



Municipal Engineering Office

External Services



REPUBLIC OF THE PHILIPPINES
PROVINCE OF SOUTH COTABATO
MUNICIPALITY OF TANTANGAN
OFFICE OF THE MUNICIPAL ENGINEER



SECURING BUILDING PERMITS

A Building Permit is a document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition, or other work activity of a specific project/building/structure or portions thereof, upon the approval of the accompanying principal plans, specifications, and other pertinent documents with the duly notarized application, which will be found satisfactory and substantially conforming with the National Building Code of the Philippines and its Implementing Rules and Regulations. (PD 1096) Under Chapter 3, Sec. 301 of PD 1096 or the National Building Code, no person, firm, or corporation, including any agency of the government is allowed to construct, alter, repair, convert use, occupy, move, demolish and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a Building Permit from the Building Official assigned in the place where the subject building/structure is located to be erected. Notice of Violation will be issued to any person or entity who violates the provision and corresponding fines/penalties will be charged accordingly.

Office or Division:	Municipal Engineer's Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	All	
Checklist of Requirements		Where to Secure
1. Five (5) sets of Building Plan (signed and sealed by duly authorized licensed professionals) which includes: a. <i>Architectural Plan</i> b. <i>Structural Plan</i> c. <i>Mechanical Plan</i> d. <i>Electrical Plan</i> e. <i>Plumbing Plan</i>		Provided by Client
2. Five (5) sets of Bill of Materials		Provided by Client
3. Five (5) sets of Technical Specifications		Provided by Client
4. Copy of Updated PRC / PTR ID / Accredited Professional Organizational ID (Affix 3 original specimen signatures in BLUE/BLACK INK stamp Professional's Seal) (1 Copy)		Provided by Client
5. Five (5) sets of Permit Forms (signed and sealed by duly authorized licensed professionals): a. <i>Unified Application Form</i> b. <i>Architectural form</i> c. <i>Civil/Structural form</i>		Forms available at the Municipal Engineer's Office

<i>d. Electrical Form</i> <i>e. Plumbing/Sanitary Form</i> <i>f. Mechanical Form</i> <i>g. Fencing Form</i> <i>h. Electronics</i>	
6. Photocopy of Land Title or Deed of Sale (1 Copy) <i>**Note: Attach Special Power of Attorney (SPA) if the Land Owner and Building Owner are two different people</i>	Provided by Client
7. Copy of Updated / Latest Real Property Tax (1 Copy)	Municipal Treasury Office
8. Copy of Real Property Tax Declaration (1 Copy)	Municipal Assessor's Office
9. Photocopy of Owner Valid I.D. (1 Copy)	Provided by Client
10. Photocopy of Owner's Latest Cedula (1 Copy)	Barangay Hall / Municipal Treasury Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-up the Application form (Building Permit and other forms)	1.1. Give the required forms for the permit such as Unified Application form, Architectural, Civil/Structural, Electrical Permit form, Plumbing/Sanitary form & etc. / Checklist for required documents	None	5 minutes	<i>JOSEPH V. PUDADERA,CE,GE</i> Municipal Engineer
2. Submit Notarize Application form & other Documents required as enumerated in the checklist provided by the office	2.1. Evaluation of the applicant's submitted requirements	None	10 minutes	<i>JOSEPH V. PUDADERA,CE,GE</i> Municipal Engineer
3. Inspection	3.1. On – Site visit of the area	None	3 Days	<i>JOSEPH V. PUDADERA,CE,GE</i> Municipal Engineer

4. Computation of Payment Order	4.1. The Office of the Building Official will release Payment Order based on the inspected area and Building Plan	Refer to PD 1096 (National Building Code of the Philippines) See Annex A.	15 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
5. Payment	5.1. Settlement of Payment Order	Refer to PD 1096 (National Building Code of the Philippines) See Annex A.	10 Minutes	Municipal Treasurer's Office
6. Secure written action from Municipal Fire Department	6.1. Staff will endorse the client to the Office of Fire Officer for the issuance of Fire Safety Evaluation Certificate (FSEC)	The Office of Fire Officer will compute Payment Order based on the Fire Code See Annex A.	15 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer Municipal Fire Marshal
7. Secure written action from Municipal Planning and Development Office	7.1. Staff will endorse the client to the Municipal Planning and Development office for signing of the land use and zoning	The Office of Municipal Planning and Development will compute Payment Order based on the Tax Ordinance	10 minutes	Municipal Planning and Development office
8. Submit the FSEC and Official Receipt	8.1. Encoding of Permit for signing of the Building Official	None	5 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
9. Receive Issuance of Building Permit *Note: Submit copy of Building Permit to the Municipal Fire Department	9.1. Releasing of signed Building Permit ***LOGBOOK	None	5 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
TOTAL:			3 Days, 1 hour and 15 Minutes	
END OF TRANSACTION				

