



Municipal Engineering Office

Mandate

1. Planning and Programming Services
 - a. Initiate, review procedures and practices in infrastructure development and public works in the municipality
 - b. Prepare plans and specifications, program of work, estimate of infrastructure projects.
2. Administrative and Supervision Services
 - a. Administer, coordinate, supervise and control the construction, maintenance, repair of roads and bridges and other engineering public works projects.
3. Provide technical services/assistance to the thirteen (13) barangays of the municipality.
4. Conduct investigation and survey in the preparation of engineering design of the proposed plans and projects.
5. Other Services:
 - a. Implement the provision of the National Building code of the Philippines and its implementing rules and regulation

Vision

The MEO is capable to provide technical services on infrastructure development and public works for the betterment of the Municipality

Mission

To take charge of the implementation of the National Building Code of the Philippines and its Implementing Rules and Regulations.

Service Pledge

The Office of the Municipal Engineer pledge its commitment to perform our duties and function with accountability, utmost responsibility, loyalty, and efficiency.

Citizen's Charter

External Services



1. Issuance of Certification Other than Certification Under PD 1096

Certifications are issued to affirm the validity of information

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written letter request addressed to the Municipal Engineer		Provided by the requesting party		
Any Government Issued ID: 20. Passport 21. Driver's License 22. UMID 23. PhilHealth ID 24. TIN ID 25. Postal ID 26. Voter's ID 27. PRC ID 28. Senior Citizen ID 29. OFW ID		22. Department of Foreign Affairs office 23. Land Transportation Office 24. Social Security System 25. Philippine Health Insurance Corporation 26. Bureau of Internal Revenue 27. Philippine Postal Corporation 28. Commission of Election 29. Professional Regulation Commission 30. OSCA Head – Municipal Social Welfare & Development Office 31. Overseas Workers Welfare Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook in the office lobby	1. Give the logbook to the client	None	2 Minutes	PACD Mayor's Office
2. Submit the required documents for initial assessment and verification. **Make sure to secure the Order of Payment that will be issued	2.0. Receive, stamp, record in the record management database for control number. 2.1. Forward request to the Mun. Engineer.	None	20 Minutes	Records Officer I Admin. Aide III Engineer II Engineer I Architect I Engineering Office
	2.2. If approved, issue Order of Payment and Start processing the request.			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment. **Make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment and issue OR	Certification Fee – PHP 55.00	5 Minutes	Revenue Collection Clerks Treasury Office
4.1 Return to the Engineering Office and present the OR. 4.2 Receive the requested document	4.1 Check the OR and process the request 4.2 Issue the Certificate to client	None	10 Minutes	Records Officer I Admin. Aide III Engineer II Engineer I Architect I Engineering Office



TOTAL:	PHP 55.00	37 minutes	
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Note: *For Certifications - Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice of the Municipal Mayor.

2. Issuance of Certified Photocopy of Permits and Certification Under PD 1096

To provide clients of Certified Photo Copy of Permits and Certification under PD 1096. Certified copies of documents/records on file may be issued to requesting parties for legal purposes provided by a written request and approved by the Municipal Engineer and is issued to affirm the validity of issued permits not in original form. Certification is issued to affirm the validity of information.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any valid ID of Owner 1. Passport 2. Driver's License 3. UMID 4. PhilHealth ID 5. TIN ID 6. Postal ID 7. Voter's ID 8. PRC ID 9. Senior Citizen ID 10. OFW ID		1. Department of Foreign Affairs office 2. Land Transportation Office 3. Social Security System 4. Philippine Health Insurance Corporation 5. Bureau of Internal Revenue 6. Philippine Postal Corporation 7. Commission of Election 8. Professional Regulation Commission 9. OSCA Head – Municipal Social Welfare & Development Office 10. Overseas Workers Welfare Administration		
Any valid ID of the representative together with valid ID of Owner, if a representative (see above-mentioned Valid ID's)		(see above-mentioned offices where to secure)		
Authorization letter, if a representative		Provided by the requesting party		
Letter request		Provided by the requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit the required documents to the records section, Engineering Office 1.2 Accept the order of payment	1.1. Receive, checks and verifies the existence of the requested document/s 1.2. When permit is verified, the section issues order of payment	None	20 minutes	Records Officer I Admin. Aide III Engineer II Engineer I Architect I Engineering Office
2. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment. **Make sure to secure Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment and issue OR	Certification Fee – PHP 55.00 Verification Fee - PHP55.00 Certified Copies under PD 1096 - PHP 80.00	5 minutes	Revenue Collection Clerks Treasury Office



3.1 Return to the Engineering Office and present OR for the processing of request 3.2 Accept the requested document	3.1 Check. Review, certify and process the document 3.2 issue the Certification and/or Certified Photo Copy of Permits	None	15 minutes	Records Officer I Admin. Aide III Engineer II Engineer I Architect I Engineering Office
TOTAL:			40 minutes	

Note: *For Certifications - Subject to time availability of the signatory due to prior meeting/s scheduled and/or due to immediate notice of the Municipal Mayor.

3. Receiving/Releasing of Various Communications, Complaint, Requests, etc.

Receiving and Releasing of incoming and outgoing communications from the General Public. Correspondence/Documents are received, recorded and numbered in the communication log and record management database.

Requests for endorsements are likewise acted upon accordingly.

