b. Cost of construction
- c. Floor Area

2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.I. On fixed construction per sq. meter

Location	Group		
All Cities/ Municipalities	A, B, C, D, E, G, H & I	F	J
	P 10,000.00	P 8,000.00	P 6,000.00

3. Construction /addition/renovation/alteration of buildings/structure under Group/s and Sub-Division shall be assessed as follows:

Building/Structures Fees

a	Division A-1 Area in sq. meter		Fee, (P) per sq. meter
	i)	Original complete construction up to 20 sq. meter	2.00
	ii)	Additional/renovation/alteration up to 20 sq. meters regardless floor area of original construction	2.40
	iii)	Above 20 sq. meters to 50 sq. meters	3.40
	iv)	Above 50 sq. meters to 100 sq. meters	4.80
	v)	Above 100 sq. meters 150 sq. meters	6.00
	vi)	Above 150 sq. meters	7.20

Sample Computation of Building Fee for a 75 sq. meters floor area:

Floor Area = 75 sq. meter

Therefore area bracket is 3.a.iv.

Fee = P 4.80/sq. meter

Building Fee = 75 x 4.80 = P360.00

Building/Structure Fees

B	Division A-1 Area in sq. meter		Fee, (P) per sq. meter
	i)	Original complete construction up to 20 sq. meter	3.00
	ii)	Additional/renovation/alteration up to 20 sq. meters regardless floor area of original construction	3.40
	iii)	Above 20 sq. meters to 50 sq. meters	5.40
	iv)	Above 50 sq. meters to 100 sq. meters	8.00
	v)	Above 150 sq. meters	8.40
C	Divisions B-1 / C-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 1, 2, 3, 4/I-1 & J-1, 2, 3. Area in sq. meters		Fee, (P) per sq. m.
	i)	Up to 500	23.00

ii)	Above 500 to 600	22.00
iii)	Above 600 to 700	20.50
iv)	Above 700 to 800	19.50
v)	Above 800 to 900	18.00
vi)	Above 900 to 1,000	17.00
vii)	Above 1,000 to 1,500	16.00
viii)	Above 1,500 to 2,000	15.00
ix)	Above 2,000 to 3,000	14.00
x)	Above 3,000	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example.

Sample computation for Building Fee for a building having a floor area of 3,200 sq. meters:

First 500 sq. m @ 23.00-----	P 11,500.00
Next 100 sq. m @ 22.00 -----	P 2,200.00
Next 100 sq. m @ 20.50 ----	P 2,050.00
Next 100 sq. m @ 19.50 ----	P 1,950.00
Next 100 sq. m @ 18.00 ----	P 1,800.00
Next 100 sq. m @ 17.00 ----	P 1,700.00
Next 500 sq. m @ 16.00 ----	P 8,000.00
Next 500 sq. m @ 15.00 -----	P 7,500.00
Next 1,000 sq. m @ 14.00---	P 14,000.00
Last 200 sq. m @ 12.00 -----	P 2,000.00
Total Building Fee -----	P 53,100.00

Buildings/Structure Fees

D	Division A-1 Area in sq. meter	Fee, (P) per sq. meter
i)	Up to 500	12.00

	ii)	Above 500 to 600	11.00
	iii)	Above 600 to 700	10.20
	iv)	Above 700 to 800	9.60
	v)	Above 800 to 900	9.00
	vi)	Above 900 to 1,000	8.40
	vii)	Above 1,000 to 1,500	7.20
	viii)	Above 1,500 to 2,000	6.60
	ix)	Above 2,000 to 3,000	6.00
	x)	Above 3,000	5.00
E	Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3.d.)		Fee, (P) As stated

NOTE: Computation of the Building Fee in item 3.d. follows the example of Section 3.c. of the Schedule.

4. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

A	Total Connected Load, (kVA)		Fee, (P)
	i)	5 kVA or less	200.00
	ii)	Over 5 kVA to 50 kVA	200.00 + 20.00/kVA
	iii)	Over 50 kVA to 300 kVA	1,000.00 + 10.00/kVA
	iv)	Over 300 kVA to 1,500 kVA	3,600.00+5.00/kVA
	v)	Over 1,500 kVA to 6,000 kVA	9,600.00+2.50.kVA
	vi)	Over 6,000 kVA	20,850.00+1.25/kVA

NOTE: Total Connected Load as shown in the load schedule

B	Total Transformer/ Uninterrupted Power Supply (UPS) Capacity (kVA)	Generator	Fee, (P)
	i)	5 kVA or less	40.00

	ii)	Over 5 kVA to 50 kVA	40.00 + 4.00/kVA
	iii)	Over 50 kVA to 300 kVA	220.00 + 2.00/kVA
	iv)	Over 300 kVA to 1,500 kVA	720.00 + 1.00/kVA
	v)	Over 1,500 kVA to 6,000 kVA	1,920.00 + 0.50/kVA
	vi)	Over 6,000 kVA	4,170.00 + 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/applicant as shown in the electrical plans and specifications.

C	Pole/Attachment Location Plan Permit		Fee, (P)
	i)	Power Supply Pole Location	30.00/pole
	ii)	Guying Attachment	30.00/attachment

This applies to designs/installation within the premises.

D	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:		
	Use of Character of Occupancy	Electric Meter	Wiring Permit
	Residential	P 15.00	P 15.00
	Commercial Industrial	P 60.00	P 36.00
	Institutional	P 30.00	P 12.00
E	Formula for Computation of Fees; The Total Electric Fees shall be the sum of Sections 4.a to 4.d of this Rule		
F	Forfeiture of Fees If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.		

5. Mechanical Fees

A	Refrigeration, Air Conditioning and Mechanical Ventilation	Fee, (P)
	i) Refrigeration (cold storage), per ton or fraction thereof	40.00
	ii) Ice Plants, per ton or fraction thereof	60.00
	iii) Packaged/Centralized Air Conditioning System up to 100 tons, per tons	90.00
	iv) Every ton or fraction thereof above 100 tons	40.00
	v) Window type air conditioners, per unit	60.00
	vi) Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent	40.00
	vii) In a series of AC/REF system located in one establishment, the installed tons of refrigeration shall be used as the basis of computation for purposes of installation/ inspection fees, and shall not be considered individually.	As stated

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i):

- 1.10 kW per ton, for compressor up to 5 tons capacity,
- 1.00 kW per ton, for compressor above 5 tons up to 50 tons capacity,
- 0.97 kW per ton, for compressor above 50 tons capacity.

For Ice making (refer to 5.a.ii)

- 3.50 kW per ton, for compressor up to 5 tons capacity,
- 3.25 kW per ton, for compressor above 5 up to 50 tons capacity,
- 3.00 kW per ton, for compressor above 50 tons capacity.

For Air conditioning (refer to 5.a.iii)

0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
 0.80 kW per tons, for above 5 up to 50 tons capacity.
 0.70 kW per ton, for compressor above 50 tons, capacity.

B	Escalator and Moving Walks, Funiculars and the like:		Fee,(P)
	i)	Escalator and moving walk, per kW or fraction thereof	10.00
	ii)	Escalator and moving walks up to 20 lineal meters or fraction thereof	20.00
	iii)	Every lineal meter or fraction thereat in excess of 20 lineal meters	10.00
	iv)	Funicular, per kW or fraction thereof	200.00
		a) Per lineal meter travel	20.00
C	Elevators, per unit:		Fee, (P)
	i)	Motor driven dumbwaiters	600.00
	ii)	Construction elevators for materials	2,000.00
	iii)	Passenger elevators	5,000.00
	iv)	Freight elevators	5,000.00
	v)	Car elevators	5,000.00
D	Boilers, per kW		Fee, (P)
	i)	Up to 7.5 kW	500.00
	ii)	Above 7.5 kW to 22 kW	700.00
	iii)	Above 22 kW to 37 kW	900.00
	iv)	Above 37 kW to 52 kW	1,200.00
	v)	Above 52 kW to 67 kW	1,400.00
	vi)	Above 67 kW to 74 kW	1,600.00
	vii)	Every kW or fraction thereof above 74 kW	5.00
NOTE:			
(a) Boiler rating shall be computed on the basis of 1.00 sq. meters of heating surface for one (1) boiler kW.			
(b) Steam from this boiler used to propel any prime-mover is exempted from fees.			
(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.			
E	Pressurized water heater, per unit		Fee, (P) 200.00

F	Water, sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof	Fee, (P) 60.00
G	Automatic fire sprinkler system, per sprinkler head	Fee, (P) 4.00
H	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	Fee, (P)
	i) Every kW up to 50kW	25.00
	ii) Above 50 kW up to 100 kW	20.00
	iii) Every kW above 100 kW	3.00
I	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet	Fee, (P) 20.00
J	Gas Meter, per unit	Fee, (P) 100.00
K	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher	Fee, (P) 4.00
L	Other Internal Combustion Engines, including cranes, forklifts, loader, pumps, mixers compressors and the like, not registered with the LTO, per kW	Fee, (P)
	i) Up to 50 kW	10.00
	ii) Above 50 kW to 100 kW	12.00
	iii) Every kW above 100 kW or fraction thereof	3.00
M	Pressure Vessels, per cu. Meter or fraction thereof	Fee, (P) 60.00
N	Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof	Fee, (P) 60.00
O	Pneumatic tubes Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof	Fee, (P) 10.00
P	Weighing Scale Structure, per ton or fraction thereof	Fee,(P) 50.00
NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.		