AVAILING CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied and no change in the existing use or occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefore as provided in National Building Code. A Certificate of Occupancy shall be issued by the Building Official within thirty (30) days if after final inspection and submittal of a Certificate of Completion referred to in the preceding section, it is found that the building or structure complies with the provisions of this code. The Certificate of Occupancy shall be posted or displayed in a conspicuous place on the premises and shall not be removed except upon order of the Building Official. The non-issuance, suspension, and revocation of Certificates of Occupancy and the procedure for appeal therefrom shall be governed in so far as applicable, by the provisions of Sections 306 and 307 of this Code. Refer to PD 1096.

Office or Division:	Municipal Engineer's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
Checklist of Requirements		Where to Secure		
1. Accomplished Certificate of Completion (Forms for Building, Sanitary, and Electrical) and Log Book of Daily Activities		Provided by Client		
2. Three (3) sets of As-Built Plan		Provided by Client		
3. Approved Building, Architectural, Civil/Structural, Electrical, and Sanitary Permits (optional if there's an assigned number)		Provided by Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and Fill-up the Certificate of Completion Form	1.1. Issue Certificate of Completion form	None	5 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
2. Inspection	2.1. On – Site visit of the area	None	3 Days	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
3. Secure written action from Municipal Fire Department	3.1. Staff will direct the client to the Office of Fire Officer for the issuance of Fire Safety Inspection Certificate (FSIC)	To be determined / computed by the Office of the Fire Marshall	15 minutes	Municipal Fire Marshal Office
4. Payment of Fees	4.1. Release Payment Order	Refer to PD 1096 (National Building Code of the Philippines)	10 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer

				Municipal Treasurer's Office
5. Submit the written action and Official Receipt	5.1. Encoding of Certificate of Occupancy for signing of the Building Official	None	10 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
6. Issuance of Certificate of Occupancy	6.1. Releasing of signed Certificate of Occupancy	None	5 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
TOTAL:			3 Days & 45 Minutes	
END OF TRANSACTION				

REQUEST FOR EARTH, SAND & GRAVEL AND LIMESTONE

The Municipal Engineer's Office offers delivery of earth, sand and gravel and limestone upon request. In contrast, dispensation of request may affect from the weather condition or availability of natural resources.

Office or Division:	Municipal Engineer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
Checklist of Requirements		Where to Secure		
1. Written or Verbal request		Municipal Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request / inquire	1.1. Walk-in submission of request letter or make inquiries through verbal request	None	10 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
2. Payment	2.1. Settlement of payment	Prices per load: Earth – Sand & Gravel – Limestone –	15 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer Municipal Treasurer's Office
3. Delivery	3.1 Deliver item requested to client	None	2 Days	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
TOTAL:			2 Days & 25 Minutes	
END OF TRANSACTION				

HEAVY EQUIPMENT RENTAL

With the availability of Heavy Equipment, the LGU can make reservations to rent equipment to assist personal / private heavy duty works in accordance of request in the Office of Municipal Engineer.

Office or Division:	Municipal Engineer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
Checklist of Requirements		Where to Secure		
1. Written or Verbal request		Municipal Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request / inquire	1.1. Walk-in submission of request letter	None	5 minutes	<i>JOSEPH V. PUDADERA,CE,GE</i> Municipal Engineer
2. Payment	2.1. Settlement of payment	Prices per hour: Backhoe – Php Self - Loading – Php Road Roller – Php Road Grader – Php Dump Truck – Php	10 minutes	<i>JOSEPH V. PUDADERA,CE,GE</i> Municipal Engineer
3. Set Appointment	3.1 Make appointment of when to use the equipment	None	5 minutes	<i>JOSEPH V. PUDADERA,CE,GE</i> Municipal Engineer
TOTAL:			20 Minutes	
END OF TRANSACTION				

GIVING COMPLAINTS / REPORTS

It is the duty and responsibility of the Building Official to respond to any complaints and reports all unlawful/illegal construction, dangerous and ruinous building structures as stated on Chapter 2, Section 213, and Section 214 of the National Building Code and its implementing Rules and Regulations (PD 1096).

Office or Division:	Municipal Engineer's Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All			
Checklist of Requirements		Where to Secure		
1. Written complaint or verbal report specifying among others the location		Municipal Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaints or reports in written or verbal	1.1. Assess the submitted issue / request	None	30 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
TOTAL:			10 Minutes	
END OF TRANSACTION				



Municipal Engineering Office

Internal Services

PROCESSING REQUEST FOR THE REPAIR / MAINTENANCE OF LGU INFRASTRUCTURE

LGU infrastructure must always be repaired and maintained to ensure public safety although in some instance, private or concern individuals may be too eager to hasten the repair and maintenance of the said structure. In lieu, it is the duty of the Building Official to facilitate and entertain request regarding the issue whether it is written or verbal.