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G-Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter with attachment		Requesting party and Agency concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or communication to the Engineering Office 1.1. Obtain receiving copy	1.1. Receive and stamp the documents/ communications. 1.2. Provide the client a receiving copy for reference.	None	1 minute	Records Officer I Admin. Aide III Engineer II Engineer I Architect I Engineering Office
2. Wait for action	2.1 Encode communications in the Record Management System for Reference/Control Number.		5 minutes	Records Officer I Admin. Aide III Engineering Office
	2.2. Forward communications to the Municipal Engineer or Acting Mun. Administrator for review.	None	1 day	Municipal Engineer/Acting Mun. Administrator Engineering Office
	2.3. Receive and check the instructions/notation of the Mun. Engineer/Acting Mun. Administrator and encode in the Records Management Database. Forward documents to	None	30 minutes	Records Officer I Admin. Aide III Engineering Office



	concerned personnel or assigned staff.			
	2.4. Conduct evaluation and analysis, inspection, data gathering, recommendation of proper action, provide evaluation report to the Municipal Engineer/Acting Mun. Administrator for final consideration/approval/signature.	None	5 days	Engineer III Engineer II Engineer I Architect I Engineering Assistant Draftsman Engineering Office
	2.5. Prepare necessary documents to grant request as instructed by the Mun. Engineer/Acting Mun. Administrator or implement given instructions.	None	30 minutes	Records Officer I Admin. Aide III All Technical Personnel Engineering Office
	2.6. Approves/Signs final revised action documents	None	1 day	Mun. Engineer/Acting Mun. Administrator Engineering Office
3. Receive the requested document	3. Release documents to concerned agencies and walk-in clients as instructed by the Municipal Engineer/Acting Mun. Administrator.	None	5 minutes	Records Officer I Admin. Aide III Engineering Office
TOTAL:		None	7 days, 1 hour and 11 minutes	

4. Issuance of Building Permit

The National Building Code provides that any person, firm or corporation, agency or instrumentality of the government who will construct, alter, repair, use, occupy, convert, move or demolish any building or structure, or cause the same to be done is required to obtain a **building permit** first from the Office of the Building Official assigned in that place where the building or structure is located.

Office or Division:	Office of the Building Official/ Municipal Engineering Office
Classification:	Complex
Type of Transaction:	Government to Citizen/ Government to Business/ Government to Government (G2C/ G2B/ G2G)
Who may avail:	Any person, firm or corporation, including any agency or instrumentality of the government, who wants to erect, construct, alter, repair, move, convert, demolish or add any building or structure or any portion thereof within the territorial jurisdiction of Tuba shall apply for a corresponding Building Permit. (Section 301, Paragraph 1 of the National Building Code of the Philippines).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
COMPLEX BUILDING PERMIT APPLICATIONS	



<ul style="list-style-type: none"> - Certified True Copy of Title, in case the applicant is registered owner (3 copies)* - In case the lot owner is awarded but not yet titled/public land being applied for: (3 copies)* <ul style="list-style-type: none"> • Certified true copy of Certificate of Allocation and/or award is still valid; or • Certification from CENRO, DENR that the applicant is authorized to enter occupy and introduce improvement over the lot, copy of the Provincial Permit issued by the DENR, and Certification from the Courts (RTC and MTCC) that there are no pending Cases on the lot. - In case the applicant is not registered owner of the lot: (3 copies)* <ul style="list-style-type: none"> • Duly notarized copy of Contract of Lease, or • Duly notarized copy of Deed of Sale, or • Duly notarized copy of Contract of Sale, or • Duly notarized of the authorization from the registered owner 	Registry of Deeds, La Trinidad, Benguet
Xerox Copy of Tax Declaration (3 copies)*	Municipal Assessor's Office
Xerox Copy of the Real Property Tax Receipt of Certificate of Non-Delinquency for the current year (3 copies)*	Municipal Treasury Office
Construction Safety and Health Plan (CSHP), (2 copies)*	DOLE Office, Cabinet Hill, Baguio City
Building plans duly signed and sealed by the Civil Engineer/ Architect; Sanitary Engineer/ Master Plumber for Sanitary Plumbing and Electrical Engineer/ Master Electrician for Electrical Plans, Mechanical Engineer for Mechanical Plans and Structural Engineer for Structural Plans. (5 copies)*	Applicant
Structural Design Computation for Building with a floor area of 20 sq.m. or more and Seismic Analysis for building of two storeys or over. (2 copies)*	Private Structural Engineer
Soil Analysis for residential and commercial buildings of three (3) storeys and over and all buildings 4 storeys and above. (2 copies)*	Private Geotechnical Engineer
Building Specifications duly signed and sealed by Engineer/ Architect (2 copies)*	Private Licensed Civil Engineer/ Architect
Bill of Materials and Cost Estimates duly signed and sealed by Engineer/ Architect (3 copies)*	Private Licensed Civil Engineer/ Architect
Xerox copy of updated Professional Tax Receipt and Professional Regulations Commission Identification of all signatory Engineers/ Architect to the Application Forms and Plans.	Applicant
Duly accomplished application forms for Building Permit, Sanitary/ Plumbing, Electrical Permit (include design for short circuit) and Mechanical Permit.	Applicant
Zoning Compliance Certificate (2 copies)*	Municipal Planning & Development Office
Barangay Clearance (2 copies)*	Barangay Hall where Applicant's structure/ building is located
Construction Board (see attached Tarpaulin Sample & Size, Image No.1)	Applicant
Note: *with the Original Copy, provide the above- mentioned number of photocopies of each requirements	
Construction Logbook	Applicant
Clearance from Lot Owner. (Cavalier's Home Subdivision, Goldrich Homes, Realeza Ridge Country Homes, The Pinewoods – Sta. Lucia Land Inc.)	Subdivision Developer