6. Plumbing Fees

A	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".		
B	i)	Each water closet	7.00
	ii)	Each floor drain	3.00
	iii)	Each sink	3.00
	iv)	Each lavatory	7.00
	v)	Each faucet	2.00
	vi)	Each shower head	2.00
C	Special Plumbing Fixtures:		Fee, (P)
	i)	Each slop sink	7.00
	ii)	Each urinal	4.00
	iii)	Each bath tub	7.00
	iv)	Each grease trap	7.00
	v)	Each garage trap	7.00
	vi)	Each bidet	4.00
	vii)	Each dental cuspidor	4.00

	viii)	Each gas-fired water heater	4.00
	ix)	Each drinking fountain	2.00
	x)	Each bar or soda fountain sink	4.00
	xi)	Each laundry sink	4.00
	xii)	Each laboratory sink	4.00
	xiii)	Each fixed-type sterilizer	2.00
D		Each water meter	Fee, (P) 2.00
	i)	12 to 25 mm diameter	8.00
	ii)	Above 25 mm diameter	10.00
E		Construction of septic tank, applicable in all Groups	Fee, (P)
	i)	Up to 5 cu. Meter of digestion chamber	24.00
	ii)	Every cu. Meter or fraction thereof in excess of 5 cu. meters	7.00

7. Electronic Fees

	Pay Items Description	Fee, (P)
a	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's , cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms	2.40 per port

	of wired or wireless communications.	
b	Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications centers, switching centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location.	1,000.00 per port Cont'd
C	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors	10.00 per unit
D	Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected.	2.40 per outlet
E	Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting control, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTC and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically controlled installations whether a user terminal is connected.	2.40 per termination
F	Studios, auditoriums, theatres, and similar structures for radio and TV broadcast,	1,000.00 per location

	recording, audio/video reproduction/simulation and similar activities	
G	Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception.	1,000.00 per structure
H	Electronic or electronically-controlled indoor and outdoor signage's and display systems, including TV monitors, multi-media signs, etc.	50.00 per unit
I	Poles and attachment: i) Per Pole (to be paid by pole owner) ii) Per attachment (to be paid by any entity who attaches to the pole of others)	20.00 20.00
J	Other types or electronically controlled device, apparatus, equipment instrument or units not specifically identified above.	50.0 er unit

8. Accessories of the Building/Structures Fees

Pay Items Description		Fee, (P)
A	All parts of the building which are open on two (2) or more sides, such as balconies, terraces, lanais and the like shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a to 3.d of this Schedule).	As stated
B	Buildings with a height of more than 8 meters shall be charged an additional fee of twenty-five centavos (P0.25) per cu. Meter above 8 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.	As stated
C	Banks and Records Vaults with interior volume up to 20 cu. meters	20.00
	i) In excess of 20 cu. meters	8.00
D	Swimming Pools, per cu. Meters or fraction thereof	

	i)	GROUP A Residential	3.00
	ii)	Commercial/Industrial Groups B, E, F, and G	36.00
	iii)	Social/Recreational/Institutional GROUPS C, D, H and I	24.00
	iv)	Swimming pools improvised from local indigenous materials such as rocks, stones and or small boulders and with plain cement flooring shall be charged 50% of the above (GROUPS') rates	As stated
	v)	Swimming pool shower rooms/locker rooms:	
		a) Per unit or fraction thereof	60.00
		b) Residential Group A	6.00
		c) GROUP B, E, F and G	18.00
		d) GROUP C, D and H	12.00
E		Construction of firewalls separate from the building	(P)
	i)	Per sq. meter or fraction thereof	3.00
	ii)	Provided, that the minimum fee shall be	48.00
F		Construction/Erection of towers: Including Radio and TV towers, water tank supporting structures and the like (By Use or Character of Occupancy)	Fee, (P)
	i)	Single detached dwelling units;	
		a) Self-Supporting	500.00
		b) Trilon (Guyed)	0
			150.00
			0

	ii)	Commercial/Industrial (GROUPS B, E, F and G) up to 10 meters in height; a) Self-Supporting & every meter or fraction in excess of 10 meters b) Trilon (Guyed) & every meter or fraction in excess of 10 meters	2,400.00 120.00 240. 12.00
	iii)	Educational/Recreational/Institutional GROUP C, D H and I up to 10 meters in height; a) Self-Supporting & every meters or fraction in excess of 10 meters b) Trilon (Guyed) & every meters or fraction in excess of 10 meters	1,800 120.00 120.00 10.00
G			
	i)	Every meter or fraction thereof in cess of 10 meters	150
	ii)	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e of this schedule	As stated
H		Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G	(P)
	i)	Smokestacks, up to 10 meters in height, measured from the base. a) Every meter or fraction thereof in excess of 10 meters.	240.00 12.00
	ii)	Chimney up to 10 meters in height, measured from the base a) Every meter or fraction thereof in excess of 10 meters.	48.00 2.00
I		Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas.	48.00

J	Construction of Industrial Kiln/Furnace, per meter or fraction thereof of volume	12.00
K	Construction of reinforced concrete or steel tank above ground GROUPS A and B, up to 2 cu. Meters	12.00
	i) Every cu. Meter or fraction thereof in excess of 2 cu. Meters	12.00
	ii) For all other than Groups A and B up to 10 cu. meters a) Every cu. meter or fraction thereof in excess of 10 cu. m	24.00
L	Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume	7.00
M	Construction of reinforced concrete or steel tanks except for Commercial/Industrial Use;	(P)
	i) Above ground, up to 10 cu. meters ----- a) Every cu. meter or fraction thereof in excess of 10 cu. meters	480.00 48.00
	ii) Underground, up to 20 cu. meters a) Every cu. meters or fraction thereof in excess of 20 cu. meters	540 24.00
N	Pull-outs and Re-installation of Commercial/Industrial Steel Tanks;	(P)
	i) Underground per cu. meter or fraction thereof excavation	3.00
	ii) Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tanks	3.00
	iii) Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k above	As stated
O	Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area;	(P)

	i)	Construction of permanent type	10.00
	ii)	Construction of temporary type	5.00
	iii)	Inspection of knock-down temporary type, per unit	24.00
P		Construction of buildings and other accessory structures within cemeteries and memorial parks;	(P)
	i)	Tombs, per sq. meter of covered ground areas -	5.00
	ii)	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	5.00
	iii)	Totally enclosed mausoleums, per sq. meter of floor area	12.00
	iv)	Totally enclosed mausoleums, per sq. meter of floor area	12.00
	v)	Columbarium, per sq. meter	18.00

9. Accessory Fees

Pay Items Descriptions		Fee, (P)
a	Establishment of Line and Grade, all sides fronting on abutting streets, esteros, rivers and creeks, first 10 meters	24.00
	i) Every meter or fraction thereof in excess of 10 meters	2.40
b	Ground Preparation Permit Fee	Fee, (P)
	i) While the application for the Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit	

		(GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to the line and grade, setbacks, yards/ easement and parking requirements. a) Inspection and Verification Fee b) Per cu. meter of excavation c) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit d) Per cu. meter of excavation for foundation or basement Excavation other than foundation basement per cu. meter e) Encroachment of footings or foundations of building/structures to public areas as permitted, per sq. meter of fraction thereof of footing or foundation encroachment	200.00 3.00 50.00 4.00 3.00 250.00
C	Fencing Fees		Fee, (P)
	i)	Made of masonry, metal concrete up to 1.80 meters in height, per lineal meter or fraction thereof	3.00
	ii)	In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
	iii)	Make of indigenous materials, barbed, chicken or hog wires, per lineal meter	2.40
D	Construction of Pavement up to 20 sq. meters		Fee, (P) 24.00
E	In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk area, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like		Fee, (P) 3.00
F	Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks of Sidewalks up to 20 sq. meter per calendar month		Fee, (P) 240.00
	i)	Every sq. meter or faction thereof in excess of 20 sq. meters	120.00

	ii)	Every lineal meter or fraction thereof in excess of 10 meters	12.00
H	Sign Fees:		Fee, (P)
	i)	Erection and anchorage of display surfaces, up to 4 sq. meters of signboard area	120.00
		a) every sq. meter or fraction thereof in excess of 4 sq. meters	24.00
ii)	Installation Fees, per sq. meter or fraction thereof of display surface:		
Type of Sign Display		Business Signs	Advertising Signs
Neon		P 36.00	P 52.00
Illuminated		P 34.00	P 36.00
Others		P 15.00	P 24.00
Painted-on		P 9.60	P 18.00
	iii)	Annual Renewal Fees, per sq. meter of display surface or fraction thereof:	
Type of Display Sign		Business Signs	Advertising Signs
Neon		P 36.00. min. fee shall be P 124.00	P 46.00, min fee shall be P 200.00
Illuminated		P 18.00, min. fee shall be P 72.00	P 38.00, min fee shall be P 150.00
Others		P 12.00, min fee shall be P 40.00	P 20.00, min fee shall be P 110.00
Painted-on		P 8.00, min fee shall	P 12.00, min fee shall be P 100.00

		be P 30.00	
I	Repair Fees:		Fee, (P)
	i)	Alteration/renovation/improvement on vertical dimension of building structures in sq. meter such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all Groups	5.00
	ii)	Alteration/ renovation/ improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings, and roofing shall be assessed in accordance with the following rate, for all Groups	5.00
J	Raising of buildings/Structures Fees:		
	i)	Assessment of fees for raising of any building/structures shall be based on the new usable area generated.	As stated
	ii)	The fees to be charged shall be as prescribed under Sections 3.a to 3.e of this Schedule, whichever Group applies.	As stated
K	Demolitions/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:		Fees, (P)

	i)	Buildings in all Groups per sq. meter floor area	3.00
	ii)	Building Systems/Frames or portion thereof per vertical or horizontal dimension, including Fences	4.00
	iii)	Structures of up to 10 meters in height. a) Every meter or portion thereof in excess of 10 meters	800.00 50.00
J	Raising of buildings/Structures Fees:		
	i)	Assessment of fees for raising of any building/structures shall be based on the new usable area generated	As Stated
	ii)	The fees to be charged shall be as prescribed under Sections 3.a to 3.e of this Schedule, whichever Group applies	As stated
K	Demolitions/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:		Fees, (P)
	i)	Buildings in all Groups per sq. meter floor area	3.00
	ii)	Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	4.00
	iii)	Structures of up to 10 meters in height	800.00

	a) Every meter or portion thereof in excess of 10 meters	50.00
iv)	Appendage of up to 3 cu. meter/unit Every cu. meter or portion thereof in excess of 3 cu. meters	50.00 50.00
v)	Moving Fees, per sq. meter of area of building/structures to be moved	3.00

IV.ISSUANCE OF CERTIFICATE OF OCCUPANCY

One of the services provided by the Municipal Engineering Office is the issuance of occupancy permit. An occupancy permit is required before any building or structure being used or occupied; it is usually secured after the completion of infrastructure. It is also required if there are any changes in the existing use or occupancy classification of a building, structure or any portion thereof.

