

## How can I avail of the services?

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Secure Application Forms</b></p> <p>Request for the relevant permit forms from any member of the Building Staff.</p>	2 minutes	<p>Engr. Liezel S. Udaundo <i>Engineer I (CE)</i></p> <p>Engr. Arnold M. Lunday, Jr. <i>Engineer I (CE)</i></p> <p>James A. Almoninia <i>Draftsman I (RME)</i></p> <p>Eugenio V. Pascual <i>Electrician I</i></p>
<p><b>2. Submit Requirements</b></p> <p>Submit the duly accomplished application form and other documents to the staff in charge of receiving.</p> <p>You may follow-up on your application after 1 day.</p>	3 minutes	<p>Engr. Arnold M. Lunday, Jr. <i>Engineer I (CE)</i></p> <p>James A. Almoninia <i>Draftsman I (RME)</i></p>
<p><b>3. Evaluation and Assessment</b></p> <p>The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances including endorsement to Bureau of Fire Protection (BFP) for Fire Safety.</p>	10 minutes	<p>Engr. Liezel S. Udaundo <i>Engineer I (CE)</i></p> <p>Engr. Arnold M. Lunday, Jr. <i>Engineer I (CE)</i></p> <p>James A. Almoninia <i>Draftsman I (RME)</i></p>
<p><b>4. Inquiry on the Status of Application</b></p> <p>Inquire about the results of evaluation and assessment 1 day after submission of documents.</p>	3 minutes	<p>Engr. Liezel S. Udaundo <i>Engineer I (CE)</i></p> <p>Engr. Arnold M. Lunday, Jr. <i>Engineer I (CE)</i></p>
<p><b>5. Issuance of Order of Payment</b></p> <p>If the documents are in order, the applicant receives an Order of Payment stating the fees to be paid.</p>	3 minutes	<p>James A. Almoninia <i>Draftsman I (RME)</i></p> <p>Eugenio V. Pascual <i>Electrician I</i></p>

<p><b>6. Payment of Fees</b></p> <p>Proceed to the City Treasurer’s Office and pay the requisite fees. You will be issued an Official Receipt.</p>	<p>5 minutes</p>	<p>MUNICIPAL TREASURER'S OFFICE</p>
<p><b>7. Submit Official Receipt</b></p> <p>Go back to the office of the Building official; and submit your Official Receipt.</p>	<p>2 minutes</p>	<p>Engr. Arnold M. Lunday, Jr. <i>Engineer I (CE)</i></p> <p>James A. Almoninia <i>Draftsman I (RME)</i></p>
<p><b>8. Processing of Permit</b></p> <p>Building staff processes the plans and pertinent documents for final approval of the building official.</p>	<p>10 minutes</p>	<p>Engr. Liezel S. Udaundo <i>Engineer I (CE)</i></p> <p>Engr. Arnold M. Lunday, Jr. <i>Engineer I (CE)</i></p> <p>James A. Almoninia <i>Draftsman I (RME)</i></p> <p>Eugenio V. Pascual <i>Electrician I</i></p>
<p><b>9. Approval of Permit</b></p> <p>Building Official approves the permit.</p>	<p>2 minutes</p>	<p>Engr. Liezel S. Udaundo <i>Building Official (CE)</i></p>
<p><b>10. Release of Permit</b></p> <p>The permit is issued 1 day after submission of the Official Receipt.</p>	<p>5 minutes</p>	<p>Engr. Arnold M. Lunday, Jr. <i>Engineer I (CE)</i></p> <p>James A. Almoninia <i>Draftsman I (RME)</i></p>