FOR PASSIVE TELECOMMUNICATIONS TOWER INFRASTRUCTURE (PTTIs)	
<ul style="list-style-type: none"> - -Certified True Copy of Title, in case the applicant is registered owner - In case the lot owner is awarded but not yet titled/public land being applied for: <ul style="list-style-type: none"> • Certified true copy of Certificate of Allocation and/or award is still valid; or • Certification from CENRO, DENR that the applicant is authorized to enter occupy and introduce improvement over the lot, copy of the Provincial Permit issued by the DENR, and Certification from the Courts (RTC and MTCC) that there are no pending Cases on the lot. - In case the applicant is not registered owner of the lot: <ul style="list-style-type: none"> • Duly notarized copy of Contract of Lease, or • Duly notarized copy of Deed of Sale, or • Duly notarized copy of Contract of Sale, or <p>Duly notarized of the authorization from the registered owner</p>	Registry of Deeds, La Trinidad, Benguet
<ul style="list-style-type: none"> - If the PTTI will be built directly on the ground <ul style="list-style-type: none"> • Plans and Designs, General Conditions and Specifications, and other documents prepared, signed and sealed by its corresponding duly registered and licensed professionals; • Copies of valid Professional Regulation Commission Identification Card and Professional Tax Receipts of all involved professionals; • Project's Detailed and Total Estimated Cost of the PTTI to be erected and declared and signed by the applicant; and • Construction Logbook - If the PTTI is to be installed on existing buildings, walls, rooftops, or other edifices: <ul style="list-style-type: none"> • Plans and Designs, General Conditions and Specifications, and other documents prepared, signed and sealed by its corresponding duly registered and licensed professionals; • Copies of valid Professional Regulation Commission Identification Card and Professional Tax Receipts of all involved professionals; • Project's Detailed and Total Estimated Cost of the PTTI to be erected and declared and signed by the applicant; • Construction Logbook; • Joint Certification executed by the building owner and the Civil/ Structure Engineer who conducted a comprehensive evaluation and testing of the structural stability of the building on which the tower will be built. 	Applicant
<p>-Height Clearance Permit for PTTIs that are fifty (50) meters or higher above the elevation of the ground and within the specified CAAP Critical Areas</p> <p>-Validated Affidavit of Undertaking (AOU) certified by a Geodetic Engineer, when the proposed PTTI structure is outside the CAAP Critical Areas and below fifty (50) meters in height above the elevation of the ground</p>	Civil Aviation Authority of the Philippines (CAAP)
<p>Homeowner's Association's Consent or Certification in case where the proposed PTTI is to be constructed within a residential community.</p>	Duly Registered Homeowner's Association
<p>Construction Safety and Health Plan (CSHP)</p>	DOLE Office, Cabinet Hill, Baguio City



Structural Design Computation for Building with a floor area of 20 sq.m. or more and Seismic Analysis for building of two storeys or over. (2 copies)		Private Structural Engineer		
Soil Analysis for residential and commercial buildings of three (3) storeys and over and all buildings 4 storeys and above. (2 copies)		Private Geotechnical Engineer		
Duly accomplished application forms for Building Permit, Sanitary/ Plumbing, Electrical Permit (include design for short circuit) and Mechanical Permit.		Private Licensed Civil Engineer/ Architect		
Zoning Compliance Certificate (2 copies)		Municipal Planning & Development Office		
Barangay Clearance (2 copies)		Barangay Hall where Applicant's structure/ building is located		
Construction Board (see attached Tarpaulin Sample & Size, Image No.1)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure application forms and lists of documentary requirements; 1.2 Submit complete documents	1.1 Provide application forms and lists of documentary requirements	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
	1.2 Receive the documents and check compliance to requirements			
	1.3 If completed, prepare endorsement to the BFP (1 set of plans, specifications and bill of materials)	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
2. Join the site inspection	2. Conduct site inspection	None	1 Day	Engineer II Engineer I Architect I Engineering Office
3. Wait	3 Evaluate the submitted building plans & specifications and assessed the charges & fees	Building Permit fees to be computed based on the table below	3 Days, 3 Hours	Engineer II Engineer I Architect I Engineering Office
4. Receipt of the Order of Payment	4. Prepare and issues the Order of Payment to the client	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
5. Proceed to the MTO for the payment of Fees and Charges and secure the Official Receipt	5. Accept the payment based on the Order of Payment and issue OR	As per order of payment		Revenue Collection Clerks Treasury Office
6.1 Return to the MEO and present the OR 6.2 Claiming of the Building Permit	6.1 Receives the OR and process the documents for approval by the authorized person. 6.1 Release the building permit to the client	None	2 Hours	Acting Building Official Engineer III Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office



TOTAL:	Building Permit fees to be computed based on the table below	5 Days	
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*Issuance of Building Permit qualifies for multi stage process.

5. Issuance of Occupancy Permit

The issuance of the Occupancy permit is for all individuals who has already a building permit and had completed/finished their construction of their buildings.

Office or Division:	Office of the Municipal Engineer			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business / G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Building Permits & Plan		Owner / Applicant		
Daily Construction Works Logbook		Owner / Applicant		
Photograph of completed structure showing front, sides, and rear areas.		Owner / Applicant		
Certificate of Completion, duly notarized		Municipal Engineering's Office		
As – Built Plans & Specifications, duly signed and sealed by respective discipline if there is a deviation in the approved plan (3 copies)		Private Licensed Civil Engineer/ Architect		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure application forms and documentary lists of requirements; 1.2 Submit complete documents	1.1 Provide application forms and lists of documentary requirements. 1.2 Receive the documents and check compliance to requirements	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
2. Wait	2. Assess the fees and charges and for endorsement to the BFP	Building Permit fees to be computed based on the table below	4 Hours	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
3. Join the inspection	3 Conduct joint site inspection with the BFP personnel	None	4 Days	Engineer II Engineer I Architect I Engineering Office
4. Receipt of the Order of Payment	4. Issues the Order of Payment to the client	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III



				Engineering Office
5. Proceed to the MTO for the payment of Fees and Charges	5. Accept the payment based on the Order of Payment and issue OR	As per Order of Payment	5 minutes	Revenue Collection Clerks Treasury Office
6.1. Return to the MEO and present the OR 6.2 Claim the Building Permit	6.1 Receives the OR and process the document for approval 6.2 Release the approved occupancy permits	None	2 Hours	Acting Building Official Engineer III Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
TOTAL:		Building Permit fees to be computed based on the table below	5 Days, 5minutes	

*Issuance of Occupancy Permit qualifies for multi stage process

6. Issuance of Certificate of Electrical Inspection for Electrification of Old Houses and Permit for Temporary Service Connection