Office or Division:	Municipal Engineer's Office			
Classification:	Complex			
Type of Transaction:	Government / LGU Employees			
Who may avail:	All individuals currently employed in LGU - Tandingan			
Checklist of Requirements		Where to Secure		
1. Written complaint or verbal report specifying among others the location / concerns		Municipal Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaints or reports in written or verbal	1.1. Assess the submitted issue / request	None	30 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
TOTAL:			30 Minutes	
END OF TRANSACTION				

PREPARATION OF PROGRAM OF WORKS (POW), PLANS AND ESTIMATES

The Municipal Engineering Office (MEO) provides technical assistance in the preparation of **Program of Works (POW), Plans, and Cost Estimates** for proposed infrastructure projects of the Local Government Unit (LGU), barangays, and other government agencies, subject to applicable laws, rules, and regulations.

This service includes the conduct of site inspection, gathering of project data, preparation of detailed engineering plans and specifications, quantity computations, cost estimates, and the Program of Works necessary for project implementation, funding, and approval.

Office or Division:	Municipal Engineer's Office			
Classification:	Complex			
Type of Transaction:	Government / LGU Employees			
Who may avail:	All individuals currently employed in LGU - Tandingan			
Checklist of Requirements		Where to Secure		
1. Written or Verbal request		Municipal Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request / inquire	1.1. Receive and Review Request	None	5 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
2. Provide project information and site details	2.1. Conduct Site Inspection and data gathering	None	1-3 days	JOSEPH V. PUDADERA,CE, GE Municipal Engineer
3 Wait for preparation of documents	3.1 Prepare POW, Plans and Estimates	None	3-10 days	JOSEPH V. PUDADERA,CE, GE Municipal Engineer
4. Receive complete documents	4.1 Release Complete Documents	None	10 minutes	JOSEPH V. PUDADERA,CE, GE Municipal Engineer
TOTAL:			13 days and 15 minutes	
END OF TRANSACTION				

TECHNICAL INSPECTION / ACCOMPLISHMENT REPORTS OF MUNICIPAL INFRASTRUCTURE PROJECTS

The Municipal Engineering Office (MEO) conducts technical inspections of municipal infrastructure projects to verify compliance with approved plans, specifications, contract provisions, and applicable engineering standards. The inspection aims to monitor project progress, assess workmanship and quality of materials, identify issues affecting implementation, and provide recommendations for corrective actions to ensure the successful completion of projects.

Office or Division:	Municipal Engineer's Office			
Classification:	Complex			
Type of Transaction:	Government / LGU Employees			
Who may avail:	All individuals currently employed in LGU - Tandingan			
Checklist of Requirements		Where to Secure		
1. Written or Verbal request		Municipal Engineer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written request / inquire	1.1. Receive and Review Request	None	10 minutes	JOSEPH V. PUDADERA,CE,GE Municipal Engineer
2. Coordinate Inspection Schedule	2.1. Conduct Site Inspection and data gathering	None	1-3 days	JOSEPH V. PUDADERA,CE, GE Municipal Engineer
3 Wait for preparation of documents	3.1 Prepare Documents/Report s	None	1-3 days	JOSEPH V. PUDADERA,CE, GE Municipal Engineer
4. Receive complete documents	4.1 Release Complete Documents	None	10 minutes	JOSEPH V. PUDADERA,CE, GE Municipal Engineer
TOTAL:			6 days and 10 minutes	
END OF TRANSACTION				

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Visit the Municipal Engineer's Office or upon your transaction at the said office, state the concern in the front desk Office Staff to record the request.
How feedback is processed	Staff member will forward the recorded request to the concerned staff to facilitate and assess the issue. Records and analyze all submitted feedback and categorized based on topics or issues to streamline the analysis, prioritization and response on the issue or concern submitted.
How to file a complaint	Visit the Municipal Engineer's Office or upon your transaction at the said office, state the concern in the front desk Office Staff to record the request. Complaints can also be filed via telephone or email at this contact information's: 229-1190 or meotantangan@gmail.com
How complaints are processed	Staff member will forward the recorded request to the concerned staff to facilitate and assess the issue. Records and analyze all submitted feedback and categorized based on topics or issues to streamline the analysis, prioritization and response on the issue or concern submitted.
Contact Information of Municipal Engineer's Office	For inquiries and further information clients may contact at this contact number: 229-1190 or meotantangan@gmail.com