Office/Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	Owners of buildings within the jurisdiction of Kayapa.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Completion	1 & 2. From the designed professional who undertook fulltime inspection and supervision of the construction works.
2. Construction Logbook	
3. Fire safety inspection certificate	3. Bureau of Fire & protection, Kayapa Chapter
4. Order of payment	4. Municipal Engineering Office

5. Official receipt of payment	5. Municipal Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit requirements.	2. Evaluates submitted requirements as to completeness.	None	5 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office
3. Return after six (6) days and get order of payment.	3. Issue order of payment	See Schedule of fees for certificate of occupancy on the table below (Base from PD 1096 or	3 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office

		<i>The National Building Code of the Philippines</i>)		
4. Pay occupancy permit fee at the Municipal treasury Office.	4. Accept payment and issue official receipt.			Municipal Treasury Office
5. Return to the office and show proof of payment.	5. Release approved certificate of occupancy.	None	10 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office
	TOTAL:	None	6 days 19 minutes	

10. Certificates of Use or Occupancy (table II.G.1. for fixed costing)

A	Division A-1 and A-2 Building;	Fee, (P)
i)	Costing up to P 150,000.00	100.00
ii)	Costing more than P150,000.00 up to P400,000.00	200.00
iii)	Costing more than P400,000.00 up to P850,000.00	400.00
iv)	Costing more than P850,000.00 up to P1,200,000.00	800.00

	v)	Every Million (P1,000,000.00) portion thereof in excess of P1,200,000.00	800.00
B	Divisions B-1/E-1,2,3/F-1/G-1,2,3,4,5/H-1,2,3,4/ and I-1 Buildings:		Fee, (P)
	i)	Costing up to P150,000.00	200.00
	ii)	Costing more than P150,000.00 up to P400,000.00	400.00
	iii)	Costing more than P400,000.00 up to P850,000.00	800.00
	iv)	Costing more than P850,000.00 up to P1,200,000.00	900.00
	v)	Every Million (P1,000,000.00) or portion thereof in excess of P1,200,000.00	900.00
D	Division J-1 Buildings/structures		Fee, (P)
	i)	With floor area up to 20 sq. meters	50.00
	ii)	With floor area above 20 sq. meter up to 500 sq. meter	240.00
	iii)	With floor are above 500 sq. meter up to 1,000 sq. meter	360.00
	iv)	With floor area above 1,000 sq. meter up to 5,000 sq. meter	480.00
	v)	With floor area above 5,000 sq. meter up to 10,000 sq. meter a) With floor area above 10,000 sq. meter	2,000.00 2,400.00
E	Division J-2 Structures:		Fee, (P)
	i)	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building of which they are accessories	As stated

	ii)	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d above	As stated
	iii)	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows: a) First 10 meters of height from the ground b) Every meter or fraction thereof in excess of 10 meters	800.00 50.00
F		Change in Use/Occupancy, per sq. meter or fraction thereof of area affected	Fee, (P) 5.00

V. ISSUANCE OF OTHER BUILDING RELATED PERMITS (EXCAVATION PERMIT, ELECTRICAL PERMIT, DEMOLITION PERMIT)

One of the services provided by the municipal Engineering Office is the issuance of other building related permits aside from the building permit before the renovation or demolition of any structure.

Office/Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	Owners of buildings within the jurisdiction of Kayapa.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Accomplished Permit Application form signed by registered professional (5 orig./certified true copy)	1. Municipal Engineering Office- Assigned Building Inspector
2. 5 copies of plans, specifications, bill of materials and cost estimates signed by a licensed and registered professional	2. Secure from the Design professional who made the plan (Civil/Structural Engineer, Architect).

3. Order of payment	3. Municipal Engineering Office- Assigned Building Inspector
4. Original official receipt of payment	4. Municipal Treasury Office-frontline personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit requirements	2. Evaluates submitted requirements as to completeness and schedule building inspection. .	None	5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office
3. Assist in the inspection or evaluation of building/s.	3. Inspects/ evaluates building	None	3 days	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office

4. Return one (1) day after inspection and get order of payment.	4. Issue order of payment.	See attached schedule of fees on the table below. (Base from PD 1096 or The Nat'l Building Code of the Philippines)	5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
5. Pay corresponding fees at the Municipal treasury Office	5. Issue official receipt .			Municipal Treasury Office
5. Return to the office and show proof of payment.	5. Release approved other building related permits.		5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
	TOTAL:	See attached schedule of fees on the table below. (Base	3 days, 16 minutes	

		from PD 1096 or The Nat'l Building Code of the Philippines)		
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit requirements	2. Evaluates submitted requirements as to completeness and schedule building inspection.	None	5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office
3. Assist in the inspection or evaluation of building/s.	3. Inspects/ evaluates building	None	1 day validation for nearby barangays; 3 days for distant barangays	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i>

				Municipal Engineering Office
4. Return one (1) day after inspection and get order of payment.	4. Issue order of payment.	See attached schedule of fees on the table below. (Base from PD 1096 or The Nat'l Building Code of the Philippines)	5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
5. Pay corresponding fees at the Municipal treasury Office	5. Issue official receipt .			Municipal Treasury Office
5. Return to the office and show proof of payment.	5. Release approved other building related permits.		5 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office

	TOTAL:	See attached schedule of fees on the table below. (Base from PD 1096 or The Nat'l Building Code of the Philippines)	1 day ,16 minutes- nearby barangays; 3 days, 16 minutes-distant barangays	
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NEW SCHEDULE OF FEES AND OTHER CHARGE

11. Base of assessment

- III. Character of occupancy use of building/structure
- IV. Cost of construction
- V. Floor Area

12. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.I. On fixed construction per sq. meter

Location	Group		
All Cities/ Municipalities	A, B, C, D, E, G, H & I	F	J
	P 10,000.00	P 8,000.00	P 6,000.00

13. Construction /addition/renovation/alteration of buildings/structure under Group/s and Sub-Division shall be assessed as follows:

Building/Structures Fees

a	Division A-1 Area in sq. meter	Fee, (P) per sq. meter
i)	Original complete construction up to 20 sq. meter	2.00
ii)	Additional/renovation/alteration up to 20 sq. meters regardless floor area of original construction	2.40
iii)	Above 20 sq. meters to 50 sq. meters	3.40
iv)	Above 50 sq. meters to 100 sq. meters	4.80
v)	Above 100 sq. meters 150 sq. meters	6.00
vi)	Above 150 sq. meters	7.20

Sample Computation of Building Fee for a 75 sq. meters floor area:

Floor Area = 75 sq. meter

Therefore area bracket is 3.a.iv.

Fee = P 4.80/sq. meter

Building Fee = 75 x 4.80 = P360.00

Building/Structure Fees

b	Division A-1 Area in sq. meter	Fee, (P) per sq. meter
i)	Original complete construction up to 20 sq. meter	3.00
ii)	Additional/renovation/alteration up to 20 sq. meters regardless floor area of original construction	3.40
iii)	Above 20 sq. meters to 50 sq. meters	5.40
iv)	Above 50 sq. meters to 100 sq. meters	8.00
v)	Above 150 sq. meters	8.40
C	Divisions B-1 / C-1/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 1, 2, 3, 4/l-1 & J-1, 2, 3. Area in sq. meters	Fee, (P) per sq. m.

i)	Up to 500	23.00
ii)	Above 500 to 600	22.00
iii)	Above 600 to 700	20.50
iv)	Above 700 to 800	19.50
v)	Above 800 to 900	18.00
vi)	Above 900 to 1,000	17.00
vii)	Above 1,000 to 1,500	16.00
viii)	Above 1,500 to 2,000	15.00
ix)	Above 2,000 to 3,000	14.00
x)	Above 3,000	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example.

Sample computation for Building Fee for a building having a floor area of 3,200 sq. meters:

First 500 sq. m @ 23.00-----	P 11,500.00
Next 100 sq. m @ 22.00 ----	P 2,200.00
Next 100 sq. m @ 20.50 ----	P 2,050.00
Next 100 sq. m @ 19.50 ----	P 1,950.00
Next 100 sq. m @ 18.00 ----	P 1,800.00
Next 100 sq. m @ 17.00 ----	P 1,700.00
Next 500 sq. m @ 16.00 ----	P 8,000.00
Next 500 sq. m @ 15.00 -----	P 7,500.00
Next 1,000 sq. m @ 14.00---	P 14,000.00
Last 200 sq. m @ 12.00 -----	P 2,000.00
Total Building Fee -----	P 53,100.00

Buildings/Structure Fees

D	Division A-1 Area in sq. meter	Fee, (P) per sq.
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			meter
	i)	Up to 500	12.00
	ii)	Above 500 to 600	11.00
	iii)	Above 600 to 700	10.20
	iv)	Above 700 to 800	9.60
	v)	Above 800 to 900	9.00
	vi)	Above 900 to 1,000	8.40
	vii)	Above 1,000 to 1,500	7.20
	viii)	Above 1,500 to 2,000	6.60
	ix)	Above 2,000 to 3,000	6.00
	x)	Above 3,000	5.00
E	Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a. to 3.d.)		Fee, (P) As stated

NOTE: Computation of the Building Fee in item 3.d. follows the example of Section 3.c. of the Schedule.

14. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

A	Total Connected Load, (kVA)		Fee, (P)
	i)	5 kVA or less	200.00
	ii)	Over 5 kVA to 50 kVA	200.00 + 20.00/kVA
	iii)	Over 50 kVA to 300 kVA	1,000.00 + 10.00/kVA
	iv)	Over 300 kVA to 1,500 kVA	3,600.00+5.00/kVA
	v)	Over 1,500 kVA to 6,000 kVA	9,600.00+2.50.kVA
	vi)	Over 6,000 kVA	20,850.00+1.25/kVA

NOTE: Total Connected Load as shown in the load schedule

B	Total Transformer/ Uninterrupted Power Supply (UPS) Generator Capacity (kVA)	Fee, (P)
---	--	----------

	i)	5 kVA or less	40.00
	ii)	Over 5 kVA to 50 kVA	40.00 + 4.00/kVA
	iii)	Over 50 kVA to 300 kVA	220.00 + 2.00/kVA
	iv)	Over 300 kVA to 1,500 kVA	720.00 + 1.00/kVA
	v)	Over 1,500 kVA to 6,000 kVA	1,920.00 + 0.50/kVA
	vi)	Over 6,000 kVA	4,170.00 + 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/applicant as shown in the electrical plans and specifications.

C	Pole/Attachment Location Plan Permit		Fee, (P)
	i)	Power Supply Pole Location	30.00/pole
	ii)	Guying Attachment	30.00/attachment

This applies to designs/installation within the premises.

D	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:		
	Use of Character of Occupancy	Electric Meter	Wiring Permit
	Residential	P 15.00	P 15.00
	Commercial Industrial	P 60.00	P 36.00
	Institutional	P 30.00	P 12.00
e	Formula for Computation of Fees; The Total Electric Fees shall be the sum of Sections 4.a to 4.d of this Rule		
F	Forfeiture of Fees If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.		

15. Mechanical Fees

A	Refrigeration, Air Conditioning and Mechanical Ventilation	Fee, (P)
i)	Refrigeration (cold storage), per ton or fraction thereof	40.00
ii)	Ice Plants, per ton or fraction thereof	60.00
iii)	Packaged/Centralized Air Conditioning System up to 100 tons, per tons	90.00
iv)	Every ton or fraction thereof above 100 tons	40.00
v)	Window type air conditioners, per unit	60.00
vi)	Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent	40.00
vii)	In a series of AC/REF system located in one establishment, the installed tons of refrigeration shall be used as the basis of computation for purposes of installation/ inspection fees, and shall not be considered individually.	As stated

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i):

- 1.10 kW per ton, for compressor up to 5 tons capacity,
- 1.00 kW per ton, for compressor above 5 tons up to 50 tons capacity,
- 0.97 kW per ton, for compressor above 50 tons capacity.

For Ice making (refer to 5.a.ii)

- 3.50 kW per ton, for compressor up to 5 tons capacity,
- 3.25 kW per ton, for compressor above 5 up to 50 tons capacity,
- 3.00 kW per ton, for compressor above 50 tons capacity.

For Air conditioning (refer to 5.a.iii)

0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
 0.80 kW per tons, for above 5 up to 50 tons capacity.
 0.70 kW per ton, for compressor above 50 tons, capacity.

B	Escalator and Moving Walks, Funiculars and the like:		Fee,(P)
	i)	Escalator and moving walk, per kW or fraction thereof	10.00
	ii)	Escalator and moving walks up to 20 lineal meters or fraction thereof	20.00
	iii)	Every lineal meter or fraction thereat in excess of 20 lineal meters	10.00
	iv)	Funicular, per kW or fraction thereof	200.00
		b) Per lineal meter travel	20.00
v)	Cable car, per kW or fraction thereof	40.00	
	b) Per lineal meter travel	5.00	
C	Elevators, per unit:		Fee, (P)
	i)	Motor driven dumbwaiters	600.00
	ii)	Construction elevators for materials	2,000.00
	iii)	Passenger elevators	5,000.00
	iv)	Freight elevators	5,000.00
	v)	Car elevators	5,000.00
D	Boilers, per kW		Fee, (P)
	i)	Up to 7.5 kW	500.00
	ii)	Above 7.5 kW to 22 kW	700.00
	iii)	Above 22 kW to 37 kW	900.00
	iv)	Above 37 kW to 52 kW	1,200.00
	v)	Above 52 kW to 67 kW	1,400.00
	vi)	Above 67 kW to 74 kW	1,600.00
	vii)	Every kW or fraction thereof above 74 kW	5.00
NOTE:			
(d) Boiler rating shall be computed on the basis of 1.00 sq. meters of heating surface for one (1) boiler kW.			
(e) Steam from this boiler used to propel any prime-mover is exempted from fees.			
(f) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.			
E	Pressurized water heater, per unit		Fee, (P) 200.00

F	Water, sump and sewage pumps for commercial/ industrial use, per kW or fraction thereof	Fee, (P) 60.00
G	Automatic fire sprinkler system, per sprinkler head	Fee, (P) 4.00
H	Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	Fee, (P)
	i) Every kW up to 50kW	25.00
	ii) Above 50 kW up to 100 kW	20.00
	iii) Every kW above 100 kW	3.00
I	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet	Fee, (P) 20.00
J	Gas Meter, per unit	Fee, (P) 100.00
K	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof whichever is higher	Fee, (P) 4.00
L	Other Internal Combustion Engines, including cranes, forklifts, loader, pumps, mixers compressors and the like, not registered with the LTO, per kW	Fee, (P)
	i) Up to 50 kW	10.00
	ii) Above 50 kW to 100 kW	12.00
	iii) Every kW above 100 kW or fraction thereof	3.00
M	Pressure Vessels, per cu. Meter or fraction thereof	Fee, (P) 60.00
N	Other Machinery/Equipment for commercial/ Industrial/ Institutional use not elsewhere specified, per kW or fraction thereof	Fee, (P) 60.00
O	Pneumatic tubes Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof	Fee, (P) 10.00
P	Weighing Scale Structure, per ton or fraction thereof	Fee,(P) 50.00
NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.		

16. Plumbing Fees

A	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".	
B	i) Each water closet	7.00

	ii)	Each floor drain	3.00
	iii)	Each sink	3.00
	iv)	Each lavatory	7.00
	v)	Each faucet	2.00
	vi)	Each shower head	2.00
C	Special Plumbing Fixtures:		Fee, (P)
	i)	Each slop sink	7.00
	ii)	Each urinal	4.00
	iii)	Each bath tub	7.00
	iv)	Each grease trap	7.00
	v)	Each garage trap	7.00
	vi)	Each bidet	4.00
	vii)	Each dental cuspidor	4.00
	viii)	Each gas-fired water heater	4.00
	ix)	Each drinking fountain	2.00
	x)	Each bar or soda fountain sink	4.00

	xi)	Each laundry sink	4.00
	xii)	Each laboratory sink	4.00
	xiii)	Each fixed-type sterilizer	2.00
D		Each water meter	Fee, (P) 2.00
	i)	12 to 25 mm diameter	8.00
	ii)	Above 25 mm diameter	10.00
E		Construction of septic tank, applicable in all Groups	Fee, (P)
	i)	Up to 5 cu. Meter of digestion chamber	24.00
	ii)	Every cu. Meter or fraction thereof in excess of 5 cu. meters	7.00

17. Electronic Fees

	Pay Items Description	Fee, (P)
a	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's , cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications.	2.40 per port
B	Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications centers, switching centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and	1,000.00 per port Cont'd

	measurements, global positioning and personnel/vehicle location.	
C	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors	10.00 per unit
D	Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected.	2.40 per outlet
E	Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting control, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTC and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically controlled installations whether a user terminal is connected.	2.40 per termination
F	Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	1,000.00 per location
G	Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception.	1,000.00 per structure
H	Electronic or electronically-controlled indoor and outdoor signage's and display systems, including TV monitors, multi-media signs, etc.	50.00 per unit
I	Poles and attachment:	

	iii) Per Pole (to be paid by pole owner)	20.00
	iv) Per attachment (to be paid by any entity who attaches to the pole of others)	20.00
J	Other types or electronically controlled device, apparatus, equipment instrument or units not specifically identified above.	51.0 er unit

18. Accessories of the Building/Structures Fees

Pay Items Description		Fee, (P)
a	All parts of the building which are open on two (2) or more sides, such as balconies, terraces, lanais and the like shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a to 3.d of this Schedule).	As stated
b	Buildings with a height of more than 8 meters shall be charged an additional fee of twenty-five centavos (P0.25) per cu. Meter above 8 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.	As stated
c	Banks and Records Vaults with interior volume up to 20 cu. Meters	20.00
	i) In excess of 20 cu. Meters	8.00
d	Swimming Pools, per cu. Meters or fraction thereof	
	i) GROUP A Residential	3.00
	ii) Commercial/Industrial Groups B, E, F, and G	36.00
	iii) Social/Recreational/Institutional GROUPS C, D, H and I	24.00

	iv)	Swimming pools improvised from local indigenous materials such as rocks, stones and or small boulders and with plain cement flooring shall be charged 50% of the above (GROUPS') rates	As stated
	v)	Swimming pool shower rooms/locker rooms: e) Per unit or fraction thereof f) Residential Group A g) GROUP B, E, F and G h) GROUP C, D and H	60.00 6.00 18.00 12.00
e		Construction of firewalls separate from the building	(P)
	i)	Per sq. meter or fraction thereof	3.00
	ii)	Provided, that the minimum fee shall be	48.00
f		Construction/Erection of towers: Including Radio and TV towers, water tank supporting structures and the like (By Use or Character of Occupancy)	Fee, (P)
	i)	Single detached dwelling units; c) Self-Supporting d) Trilon (Guyed)	500.00 150.00
	ii)	Commercial/Industrial (GROUPS B, E, F and G) up to 10 meters in height; c) Self-Supporting & every meter or fraction in excess of 10 meters d) Trilon (Guyed) & every meter or fraction in excess of 10 meters	2,400.00 120.00 240. 12.00
	iii)	Educational/Recreational/Institutional GROUP C, D H and I up to 10 meters in height;	