A Certificate issued by the Building Official to the owner/applicant as requirement for the installation of power lines to a building/structure and certifies the completeness of the installation of all electrical wirings.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business / G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• CFEI Completion Form	Municipal Engineering's Office			
• Application Form of Electrical Permit	Municipal Engineering's Office			
• Site Plan	Private Professional Electrical Engineer			
• Electrical Plans	Private Professional Electrical Engineer			
• Barangay Clearance	Barangay Hall having territorial jurisdiction			
• Old Houses/ BENECO Certification from the Barangay Captain	Barangay Hall having territorial jurisdiction			
• Tax declaration of Lot Owner / Title of Lot	Municipal Assessor's Office			
• Affidavit of consent from the lot owner (if the applicant is not the lot owner)	Owner / Applicant to secure from the lot owner			
• Xerox Copy of Professional Regulations Commission PRC	Owner / Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure application forms and documentary lists of requirements;	1.1 Provide application forms and lists of documentary requirements. 1.2 Receive the documents and check compliance to requirements	None	1 Hour	Engineer II Engineer I Architect I



1.2 Submit complete documents				Records Officer I Admin. Aide III Engineering Office
2. Join the inspection	2. Conduct site inspection and assess the charges and fees	Building Permit fees to be computed based on the table below	1 Day, 4 Hours	Engineer II Engineer I Architect I Engineering Office
3. Receipt of the Order of Payment	3. Issues the Order of Payment to the client	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
4. Proceed to MTO for the payment of Fees and Charges	4. Accept the payment based on the Order of Payment and issue OR	As per order of payment		Revenue Collection Clerks Treasury Office
5.1 Return to the MEO and present the OR 5.2 Receive the approved certificate	5.1 Receives the OR and process the document for approval 5.2 Release the approved certificate	None	2 Hours	Acting Building Official Engineer III Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
TOTAL:		Building Permit fees to be computed based on the table below	2 Days	

*Issuance of Certificate of Electrical Inspection for Electrification of Old Houses and Permit for Temporary Service Connection qualifies for multi stage process

7. Issuance of Electronics Permit

Electronics Permits is secured prior to the installation of electronic equipment or the legalization of installation, operation and usage of such equipment.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Electronics Form	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
• Letter of request addressed to Mayor	Owner/ Applicant
• Clearance from DPWH	DPWH – Benguet 1 st District Engineering Office, La Trinidad, Benguet



• Site Location	Private Licensed Electronics Engineer			
• Electrical Plan	Private Licensed Electronics Engineer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure application forms and documentary lists of requirements; 1.2 Submit complete documents 2. Join the inspection	1.1 Provide application forms and lists of documentary requirements. 1.2 Receive the documents and check compliance to requirements	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
	2. Conduct site inspection and assess the charges and fees	None	1 Day,	Engineer II Engineer I Architect I Engineering Office
3. Receipt of the Order of Payment	3. Issues the Order of Payment to the client	Building Permit fees to be computed based on the table below	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
4. Proceed to MTO for the payment of Fees and Charges	4 Accept the payment based on the Order of Payment and issue receipt	As per order of payment	5 minutes	Revenue Collection Clerks Treasury Office
5.1 Return to the MEO and present the OR 5.2 Receive the approved permit	5.1 Receives the OR and process the document for approval 5.2 Release the approved permit	None	2 Hours	Acting Building Official Engineer III Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
TOTAL:		Building Permit fees to be computed based on the table below	1 Day, 4 hrs, 5 min.	

8. Issuance of Ground Preparation and Excavation Permit

Excavation Permits is secured prior to the excavation for utility purposes

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Letter request addressed to Mayor	Applicant
• Brgy. Certification/ Clearance	Barangay Hall having territorial jurisdiction
• Deed of Sale/ Contract of Lease	Applicant



• Title	Registry of Deeds Benguet, La Trinidad, Benguet			
• Tax Declaration	Municipal Assessor's Office			
• Tax Receipt	Municipal Treasury Office			
• Lot Plan	Municipal Assessor's Office			
• Proposed excavation/development plan & specs	Private Licensed Civil Engineer/ Architect			
• Zoning Clearance	Municipal Planning & Development Office			
• Environmental Clearance Certificate (ECC)	EMB – CAR, DENR Compound, Gibraltar, Baguio City			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure application forms and documentary lists of requirements; 1.2 Submit complete documents	1.1 Provide application forms and lists of documentary requirements. 1.2 Receive the documents and check compliance to requirements	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
2. Join the inspection	2. Conduct site inspection and assess the charges and fees	None	1 Day,	Engineer II Engineer I Architect I Engineering Office
3. Receive of the Order of Payment	3. Issues the Order of Payment to the client	Building Permit fees to be computed based on the table below	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
4. Proceed to MTO for the payment of Fees and Charges	4 Accept the payment based on the Order of Payment and issue receipt	As per order of payment	5 minutes	Revenue Collection Clerks Treasury Office
5.1 Return to the MEO and present the OR 5.2 Receive the approved permit	5.1 Receives the OR and process the document for approval 5.2 Release the approved permit	None	2 Hours	Acting Building Official Engineer III Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
TOTAL:		Building Permit fees to be computed based on the table below	1 Day, 4 hrs, 5 minutes	

9. Issuance of Fencing Permit

The issuance fencing permit is applicable to all individuals who wants to fence their properties.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple



Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Accomplished Form		Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant		
• Brgy Certification/ Clearance		Barangay Hall having territorial jurisdiction		
• Deed of Sale/ Contract of Lease		Applicant		
• Title		Registry of Deeds Benguet, La Trinidad, Benguet		
• Tax Declaration		Municipal Assessor's Office		
• Tax Receipt		Municipal Treasury Office		
• Lot Plan		Municipal Assessor's Office		
• Plotting		Municipal Assessor's Office		
• Non-tax Delinquency		Municipal Treasury Office		
• Technical Specifications		Private Licensed Civil Engineer/ Architect		
• Fence layout Plan		Private Licensed Civil Engineer/ Architect		
• Cost Estimate of fence Construction		Private Licensed Civil Engineer/ Architect		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure application forms and documentary lists of requirements; 1.2 Submit complete documents	1.1 Provide application forms and lists of documentary requirements. 1.2 Receive the documents and check compliance to requirements	None	1 Hour	Engineer II Engineer I Architect I Admin. Officer I Admin. Aide III Engineering Office
2. Join the inspection	2. Conduct site inspection and assess the charges and fees	None	1 Day,	Engineer II Engineer I Architect I Engineering Office
3. Receive of the Order of Payment	3. Issues the Order of Payment to the client	Building Permit fees to be computed based on the table below	1 Hour	Engineer II Engineer I Architect I Admin. Officer I Admin. Aide III Engineering Office
4. Proceed to MTO for the payment of Fees and Charges	4 Accept the payment based on the Order of Payment and issue receipt	As per order of payment	5 minutes	Revenue Collection Clerks Treasury Office
5.1 Return to the MEO and present the OR 5.2 Receive the approved permit	5.1 Receives the OR and process the document for approval 5.2 Release the approved permit	None	2 Hours	Acting Building Official Engineer III Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office



TOTAL:	Building Permit fees to be computed based on the table below	1 Day, 4 hrs, 5 minutes	
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10. Issuance of Sign Permit

The sign permit is issued to all individuals/companies who wants to put up billboards, sign boards and streamers (advertisements and other promotional materials) posted within the jurisdiction of Tuba.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished Form 		Owner/ Applicant		
<ul style="list-style-type: none"> Structural Analysis & Design (for Billboard Structures) 		Private Structural Engineer		
<ul style="list-style-type: none"> Cost Estimate/ Bill of Materials 		Private Licensed Civil Engineer/ Architect		
<ul style="list-style-type: none"> Plans 		Registry of Deeds Benguet, La Trinidad, Benguet		
<ul style="list-style-type: none"> Lot Title / Tax Declaration of Property 		Registry of Deeds Benguet, La Trinidad, Benguet / Municipal Assessor's Office		
<ul style="list-style-type: none"> Memorandum of Agreement or Contract of Lease 		Owner/ Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure application forms and documentary lists of requirements; 1.2 Submit complete documents	1.1 Provide application forms and lists of documentary requirements. 1.2 Receive the documents and check compliance to requirements	None	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
2. Join the inspection	2. Conduct site inspection and assess the charges and fees	Building Permit fees to be computed based on the table below	1 Day, 4 Hours	Engineer II Engineer I Architect I Engineering Office
3. Receive of the Order of Payment	3. Issues the Order of Payment to the client	Building Permit fees to be computed based on the table below	1 Hour	Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
4. Proceed to MTO for the payment of Fees and Charges	4 Accept the payment based on the Order of Payment and issue receipt	As per order of payment	5 minutes	Revenue Collection Clerks Treasury Office
5.1 Return to the MEO and present the OR	5.1 Receives the OR and process the document for approval	None	2 Hours	Acting Building Official Engineer III



5.2 Receive the approved permit	5.2 Release the approved permit			Engineer II Engineer I Architect I Records Officer I Admin. Aide III Engineering Office
TOTAL:		Building Permit fees to be computed based on the table below	1 Day, 4 hrs, 5 minutes	

Schedule of Building Permit Fees

I. New Schedule of Fees and other charges

1. Bases of Assessment
 - a. Character of occupancy or use of building/structure
 - b. Cost of construction
 - c. Floor Area
 - d. Height

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 Cost of Construction per Sq. Meter

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	₱ 10,000.00	₱ 8,000.00	₱ 6,000.00

3. Construction/ addition/renovation/alteration of building/structures under Group/s and Sub-Divisions shall be assessed as follows:

a. Division A-1

	AREA IN SQ. METERS	FEE (₱) PER SQ.M.
i.	Original complete construction up to 20.00 sq. meters	2.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters	3.40
iv.	Above 50.00 sq. meters to 100.00 sq. meters	4.80
v.	Above 100.00 sq. meters to 150.00 sq. meters	6.00
vi.	Above 150.00 sq. meters	7.20

Sample Computation for Building Fee for 75.00 sq.m. floor area:

Floor Area = 75.00 sq.m.

Therefore, area bracket is 3.a.iv

Fee = ₱ 4.80/sq.m.

Building Fee = 75.00 x 4.80 = ₱ 360.00



b. Division A-2

AREA IN SQ. METERS		FEE (₱) PER SQ.M.
i.	Original complete construction up to 20.00 sq. meters	3.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	3.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters	5.20
iv.	Above 50.00 sq. meters to 100.00 sq. meters	6.60
v.	Above 100.00 sq. meters to 150.00 sq. meters	8.00
vi.	Above 150.00 sq. meters	8.40

Sample Computation for Building Fee for 75.00 sq.m. floor area:

Floor Area = 75.00 sq.m.

Therefore, area bracket is 3.a.iv

Fee = ₱ 4.80/sq.m.

Building Fee = 75.00 x 4.80 = ₱ 360.00

c. Division B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

AREA IN SQ. METERS		FEE (₱) 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 32,000.00 sq.m. :

First 500 sq.m. @ 23.00.....	₱ 11,500.00
Next 100 sq.m. @ 22.00.....	2,200.00
Next 100 sq.m. @ 20.50.....	2,050.00
Next 100 sq.m. @ 19.50.....	1,950.00
Next 100 sq.m. @ 18.00.....	1,800.00
Next 100 sq.m. @ 17.00.....	1,700.00
Next 500 sq.m. @ 16.00.....	8,000.00
Next 500 sq.m. @ 15.00.....	7,500.00
Next 1,000 sq.m. @ 14.00.....	14,000.00
Last 200 sq.m. @ 12.00.....	2,400.00
Total Building Fee	₱ 53,100.00

d. Division C-2/D-1, 2, 3

AREA IN SQ. METERS		FEE (₱) PER SQ.M.
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

NOTE: Computation of the building fee for item 3.d. follows the example of Section 3.c. of this Schedule.