		c) Self-Supporting & every meters or fraction in excess of 10 meters	1,800
		d) Trilon (Guyed) & every meters or fraction in excess of 10 meters	120.00
			120.00
			10.00
g			
	i)	Every meter or fraction thereof in cess of 10 meters	150
	ii)	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e of this schedule	As stated
h	Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G		(P)
	i)	Smokestacks, up to 10 meters in height, measured from the base. b) Every meter or fraction thereof in excess of 10 meters.	240.00
			12.00
	ii)	Chimney up to 10 meters in height, measured from the base b) Every meter or fraction thereof in excess of 10 meters.	48.00
			2.00
i	Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas.		48.00
j	Construction of Industrial Kiln/Furnace, per meter or fraction thereof of volume		12.00
k	Construction of reinforced concrete or steel tank above ground GROUPS A and B, up to 2 cu. Meters		12.00
	i)	Every cu. Meter or fraction thereof in excess of 2 cu. Meters	12.00

	ii)	For all other than Groups A and B up to 10 cu. meters b) Every cu. meter or fraction thereof in excess of 10 cu. M	24.00
l		Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume	7.00
m		Construction of reinforced concrete or steel tanks except for Commercial/Industrial Use;	(P)
	i)	Above ground, up to 10 cu. meters ----- b) Every cu. meter or fraction thereof in excess of 10 cu. meters	480.00 0 48.00
	ii)	Underground, up to 20 cu. meters b) Every cu. meters or fraction thereof in excess of 20 cu. meters	540 24.00
n		Pull-outs and Re-installation of Commercial/Industrial Steel Tanks;	(P)
	i)	Underground per cu. meter or fraction thereof excavation	3.00
	ii)	Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tanks	3.00
	iii)	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k above	As stated
o		Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area;	(P)
	i)	Construction of permanent type	10.00
	ii)	Construction of temporary type	5.00

	iii)	Inspection of knock-down temporary type, per unit	24.00
P	Construction of buildings and other accessory structures within cemeteries and memorial parks;		(P)
	i)	Tombs, per sq. meter of covered ground areas -	5.00
	ii)	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	5.00
	iii)	Totally enclosed mausoleums, per sq. meter of floor area	12.00
	iv)	Totally enclosed mausoleums, per sq. meter of floor area	12.00
	v)	Columbarium, per sq. meter	18.00

19. Accessory Fees

Pay Items Descriptions		Fee, (P)
A	Establishment of Line and Grade, all sides fronting on abutting streets, esteros, rivers and creeks, first 10 meters	24.00
	i) Every meter or fraction thereof in excess of 10 meters	2.40
B	Ground Preparation Permit Fee	Fee, (P)
	i) While the application for the Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to the line and grade, setbacks, yards/easement and parking requirements. f) Inspection and Verification Fee	200.00

		g) Per cu. meter of excavation	3.00
		h) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
		i) Per cu. meter of excavation for foundation or basement	4.00
		Excavation other than foundation basement per cu. meter	3.00
		j) Encroachment of footings or foundations of building/structures to public areas as permitted, per sq. meter of fraction thereof of footing or foundation encroachment	250.00
C	Fencing Fees		Fee, (P)
	i)	Made of masonry, metal concrete up to 1.80 meters in height, per lineal meter or fraction thereof	3.00
	ii)	In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
	iii)	Make of indigenous materials, barbed, chicken or hog wires, per lineal meter	2.40
D	Construction of Pavement up to 20 sq. meters		Fee, (P) 24.00
E	In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk area, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like		Fee, (P) 3.00
F	Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20 sq. meter per calendar month		Fee, (P) 240.00
	i)	Every sq. meter or faction thereof in excess of 20 sq. meters	120.00
	ii)	Every lineal meter or fraction thereof in excess of 10 meters	12.00
H	Sign Fees:		Fee, (P)
	i)	Erection and anchorage of display surfaces, up to 4 sq. meters of signboard area	120.00
		a) every sq. meter or fraction thereof in excess of 4 sq. meters	

			24.00
	ii)	Installation Fees, per sq. meter or fraction thereof of display surface:	
Type of Sign Display		Business Signs	Advertising Signs
Neon		P 36.00	P 52.00
Illuminated		P 34.00	P 36.00
Others		P 15.00	P 24.00
Painted-on		P 9.60	P 18.00
	iii)	Annual Renewal Fees, per sq. meter of display surface or fraction thereof:	
Type of Display Sign		Business Signs	Advertising Signs
Neon		P 36.00. min. fee shall be P 124.00	P 46.00, min fee shall be P 200.00
Illuminated		P 18.00, min. fee shall be P 72.00	P 38.00, min fee shall be P 150.00
Others		P 12.00, min fee shall be P 40.00	P 20.00, min fee shall be P 110.00
Painted-on		P 8.00, min fee shall be P 30.00	P 12.00, min fee shall be P 100.00
I	Repair Fees:		Fee, (P)
	i)	Alteration/renovation/improvement on vertical dimension of building structures in sq. meter such as facades, exterior and	5.00

		interior walls, shall be assessed in accordance with the following rate, for all Groups	
	ii)	Alteration/ renovation/ improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings, and roofing shall be assessed in accordance with the following rate, for all Groups	5.00
J	Raising of buildings/Structures Fees:		
	i)	Assessment of fees for raising of any building/structures shall be based on the new usable area generated.	As stated
	ii)	The fees to be charged shall be as prescribed under Sections 3.a to 3.e of this Schedule, whichever Group applies.	As stated
K	Demolitions/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:		Fees, (P)
	i)	Buildings in all Groups per sq. meter floor area	3.00
	ii)	Building Systems/Frames or portion thereof per vertical or horizontal dimension, including Fences	4.00
	iii)	Structures of up to 10 meters in height. a) Every meter or portion thereof in excess of 10 meters	800.00

			50.00
J	Raising of buildings/Structures Fees:		
	i)	Assessment of fees for raising of any building/structures shall be based on the new usable area generated	As Stated
	ii)	The fees to be charged shall be as prescribed under Sections 3.a to 3.e of this Schedule, whichever Group applies	As stated
K	Demolitions/Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:		Fees, (P)
	i)	Buildings in all Groups per sq. meter floor area	3.00
	ii)	Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences	4.00
	iii)	Structures of up to 10 meters in height	800.00
		b) Every meter or portion thereof in excess of 10 meters	50.00
	iv)	Appendage of up to 3 cu. meter/unit	50.00
Every cu. meter or portion thereof in excess of 3 cu. Meters		50.00	
v)	Moving Fees, per sq. meter of area of building/structures to be moved	3.00	

VI. ISSUANCE OF BUILDING INSPECTION REPORT AND CERTIFICATION

One of the services provided by the Municipal Engineering Office is the issuance of building inspection report and certification.

Office/Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	Owners of buildings within the jurisdiction of Kayapa.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Submit request for Inspection or Certification 2. Barangay Clearance (2 original copies) 3. Zoning Certificate (2 original copies) 4. Fire Safety Evaluation or Inspection Certificate (2 copy) 5. Contract of lease / consent, if applicant is a lessee (2 original copies) 6. Detailed information about the business and sketch of location (2 original copies) 7. Order payment 8. Official receipt of payment 	<ol style="list-style-type: none"> 1. Owners copy 2. Punong Barangay's Office (present cedula/community tax) 3. Municipal Planning & Development Coordinator Office 4. Bureau of Fire & Protection, Kayapa Chapter 5. Owners copy 6. To be prepared by a registered Geodetic Engineer 7. Municipal engineering Office-Assigned Building Inspector 8. Municipal Treasury Office - Frontline personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office

				<p><i>Const'n Maintenance Man</i> Municipal Engineering Office</p>
2. Submit requirements.	2. Evaluates submitted requirements and schedule building inspection.	None	5 minutes	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p>
3. Assist in the inspection or evaluation of building/s.	3. Inspects/ evaluates building	None	Three (3) days	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p>
3. Return one (1) day and get order of payment.	3. Issue order of payment.	See schedule of fees on the table below (Base from PD 1096 or The National Building Code of the	5 minutes	<p><i>Municipal Engineer</i></p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p>Frontline personnel at the Municipal</p>

		Philippines)		Treasury Office
4. Pay corresponding fees at the Municipal treasury Office.	4. Issue official receipt			Municipal Treasury Office-Frontline personnel assigned
5. Return to the office and show proof of payment.	5. Release approved building inspection report and certification	None	30 seconds	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
	TOTAL:	See schedule of fees on the table below (Base from PD 1096 or The National Building Code of the Philippines)	3 days, 11 minutes & 30 seconds	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office

				<p><i>Const'n Maintenance Man</i> Municipal Engineering Office</p>
2. Submit requirements.	2. Evaluates submitted requirements and schedule building inspection.	None	5 minutes	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p>
3. Assist in the inspection or evaluation of building/s.	3. Inspects/ evaluates building	None	1 day- validation of establishment nearby barangays and Three (3) days validation of establishment in distant barangays	<p><i>Municipal Engineer</i></p> <p><i>Engineer II</i> Municipal Engineering Office</p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office</p>
3. Return one (1) day and get order of payment.	3. Issue order of payment.	See schedule of fees on the table below (Base from PD 1096 or The National Building Code of the	5 minutes	<p><i>Municipal Engineer</i></p> <p><i>Engineer I</i> Municipal Engineering Office</p> <p>Frontline personnel at the Municipal</p>

		Philippines)		Treasury Office
4. Pay corresponding fees at the Municipal treasury Office.	4. Issue official receipt			Municipal Treasury Office-Frontline personnel assigned
5. Return to the office and show proof of payment.	5. Release approved building inspection report and certification	None	30 seconds	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
	TOTAL:	See schedule of fees on the table below (Base from PD 1096 or The National Building Code of the Philippines)	1 day, 11 minutes & 30 seconds- nearby barangays; 3 days, 11 minutes & 30 seconds- distant barangays	

Annual Inspection Fees

A	Division A-1 and A-2:	Fee, (P)
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	i)	Single detached dwelling units and duplexes are not subject to annual inspections.	As stated
	ii)	If the owner request inspections, the fee for each of the services enumerated below is... a) Land Use Conformity b) Architectural Present ability c) Structural Stability d) Sanitary and Health Requirements e) Fire-Resistive Requirements	120.00
B		Divisions B-1/D-1, 2, 3,/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 2, 3, 4? And I-1, Commercial Industrial and Institutional buildings and appendages shall be assessed area as follows;	Fee, (P)
	i)	Appendages of up to 3 cu. Meters	150.00
	ii)	Floor area up to 100 sq. m.	120.00
	iii)	Above 100 sq. meters up to 200 sq. meters	240.00
	iv)	Above 200 sq. meters up to 350 sq.	480.00
	v)	Above 350 sq. meters up to 500 sq. meters	720.00
	vi)	Above 500 sq. meters up to 750 sq. meters	960.00
	vii)	Above 750 sq. meters up to 1,000 sq. meters	1,200.00
	viii)	Every 1,000 sq. meters or portion thereof in excess of (first) 1,000 sq. meters	1200.00
C		Division C-1, 2, Amusement Houses, Gymnasias and the like:	Fee, (P)
	i)	First class cinematographs or theaters	1,200
	ii)	Second class cinematographs or theater	720.00

	iii)	Third class cinematographs or theater	520.00
	iv)	Grandstands/Bleachers, Gymnasia and the like	720.00
D		Annual plumbing inspection fees, each plumbing unit	Fee, (P) 60.00

	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".		
	i)	Each water closet	7.00
	ii)	Each floor drain	3.00
	iii)	Each sink	3.00
	iv)	Each lavatory	7.00
	v)	Each faucet	2.00
	vi)	Each shower head	2.00
		Special Plumbing Fixtures:	Fee, (P)
	i)	Each slop sink	7.00
	ii)	Each urinal	4.00
	iii)	Each bath tub	7.00

	iv)	Each grease trap	7.00
	v)	Each garage trap	7.00
	vi)	Each bidet	4.00
	vii)	Each dental cuspidor	4.00
	viii)	Each gas-fired water heater	4.00
	ix)	Each drinking fountain	2.00
	x)	Each bar or soda fountain sink	4.00
	xi)	Each laundry sink	4.00
	xii)	Each laboratory sink	4.00
	xiii)	Each fixed-type sterilizer	2.00
		Each water meter	Fee, (P) 2.00
	i)	12 to 25 mm diameter	8.00
	ii)	Above 25 mm diameter	10.00
		Construction of septic tank, applicable in all Groups	Fee, (P)
	i)	Up to 5 cu. Meter of digestion chamber	24.00
	ii)	Every cu. Meter or fraction thereof in excess of 5 cu. Meters	7.00

e	Electrical Inspection Fees:	Fee, (P)
	i) A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.	As stated

ii) The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

A	Total Connected Load, (kVA)	Fee, (P)
	i) 5 kVA or less	200.00
	ii) Over 5 kVA to 50 kVA	200.00 + 20.00/kVA
	iii) Over 50 kVA to 300 kVA	1,000.00 + 10.00/kVA
	iv) Over 300 kVA to 1,500 kVA	3,600.00+5.00/kVA
	v) Over 1,500 kVA to 6,000 kVA	9,600.00+2.50.kVA
	vi) Over 6,000 kVA	20,850.00+1.25/kVA

NOTE: Total Connected Load as shown in the load schedule

	Total Transformer/ Uninterrupted Power Supply (UPS) Generator Capacity (kVA)
	i) 5 kVA or less
	ii) Over 5 kVA to 50 kVA
	iii) Over 50 kVA to 300 kVA
	iv) Over 300 kVA to 1,500 kVA

	v)	Over 1,500 kVA to 6,000 kVA
	vi)	Over 6,000 kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/applicant as shown in the electrical plans and specifications.

	Pole/Attachment Location Plan Permit	
	i)	Power Supply Pole Location
	ii)	Guying Attachment

This applies to designs/installation within the premises.

	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:		
	Use of Character of Occupancy	Electric Meter	Wiring Permit
	Residential	P 15.00	P 15.00
	Commercial Industrial	P 60.00	P 36.00
	Institutional	P 30.00	P 12.00
	<p>Formula for Computation of Fees;</p> <p>The Total Electric Fees shall be the sum of Sections 4.a to 4.d of this Rule</p> <p>Forfeiture of Fees</p> <p>If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time</p>		

provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

F	Annual Mechanical Inspection Fees:	Fee, (P)
i)	Refrigeration and Ice Plant, per ton; a) Up to 100 tons capacity b) Above 100 tons up to 150 tons c) Above 150 tons up to 300 tons d) Above 300 tons up to 500 tons e) Every ton or fraction thereof above 500 tons	25.00 20.00 15.00 10.00 5.00
ii)	Air Conditioning Systems: a) Window type air conditioner, per unit	40.00
iii)	Packaged or centralized air conditioning systems: a) First 100 tons, per ton b) Above 100 tons, up to 150 tons, per ton c) Every ton or fraction thereof above 500 tons	25.00 20.00 8.00
iv)	Mechanical Ventilation, per unit, per kW: a) Up to 1 kW b) Above 1 kW to 7.5 kW c) Every kW above 7.5 kW	10.00 50.00 20.00
v)	Escalators and Moving Walks; Funicular and the like: a) Escalator and Moving Walks, per unit b) Funiculars, per kW or fraction thereof c) Per lineal meter or fraction thereof travel d) Cable Car, per kW or fraction thereof e) Per lineal meter of travel	120.00 50.00 10.00 25.00

			2.00
vi)	Elevators, per unit:		
	a) Passenger elevators		500.00
	b) Freight elevators		400.00
	c) Motor driven dumb-waiters		50.00
	d) Construction elevators for materials		400.00
	e) Car elevators		500.00
	f) Every landing above first five (5) landings for all the above elevators		50.00
vii)	Boilers, per unit:		
	a) Up to 7.5 kW		400.00
	b) 7.5 kW up to 22kW		550.00
	c) 22kW up to 37 kW		600.00
	d) 37 kw up to 52kW		650.00
	e) 52 kW up to 67kW		800.00
	f) 67 kW up to 74 kW		900.00
	g) Every kW or fraction thereof above 75 kW		4.00
viii)	Pressurized Water Heaters, per unit		120.00
ix)	Automatic Fire Extinguishers, per sprinkler head		2.00
x)	Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW:		
	a) Up to 5kW		55.00
	b) Above 5kW to 10 kW		90.00
	c) Every kW or fraction thereof above 10 kW		2.00

xi)	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per KW: a) Per kW, up to 50 kW b) Above 50 up to 100 kW c) Every kW or fraction thereof above 100 kW	15.00 10.00 2.40
xii)	Compressed air, vacuum, commercial/ institutional/ industrial gases, per outlet	10.00
xiii)	Power piping for gas/steam/ etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher	2.00
xiv)	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like, a) Power unit, up to 10 kW b) Every kW above 10 kW	100.00 3.00
xv)	Other machineries and/or equipment for commercial/ industrial/ institutional use not elsewhere specified, per unit: a) Up to ½ kW b) Above ½ up to 1 kW c) Above 1 up to 3kW d) Above 3 up to 5 kW e) Above 5 up to 10 kW f) Every kW above 10 kW or fraction thereof	8.00 23.00 39.00 55.00 80.00 4.00
xvi)	Pressure Vessel, per cu. Meter or fraction thereof	40.00
xvii)	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter of fraction thereof	2.00
xviii)	Weighing Scale Structures, per ton or fraction thereof	30.00
xix)	Testing/ Calibration of pressure gauge, per unit	24.00

	a)	Each Gas Meter, tested, proved and sealed, per gas meter	30.00
	xx)	Every mechanical ride inspection, etc., used in amusement centers of fair, such as Ferris wheel, and the like, per unit	30.00
G	Annual electronics inspection fees		
	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's , cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications.		2.40 per port
	Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications centers, switching centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location.		1,000.00 per port Cont'd
	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors		10.00 per unit
	Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected.		2.40 per outlet

	Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting control, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTC and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically controlled installations whether a user terminal is connected.	2.40 per termination
	Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	1,000.00 per location
	Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception.	1,000.00 per structure
	Electronic or electronically-controlled indoor and outdoor signage's and display systems, including TV monitors, multi-media signs, etc.	50.00 per unit
	Poles and attachment: v) Per Pole (to be paid by pole owner) vi) Per attachment (to be paid by any entity who attaches to the pole of others)	20.00 20.00
	Other types or electronically controlled device, apparatus, equipment instrument or units not specifically identified above.	52.0 er unit

Certifications

A	Certified true copy of building permit	Fee, (P) 50.00
B	Certified true copy of Certificate of Occupancy/Use	50.00
C	Issuance of Certificate of Damage	50.00

D	Certified true of Certified of Damage	50.00
E	Certified true copy of Electrical Certificate	50.00
F	Issuance of Certificate of Gas Meter Installation	50.00
G	Certified true copy of Certificate of Operation	50.00
H	Other Certifications	50.00

VII. ISSUANCE OF BUILDING CERTIFICATE OF ANNUAL INSPECTION FOR BUSINESS PERMIT

One of the services provided by the Municipal Engineering Office is the conduct of building inspection. They are required to secure building inspection approval from the Municipal Engineer before securing mayor's/ business Permit.