- e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

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)

kVA		FEE
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	₱ 1,100.00 + ₱ 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)

kVA		FEE
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 generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

- c. Pole/Attachment Location Plan Permit

		FEE
i.	Power Supply Pole Location	₱ 30.00/pole
ii.	Guying Attachment	₱ 30.00/attachment

This applies to designs/installations within the premises.

- d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

USE OR CHARACTER OF OCCUPANCY	ELECTRIC METER	WIRING PERMIT ISSUANCE
Residential	₱ 15.00	₱ 15.00
Commercial/Industrial	₱ 60.00	₱ 36.00
Institutional	₱ 30.00	₱ 12.00

- e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Section 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 Philippine Electrical Codes and the 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:

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 Systems: Up to 100 tons, per ton	₱ 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 systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	

FOR EVALUATION PURPOSES:

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

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

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

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

b. Escalators and Moving Walks, funiculars and the like:

i.	Escalator and moving walk, per lineal meter or fraction thereof	₱ 10.00
ii.	Escalator and moving walks up to 20.00 lineal meters or fraction thereof	₱ 20.00
iii.	Every lineal meter or fraction thereof in excess of 20.00 lineal meters	₱ 10.00
iv.	Funicular, per lineal meter or fraction thereof	₱ 200.00
	(a) Per lineal meter travel.....	₱ 20.00
v.	Cable car, per lineal meter or fraction thereof	₱ 40.00
	(a) Per lineal meter travel	₱ 5.00

c. Elevators, per unit:

i.	Motor driven dumbwaiters	₱ 600.00
ii.	Construction elevators for material	₱ 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:

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. meter 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 heaters, per unit ₱ 200.00

f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof ₱ 60.00

g. Automatic fire sprinkler system, per sprinkler head ₱ 4.00

h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:

i.	Every kW up to 50 kW	₱ 25.00
ii.	Above 50 kW up to 100 kW	₱ 20.00
iii.	Every kW above 100 kW	₱ 30.00

i. Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet... ₱ 20.00

j. Gas Meter, per unit ₱ 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 ₱ 4.00

l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:

i.	Up to 50 kW	₱ 10.00
ii.	Above 50 kW to 100 kW	₱ 12.00
iii.	Every above 100 kW or fraction thereof	₱ 3.00

m. Pressure Vessels, per cu. meter or fraction thereof ₱ 60.00

n. Other Machinery /Equipment for commercial /Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof ₱ 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 meters or fraction thereof ₱ 10.00

p. Weighing Scale Structure, per ton or fraction thereof ₱ 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" ₱ 24.00

b. Every fixture in excess of one 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

c. Special Plumbing Fixtures:

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 ₱ 2.00

i.	12 to 25 mm	₱ 8.00
ii.	Ø Above 25 mm Ø	₱ 10.00

e. Construction of septic tank, applicable in all Groups

i.	Up to 5.00 cu. meters of digestion chamber	₱ 24.00
ii.	Every cu. meter or fraction thereof in excess of 5.00 cu. meters	₱ 7.00

7. Electronics Fees

a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications ₱ 2.40 per port

b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance 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 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 indoor or outdoors..... ₱ 10.00 per unit

d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, 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 controls, 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/CCTV 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, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities ₱ 1,000.00 per location

g. Antenna towers/masts 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 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)	₱ 20.00
ii.	Per attachment (to be paid by any entity who attaches to the pole of others)	₱ 20.00

j. Other types or electronics or electronically controlled device, apparatus, equipment, instrument or units not specifically identified above ₱ 50.00 per unit

8. Accessories of the Building/ Structure Fees

a. All parts of buildings 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).

b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 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.

c. Bank and Records Vaults with interior volume up to 20.00 cu. meters ₱ 20.00

i. In excess of 20.00 cu. meters ₱ 8.00

d. Swimming Pools, per cu. meter or fraction thereof:

i.	GROUP A Residential	₱ 3.00
ii.	Commercial/Industrial GROUPS B, E, F, G	₱ 36.00



iii.	Social/Recreational/Institutional GROUPS C, D, H, 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 rates.	
v.	Swimming pool shower rooms/locker rooms, per unit or fraction thereof:	
	(a) Residential GROUP.....	₱ 6.00
	(b) GROUP B, E, F, G.....	₱ 18.00
	(c) GROUP C, D, H.....	₱ 12.00

e. Construction of firewalls separate from the building:

i.	Per sq. meter or fraction thereof	₱ 3.00
ii.	Provided, that the minimum fee shall be	₱ 38.00

f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:

USE OR CHARACTER OF OCCUPANCY		SELF-SUPPORTING	TRILON (GUYED)
i.	Single detached dwelling units	₱ 500.00	₱ 150.00
ii.	Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	₱ 2,400.00	₱ 240.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....	₱ 120.00	₱ 12.00
		
iii.	Educational/Recreational//Institutional (Groups C, D, H, I) up to 10.00 meters in height.....	₱ 1,800.00	₱ 120.00
	(a) Every meter or fraction thereof in excess of 10.00 meters...	₱ 120.00	₱ 12.00

g. Storage Silos, up to 10.00 meters in height ₱ 2,400.00
 i. Every meter or fraction thereof in excess of 10.00 meters ₱ 150.00
 ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule ₱ 150.00

h. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:
 i. Smokestacks, up to 10.00 meters in height, measured from the base ₱ 240.00
 (a) Every meter or fraction thereof in excess of 10.00 meters ₱ 12.00
 ii. Chimney up to 10.00 meters in height, measured from the base ₱ 48.00
 (a) Every meter or fraction thereof in excess of 10.00 meters ₱ 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 cu. meter or fraction thereof of volume ₱ 12.00