Office/Division:	Municipal Engineering Office
Classification:	Complex
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	Owners of buildings within the jurisdiction of Kayapa.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Barangay Clearance (2 original copies) 2. Zoning Certificate (2 original copies) 3. Fire Safety Evaluation or Inspection Certificate (2 copy) 4. Contract of lease / consent, if applicant is a lessee (2 original copies) 5. Detailed information about the business and sketch of location (2 original copies) 6. Order of payment 7. Official receipt of payment 	<ol style="list-style-type: none"> 1. Punong Barangay's Office (present cedula/community tax) 2. Municipal Planning & Development Office 3. Bureau of Fire & Protection, Kayapa Chapter 4. Owners copy 5. To be prepared by a registered Geodetic Engineer 6. Municipal Engineering Office-Assigned Building Official 7. Frontline personnel at the Municipal Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i>

				Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit requirements.	2. Receive the required documents and checks as to completeness. 2.1 Schedules building inspection 2.2 Endorses fire safety inspection certificate to the C/MFM <i>*The C/MFM shall submit his report recommendations to the BO w/in 5 working days from date of referral from the BO.</i>	None	2 minutes 5 minutes 2 minutes	<i>Municipal Engineer</i> <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
3. Assist in building inspection.	3. Conduct inspection of business establishment	None	3 days	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office
4. Return one day after inspection, get order of	4. Issue order of payment	See Annual Inspection Fees on	5 minutes	<i>Municipal Engineer</i>

payment.	<i>*Inspection fee are computed based on PD1096/Municipal Ordinance No. 2006 – 01 Article V, Section 4</i>	the table below (Base from PD 1096 or The National Building Code of the Philippines)		<i>Engineer I</i> Municipal Engineering Office
5. Pay corresponding fees at the Municipal treasury Office.	Issue official receipt			Municipal Treasury Office
6. Return to the office and show proof of payment.	6. Release approved building inspection clearance.	None	3 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office
	TOTAL:	See Annual Inspection Fees on the table below (Base from PD 1096 or The National Building Code of the Philippines)	3 days, 18 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office

				<i>Const'n Maintenance Man Municipal Engineering Office</i>
2. Submit requirements.	2. Receive the required documents and checks as to completeness. 2.1 Schedules building inspection 2.2 Endorses fire safety inspection certificate to the C/MFM <i>*The C/MFM shall submit his report recommendations to the BO w/in 5 working days from date of referral from the BO.</i>	None	2 minutes 5 minutes 2 minutes	<i>Municipal Engineer Engineer II Municipal Engineering Office Engineer I Municipal Engineering Office Engineering Assistant Municipal Engineering Office</i>
3. Assist in building inspection.	3. Conduct inspection of business establishment	None	1 day-inspection of establishment/s within the adjacent barangays and 3 days- inspection of establishment/s in distant barangays	<i>Municipal Engineer Engineer I Municipal Engineering Office</i>
4. Return one day after inspection, get order of	4. Issue order of payment	See Annual Inspection Fees on	5 minutes	<i>Municipal Engineer</i>

payment.	<i>*Inspection fee are computed based on PD1096/Municipal Ordinance No. 2006 – 01 Article V, Section 4</i>	the table below (Base from PD 1096 or The National Building Code of the Philippines)		<i>Engineer I</i> Municipal Engineering Office
5. Pay corresponding fees at the Municipal treasury Office.	Issue official receipt			Municipal Treasury Office
6. Return to the office and show proof of payment.	6. Release approved building inspection clearance.	None	3 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office
	TOTAL:	See Annual Inspection Fees on the table below (Base from PD 1096 or The National Building Code of the Philippines)	1 day, 18 minutes-adjacent barangays; 3 days, 18 minutes-distant barangays	

Annual Inspection Fees

A	Division A-1 and A-2:		Fee, (P)
	i)	Single detached dwelling units and duplexes are not subject to annual inspections.	As stated
	ii)	If the owner request inspections, the fee for each of the services enumerated below is...	120.00

		f) Land Use Conformity g) Architectural Present ability h) Structural Stability i) Sanitary and Health Requirements j) Fire-Resistive Requirements	
B	Divisions B-1/D-1, 2, 3,/ E-1, 2, 3/ F-1/ G-1, 2, 3, 4, 5/ H-1, 2, 3, 4? And I-1, Commercial Industrial and Institutional buildings and appendages shall be assessed area as follows;		Fee, (P)
	i)	Appendages of up to 3 cu. meters	150.00
	ii)	Floor area up to 100 sq. m.	120.00
	iii)	Above 100 sq. meters up to 200 sq. meters	240.00
	iv)	Above 200 sq. meters up to 350 sq.	480.00
	v)	Above 350 sq. meters up to 500 sq. meters	720.00
	vi)	Above 500 sq. meters up to 750 sq. meters	960.00
	vii)	Above 750 sq. meters up to 1,000 sq. meters	1,200.00 0
	viii)	Every 1,000 sq. meters or portion thereof in excess of (first) 1,000 sq. meters	1200.00 0
C	Division C-1, 2, Amusement Houses, Gymnasia and the like:		Fee, (P)
	i)	First class cinematographs or theaters	1,200.00

	ii)	Second class cinematographs or theater	720.00
	iii)	Third class cinematographs or theater	520.00
	iv)	Grandstands/Bleachers, Gymnasia and the like	720.00
D	Annual plumbing inspection fees, each plumbing unit		Fee, (P) 60.00
Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".			
	i)	Each water closet	7.00
	ii)	Each floor drain	3.00
	iii)	Each sink	3.00
	iv)	Each lavatory	7.00
	v)	Each faucet	2.00
	vi)	Each shower head	2.00
	Special Plumbing Fixtures:		Fee, (P)
	i)	Each slop sink	7.00
	ii)	Each urinal	4.00
	iii)	Each bath tub	7.00

	iv)	Each grease trap	7.00
	v)	Each garage trap	7.00
	vi)	Each bidet	4.00
	vii)	Each dental cuspidor	4.00
	viii)	Each gas-fired water heater	4.00
	ix)	Each drinking fountain	2.00
	x)	Each bar or soda fountain sink	4.00
	xi)	Each laundry sink	4.00
	xii)	Each laboratory sink	4.00
	xiii)	Each fixed-type sterilizer	2.00
		Each water meter	Fee, (P) 2.00
	i)	12 to 25 mm diameter	8.00
	ii)	Above 25 mm diameter	10.00
		Construction of septic tank, applicable in all Groups	Fee, (P)
	i)	Up to 5 cu. Meter of digestion chamber	24.00
	ii)	Every cu. Meter or fraction thereof in excess of 5 cu. meters	7.00

E	Electrical Inspection Fees:	Fee, (P)
	i) Onetime electrical inspection fee equivalent to 10 % of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.	

ii) The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

A	Total Connected Load, (kVA)	Fee, (P)
i)	5 kVA or less	200.00
ii)	Over 5 kVA to 50 kVA	200.00 + 20.00/kVA
iii)	Over 50 kVA to 300 kVA	1,000.00 + 10.00/kVA
iv)	Over 300 kVA to 1,500 kVA	3,600.00+5.00/kVA
v)	Over 1,500 kVA to 6,000 kVA	9,600.00+2.50.kVA
vi)	Over 6,000 kVA	20,850.00+1.25/kVA

NOTE: Total Connected Load as shown in the load schedule

	Total Transformer/ Uninterrupted Power Supply (UPS) Generator Capacity (kVA)	Fee, (P)
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	i)	5 kVA or less	40.00
	ii)	Over 5 kVA to 50 kVA	40.00 + 4.00/kVA
	iii)	Over 50 kVA to 300 kVA	220.00 + 2.00/kVA
	iv)	Over 300 kVA to 1,500 kVA	720.00 + 1.00/kVA
	v)	Over 1,500 kVA to 6,000 kVA	1,920.00 + 0.50/kVA
	vi)	Over 6,000 kVA	4,170.00 + 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generator which are owned/ installed by the owner/applicant as shown in the electrical plans and specifications.

Pole/Attachment Location Plan Permit		Fee, (P)
i)	Power Supply Pole Location	30.00/pole
ii)	Guying Attachment	30.00/attachment

This applies to designs/installation within the premises.

	Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:		
	Use of Character of Occupancy	Electric Meter	Wiring Permit
	Residential	P 15.00	P 15.00
	Commercial Industrial	P 60.00	P 36.00
	Institutional	P 30.00	P 12.00

	Formula for Computation of Fees; The Total Electric Fees shall be the sum of Sections 4.a to 4.d of this Rule		
	Forfeiture of Fees If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippines Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.		
F	Annual Mechanical Inspection Fees:		Fee, (P)
	i)	Refrigeration and Ice Plant, per ton; f) Up to 100 tons' capacity g) Above 100 tons up to 150 tons h) Above 150 tons up to 300 tons i) Above 300 tons up to 500 tons j) Every ton or fraction thereof above 500 tons	25.00 20.00 15.00 10.00 5.00
	ii)	Air Conditioning Systems: b) Window type air conditioner, per unit	40.00
	iii)	Packaged or centralized air conditioning systems: d) First 100 tons, per ton e) Above 100 tons, up to 150 tons, per ton f) Every ton or fraction thereof above 500 tons	25.00 20.00 8.00
	iv)	Mechanical Ventilation, per unit, per kW: d) Up to 1 kW e) Above 1 kW to 7.5 kW f) Every kW above 7.5 kW	10.00 50.00

			20.00
v)	Escalators and Moving Walks; Funicular and the like: f) Escalator and Moving Walks, per unit g) Funiculars, per kW or fraction thereof h) Per lineal meter or fraction thereof travel i) Cable Car, per kW or fraction thereof j) Per lineal meter of travel		120.00 50.00 10.00 25.00 2.00
vi)	Elevators, per unit: g) Passenger elevators h) Freight elevators i) Motor driven dumb-waiters j) Construction elevators for materials k) Car elevators l) Every landing above first five (5) landings for all the above elevators		500.00 400.00 50.00 400.00 500.00 50.00
vii)	Boilers, per unit: h) Up to 7.5 kW i) 7.5 kW up to 22kW j) 22kW up to 37 kW k) 37 kw up to 52kW l) 52 kW up to 67kW m) 67 kW up to 74 kW n) Every kW or fraction thereof above 75 kW		400.00 550.00 600.00 650.00 800.00 900.00 4.00
viii)	Pressurized Water Heaters, per unit		120.00

ix)	Automatic Fire Extinguishers, per sprinkler head	2.00
x)	Water, Sump and Sewage pumps for buildings/structures for commercial/industrial purposes, per kW: d) Up to 5kW e) Above 5kW to 10 kW f) Every kW or fraction thereof above 10 kW	55.00 90.00 2.00
xi)	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per KW: d) Per kW, up to 50 kW e) Above 50 up to 100 kW f) Every kW or fraction thereof above 100 kW	15.00 10.00 2.40
xii)	Compressed air, vacuum, commercial/ institutional/ industrial gases, per outlet	10.00
xiii)	Power piping for gas/steam/ etc., per lineal meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher	2.00
xiv)	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like, c) Power unit, up to 10 kW d) Every kW above 10 kW	100.00 3.00
xv)	Other machineries and/or equipment for commercial/ industrial/ institutional use not elsewhere specified, per unit: g) Up to ½ kW h) Above ½ up to 1 kW i) Above 1 up to 3kW j) Above 3 up to 5 kW k) Above 5 up to 10 kW l) Every kW above 10 kW or fraction thereof	8.00 23.00 39.00 55.00 80.00

			4.00
	xvi)	Pressure Vessel, per cu. Meter or fraction thereof	40.00
	xvii)	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter of fraction thereof	2.00
	xviii)	Weighing Scale Structures, per ton or fraction thereof	30.00
	xix)	Testing/ Calibration of pressure gauge, per unit b) Each Gas Meter, tested, proved and sealed, per gas meter	24.00 30.00
	xx)	Every mechanical ride inspection, etc., used in amusement centers of fair, such as Ferris wheel, and the like, per unit	30..
G	Annual electronics inspection fees		
	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's , cordless/wireless telephone and communication systems, intercommunication system and other type of switching/routing/distribution equipment used for voice, data image text, facsimile, internet, cellular, paging and other types/forms of wired or wireless communications.		2.40 per port
	Broadcast station for radio and TV for both headed, transmitting/receiving/relay radio and broadcasting communications centers, switching centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location.		1,000.00 per port Cont'd
	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding		10.00 per unit

	systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors	
	Electronics and communication outlets used for connection and termination of voice, data, computer (including workstations, servers, router, etc.) audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected.	2.40 per outlet
	Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting control, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTC and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically controlled installations whether a user terminal is connected.	2.40 per termination
	Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	1,000.00 per location
	Antenna towers/mast or other structures for installation of any electronic and/or communications transmission/reception.	1,000.00 per structure
	Electronic or electronically-controlled indoor and outdoor signage's and display systems, including TV monitors, multi-media signs, etc.	50.00 per unit
	Poles and attachment: vii) Per Pole (to be paid by pole owner) viii) Per attachment (to be paid by any entity who attaches to the pole of others)	20.00 20.00

	Other types or electronically controlled device, apparatus, equipment instrument or units not specifically identified above.	53.0 er unit
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IX. ISSUANCE OF OTHER ENGINEERING RELATED CERTIFICATES (POST QUALIFICATION, PROJECT COMPLETION/STATUS)

One of the services provided by the Municipal Engineering Office is the issuance of other engineering related certificates.

Office/Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	Owners of buildings within the jurisdiction of Kayapa, The Local Government Unit, All barangay officials, accredited non-government organizations, peoples and civic organizations and other offices / agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter duly approved by Local Chief Executive (3 copies)	1. Office of the Mayor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit request letters	2. Receive letter approved by the Local	None	2 minutes	<i>Administrative Aide IV</i> Municipal Engineering Office

	Chief Executive			<i>Const'n Maintenance Man</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office Municipal Engineer <i>Engineer II</i> Municipal Engineering Office <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
	2.1 Municipal Engineer evaluates request and assigns personnel to prepare the requested document.		20 minutes	
	2.2 Issue order of Payment		3 minutes	
3. Pay certification fee at the Municipal Treasury Office.	3. Issue official receipt	P 50.00		Frontline personnel at the Municipal Treasury Office
4. Return to the office and show proof of payment	4. Release requested certification.	None	5 minutes	<i>Municipal Engineer</i>
	TOTAL:	P 50.00	31 minutes	



MUNICIPAL ENGINEERING OFFICE

EQUIPMENT SERVICES

X. UTILIZATION OF MUNICIPAL HEAVY AND OTHER EQUIPMENT

One of the services rendered by the Municipal Engineering Office is the utilization of heavy equipment and other equipment to the barangays, accredited non-government organization, peoples and civil organizations and other offices and department of the Local Government Unit.

These are the following:

- ❖ One (1) unit Road Grader
- ❖ Two (2) units Pay loader
- ❖ One (1) unit Backhoe
- ❖ One (1) unit Bulldozer
- ❖ Four (4) units Dump Trucks
- ❖ Two (2) units Mini Dump Trucks
- ❖ One (1) unit Cement Mixer
- ❖ One (1) unit Portable Compactor
- ❖ One (1) unit Owner-type Jeep

Office/Division:	Municipal Engineering Office
Classification:	Simple, Complex
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	All subject to the availability of equipment and personnel.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter duly approved by the Local Chief Executive (3 copies)	Office of the Mayor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client.	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office

				<i>Const'n Maintenance Man</i> Municipal Engineering Office
2. Submit request letters.	2. Receive letter approved by the Local Chief Executive.	None	2 minutes	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office
3. Wait for the operator and equipment assignment.	3. Municipal Engineer's checked: <i>*If the assigned person and equipment is available, request will be granted as requested but if not rescheduling be done. But if request is urgent, previous schedule/s be rescheduled to cater the situation.</i> Municipal Engineer's directs clericals to prepare necessary travel documents.	None	5 minutes	<i>Municipal Engineer</i> <i>Mechanic III</i> Municipal Engineering Office <i>Administrative Aide IV</i> Municipal Engineering Office <i>HE Operator II</i> Municipal Engineering Office <i>HE Operator I</i> Municipal Engineering Office <i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office <i>Const'n Maintenance Man</i> Municipal Engineering Office

4. Assist operator/mechanic in undertaking the activity/ies.	4.1. Monitors the activity/ies undertaken.	None	Duration of activity	<i>Municipal Engineer</i> <i>Mechanic III</i> Municipal Engineering Office <i>Administrative Aide IV</i> Municipal Engineering Office <i>HE Operator II</i> Municipal Engineering Office <i>HE Operator I</i> Municipal Engineering Office
	TOTAL:	None	13 minutes plus the duration of activity	

XI. RENTAL OF MUNICIPAL HEAVY EQUIPMENT

One of the services rendered by the Municipal Engineering Office is the RENTAL of heavy equipment. These are the following:

- ❖ One (1) unit Road Grader
- ❖ Two (2) units Pay loader

- ❖ One (1) unit Backhoe
- ❖ One (1) unit Bulldozer
- ❖ Four (4) units Dump Trucks
- ❖ Two (2) units Mini Dump Trucks
- ❖ One (1) unit Cement Mixer
- ❖ One (1) unit Portable Compactor
- ❖ One (1) unit Owner-type Jeep

Office/Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	G2G- Government to Government, G2C- Government to Citizen, G2B- Government to Business entity
Who may avail:	All subject to the availability of equipment and personnel.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter duly approved by the Local Chief Executive (3 copies) 2. Official Receipt as a proof of rental payment	1. Office of the Mayor-person assigned 2. Municipal Treasury Office-ask for assigned personnel

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book and assist the Client	None	1 minute	<i>Administrative Aide IV</i> Municipal Engineering Office <i>Administrative Aide II</i> Municipal Engineering Office

	documents.			<i>Const'n Maintenance Man</i> Municipal Engineering Office
4. Wait for the order of payment.	4. Issue order of payment	Equipment rental fee (see table below- As per Kayapa Revenue Code Of 2011)	3 minutes	<i>Municipal Engineer</i> <i>Engineer I</i> Municipal Engineering Office <i>Engineering Assistant</i> Municipal Engineering Office
5. Pay corresponding equipment rental at the Municipal treasury Office.	5. Issue official receipt			Municipal Treasury Office-Frontline personnel assigned
6. Show proof of payment and assist operator/mechanic in undertaking the activity	6. Monitors the activity/ies undertaken.	None	Duration of activity	<i>Municipal Engineer</i> or any assigned technical personnel (for monitoring) Operator/Mechanic assigned
	TOTAL:	Equipment rental fee (see table below- As per Kayapa Revenue Code Of 2011)	16 minutes plus the duration of activity	

EQUIPMENT RENTAL (Kayapa Revenue Code of 2011)

Vehicle/Equipment/Machinery	Rental per Hour	Rental per Day
Dump truck (4 cylinder)	725.00	5,800.00
Dump truck (6 cylinder)	1,065.00	8,520.00

Vibratory Plate Compactor (5hp)	125.00	1,000.00
Low Bed (21-25 tons)	1,384.00	11,072.00
Bulldozer	2,575.00	20,600.00
Loader (P1)	970.00	7,760.00
Loader (P2)	1,275.00	10,200.00
Back Hoe	970.00	14,400.00
Grader	1,800.00	8,400.00
Concrete Mixer (Portable; 1-2 bagger)	1,050.00	1,600.00
Welding machine (electric driven)	200.00	2,128.00
Bar cutter	15.00	120.00
Power cutter	62.50	500.00
Disc grinder	12.50	100.00
Tile cutter	12.50	100.00
Electrical hand drill	18.75	150.00
Electrical grinder	12.50	100.00
Pipe threader	62.50	500.00
Wheel back hoe (new)	1,725.00	13,800.00