k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters ₱ 12.00
 i. Every cu. m or fraction thereof in excess of 2.00 cu. Meters ₱ 12.00
 ii. For all other than Groups A and B up to 10.00 cu. meters ₱ 480.00
 (a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters ₱ 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 for Commercial/Industrial Use:
- i. Above ground, up to 10.00 cu. meters ₱ 480.00
Every cu. m or fraction thereof in excess of 10.00 cu. meters ₱ 480.00
 - ii. Underground, up to 20.00 cu. meters ₱ 540.00
Every cu. meter or fraction thereof in excess of 20.00 cu. meters ₱ 24.00
- n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:
- i. Underground, per cu. meter or fraction thereof of excavation ₱ 3.00
 - ii. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank
..... ₱ 3.00
 - iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.
- o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:
- 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:
- 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. Multi-level interment niches per sq. meter, per level..... ₱ 5.00
 - v. Columbarium, per sq. meter ₱ 18.00

9. Accessories of the Building/ Structure Fees

- a. Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters ₱ 24.00
i. Every meter or fraction thereof in excess of 10.00 meters ₱ 2.40
- b. Ground Preparation and Excavation Fee
- i. While the application for 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 line and grade, setbacks, yards/easements and parking requirements.
 - (a) Inspection and Verification Fee ₱ 200.00
 - (b) Per cu. meters of excavation ₱ 3.00
 - (c) Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit ₱ 50.00
 - (d) Per cu. meter of excavation for foundation with basement ₱ 4.00
 - (e) Excavation other than foundation or basement, per cu. meter. ₱ 3.00
 - (f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment ₱ 250.00
- c. Fencing Fees:
- i. Made of masonry, metal, concrete up to 1.80 meters

in height, per lineal meter or fraction thereof
..... ₱ 50.00



- ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof ₱ 4.00
- iii. Made of indigenous materials, barbed, chicken or hog wires, per linear meter ₱ 2.40

- d. Construction of Pavements, up to 20.00 sq. meters ₱ 24.00
- e. In excess of 20 sq. meters or fraction thereof of paved areas intended for commercial /industrial/ institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like ₱ 3.00

- f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month ₱ 240.00
 - i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters ₱ 12.00

- g. Erection of Scaffoldings Occupying Public Areas, per calendar month.
 - i.. Up to 10.00 meters in length ₱ 12.00
 - ii. Every lineal meter or fraction thereof in excess of 10.00 meters ₱ 12.00

- h. Sign Fees:
 - i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area ₱ 120.00
 - (a) Every sq. meter or fraction thereof in excess of 4.00 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	₱ 36.00	₱ 52.00
Illuminated	₱ 24.00	₱ 36.00
Others	₱ 15.00	₱ 24.00
Painted-on	₱ 9.60	₱ 18.00

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

TYPE OF SIGN DISPLAY	BUSINESS SIGNS	ADVERTISING SIGNS
Neon	₱ 36.00, min. fee shall be ₱ 124.00	₱ 46.00, min. fee shall be ₱ 200.00
Illuminated	₱ 18.00, min. fee shall be ₱ 72.00	₱ 38.00, min. fee shall be ₱ 150.00
Others	₱ 12.00, min. fee shall be ₱ 40.00	₱ 20.00, min. fee shall be ₱ 110.00
Painted-on	₱ 8.00, min. fee shall be ₱ 30.00	₱ 12.00, min. fee shall be ₱ 100.00

- i. Repairs Fees:
 - i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square 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
- iv. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor).
- v.
 - j. Raising of Buildings/Structures Fees:
 - i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.



- ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.
- k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:
- 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 10.00 meters in height ₱ 800.00
 - (a) Every meter or portion thereof in excess of 10.00 meters ₱ 50.00
 - iv. Appendage of up to 3.00 cu. meter/unit ₱ 50.00
 - (a) Every cu. meter or portion thereof in excess of 3.00 cu. meters ₱ 50.00
 - v. Moving Fee, per sq. meter of area of building/structure to be moved ₱ 3.00

10. Certificates of Use or Occupancy

a. Division A-1 and A-2 Buildings		
i.	Costing up to P 150,000.00	₱ 100.00
ii.	Costing more than P 150,000.00 up to P 400,000	200.00
iii.	Costing more than P 400,000.00 up to P 850,000	400.00
iv.	Costing more than P 850,000.00 up to P 1,200,000	800.00
v.	Every million or portion thereof in excess of P 1,200,000	800.00
b. Division B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/ and I-1 Buildings		
i.	Costing up to P 150,000.00	₱ 200.00
ii.	Costing more than P 150,000.00 up to P 400,000	400.00
iii.	Costing more than P 400,000.00 up to P 850,000	800.00
iv.	Costing more than P 850,000.00 up to P 1,200,000	1,000.00
v.	Every million or portion thereof in excess of P 1,200,000	1,000.00
c. Division C-1, 2/D-1, 2, 3 Buildings		
i.	Costing up to P 150,000.00	₱ 150.00
ii.	Costing more than P 150,000.00 up to P 400,000	250.00
iii.	Costing more than P 400,000.00 up to P 850,000	600.00
iv.	Costing more than P 850,000.00 up to P 1,200,000	900.00
v.	Every million or portion thereof in excess of P 1,200,000	900.00
d. Division J-1 Buildings/structures:		
i.	With floor area up to 20.00 sq. meters	₱ 50.00
ii.	With floor area above 20.00 sq. meters to 500 sq. meters	240.00
iii.	With floor area above 500.00 sq. meters to 1000 sq. meters	360.00
iv.	With floor area above 1000.00 sq. meters to 5000 sq. meters	480.00
v.	With floor area above 5000.00 sq. meters to 10,000 sq. meters	1,200.00
	With floor area above 10,000 sq. meters	2,400.00
e. Division J-2 Structures:		



- i. Garages, carports, balconies, terraces, lanais and the like: 50 % of the rate of the principal building, of which are accessories
- ii. Aviaries, aquariums, zoo structures and the like: same rates as for Item d above.
- iii. Towers such as for Radio and TV transmission, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:

11. Infrastructure Project Implementation

Provision of technical and monitoring services in the implementation and development of all infrastructure and public projects is the core service of the Municipal Engineering Office.

Office or Division:	Municipal Engineering Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen and G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requirements for Item 1 & 2 <ul style="list-style-type: none"> • Budget Resolutions/Ordinances identifying projects under respective source of funds, in the case of the municipality Or <ul style="list-style-type: none"> • Budget Resolutions/Ordinances identifying projects under respective source of funds with the Certificate of Availability of Funds (CAF), in the case of barangays 		Sangguniang Bayan Office Barangay Hall (Where the project is located)		
Requirements for Item 3 to 7 <ul style="list-style-type: none"> • BID Documents / BAC Resolution/Awards 		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Barangay Captain /Representative assist in the pre inspection (Where the project is located)	1. Engineering Investigation (Pre – inspection)	None	1 Day	Project – in - Charge Engineering Office
2. Follow up	2. Preparation of Engineering Plans & Specification, Program of Works and Detailed Estimate	None	Highly Technical- 20 Days Complex -7 Days Simple - 3 Days	Project – in - Charge Engineering Office
	2.1 Check and approval recommended of Program of Works and Engineering plans and specification to the Local Chief Executive	None	1 Day	Municipal Engineer Engineering Office
	2.2 Recommendation for Bidding	None	1 Day	Municipal Mayor Mayor's Office



3. Receive of Notice to Award and submit documents stated in the Notice of Award	3. Consolidate all the documents from the Bids and Awards Committee and Notice of Awards from the Mayor's Office and prepares the Contract Agreement and Notice Proceed	None	1 Day	Records Officer I Admin. Aide III Engineering Office
4. Receive Notice to Proceed (NTP)	4.1 Issue notice to proceed 4.2 Lay outing of the project	None	1 Day	Project – in - Charge Engineering Office
5. Mobilize and start construction until project shall be completed	5. Conduct supervision and monitoring	None	Project Duration	Project – in - Charge Engineering Office
6. Submit requests for the final inspection of the project	6.1 Prepare request of final/post inspection address to the Inspectorate Team and COA as requested by the Contractor 6.2 Receives request for final inspection	None	1 Hour	Project – in - Charge Records Officer I Admin. Aide III Engineering Office
7. Join the inspectorate team	7. Conduct Post Inspection of the project with Inspectorate Team	None	1 Day	Project – in - Charge Engineering Office
8. Submit the following: <ul style="list-style-type: none"> • Statement of Work Accomplishment • Back-up Computations • As-Built Plans & Specifications • Before, During & After pictures 	8. Prepare inspection reports and other supporting documents	None	1 Day	Project – in - Charge Engineering Office
	8.1 Review and for signature of the inspection reports and other supporting documents	None	1 Day	Municipal Engineer Engineering Office
	8.2 For Approval of the Local Chief Executive	None	1 Day	Municipal Mayor Mayor's Office
TOTAL:		None	Varies	

Feedback and Complaints



FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Answer the feedback form to be provided by the personnel in-charge in the office or at the Public Assistance Complaint Desk (PACD) and put it in the feedback and complaint drop box
How feedback is processed	<ul style="list-style-type: none"> ➤ The Human Resource Management Office through its authorized personnel will be the one to open and collect the feedback from each drop box every Friday. The HRMO will consolidate the feedback, verify their nature and refer the same to the office concerned. ➤ The Department Head take proper action.
How to file a complaint	To file a complaint against the office concerned, fill up the complaint form which is available in every office or at PACD and drop the filled-up complaint form at the feedback and complaint drop box.
How complaints are processed	<ul style="list-style-type: none"> ➤ The Human Resource Management Office through its authorized personnel will be the one to open and collect the feedback and complaints from each drop box every Friday. The HRMO will consolidate the complaint/s, verify their nature and refer the same to the office concerned. ➤ The Department Head shall initiate the discussion until the complaint is resolved. ➤ In case the complaint was not resolved under step 2, the department head concerned shall elevate the matter to the CART, where the latter shall deal with the issue within three (3) working days upon presentation.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph or info@arta.gov.ph (02) 8478-5091; (02) 8478-5093; (02) 8478-5099 PCC: pcc@malacanang.gov.ph 8888 CCB: email@contactcenterngbayan.gov.ph 0908-881-6565

List of Offices

Office	Address	Contact Information
Mayor's Office – Administrative Division	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tubamayorsoffice@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Human Resource Management Section	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	faithsengolaz@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Business Permit and Licensing Section	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	sharon0412@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Municipal Disaster Risk Reduction and Management Section	MDRRM Bldg., Municipal Ground, Tuba Municipal Hall, Poblacion, Tuba, Benguet	tubamdrmo@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Tourism Operation's Section	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	elmermontino@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Information Technology Division	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55



Mayor's Office – Veterinary Division	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	vetsec18@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Internal Audit Division	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	lan.arisga@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office –BAC	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	bac_lgutuba2020@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Office of the Sangguniang Bayan	2 nd Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	sb.tubabenguet@gmail.com (074) 442-66-48
Municipal Treasurer Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	mto_lgu_tuba2603@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Assessor Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	massotuba2020@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Accounting Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba.macco@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Budget Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	leon_carlita@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Planning and Development Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	domswalang@yahoo.com eydominguez63@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Civil Registrar's Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	mytrix77@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Health Office	Tuba Municipal Health Center, Poblacion, Tuba, Benguet	(074) 424-30-58
Municipal Social Welfare and Development Office	1 st Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	mwdoTuba4@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Agriculture Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	agri_tuba@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Environment and Natural Resources Office	1 st Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	claritalardizabal@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Engineering Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	meotubabenguet@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55