

OFFICE OF THE CITY ENGINEER

LOCATION : Zamora Street, Silay City
TELEPHONE NUMBER: (034) 4952484 / 4952486 / 4955425
HEAD OF OFFICE : Rene Roy H. Pahilanga

ABOUT THE SERVICE

The Office of the City Engineer is the construction arm of the city government. The Office is responsible for the construction of various infrastructure projects, including planning, surveying, and design works, as well as the repair and maintenance of all government structures and facilities in the city. The City Engineer also serves as the Building Official of the city.

VISION/MISSION: To lead in the efforts to transform the City of Silay as a world-class, gateway city of the Province of Negros Occidental, by building quality infrastructures and services.

FUNCTIONS:

- 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 concerned.
- Advise the mayor on matters pertaining to infrastructure, public works, and other engineering concerns.
- Administer, coordinate, supervise and control the construction, maintenance, improvement and repair of roads, bridges and other engineering and public works projects of the local government unit.
- Provide engineering services to the local government unit, including investigation and survey, engineering designs, feasibility studies and project management.

Since the City Engineer also acts as the Building Official of the city, one of its functions is the issuance of permits related to all construction activities. These are, among others, the Building Permit, Electrical Permit, Mechanical Permit, Fencing Permit, Excavation and Demolition Permit, etc.

The Office has the following divisions: Administrative Division; Survey, Plans and Designs Division; Construction and Maintenance Division; Building Inspection Division; and Motorpool Division.

BUILDING PERMIT

REQUIREMENTS

- | | |
|---|--------|
| ➤ Complete Building Plans duly certified by designing professionals | 5 sets |
| ➤ Signed and sealed Application Forms | |
| ○ Building Permit (Notarized) | 5 sets |
| ▪ Architectural Permit | |
| ▪ Civil / Structural Permit | |
| ○ Electrical Permit | 5 sets |
| ○ Plumbing Permit | 5 sets |
| ○ Mechanical Permit | 5 sets |

- Electronics Permit
 - Pre-construction Temporary Electrical Permit 3 sets
 - Fencing Permit
 - Demolition Permit
- Signed and sealed Construction Specifications 5 sets
- Signed and sealed Bill of Materials 5 sets
- Signed and sealed Structural Analysis 1 set
- Current Tax Receipt original and 2 photocopies
- Signed and sealed Electrical Design Analysis 3 sets
 - Short Circuit Analysis
 - Voltage Drop Computation
- Current Updated Tax Declaration original and 2 photocopies
- Current Tax Clearance original and 2 photocopies
- Certified True Copy of Original Certificate of Title, Transfer Certificate of Title or Notarized Contract of Lease 2 pcs.
- Other clearances like ATO, DENR, SP, etc. (on a case-to-case basis) 2 pcs.
- Photocopy of Community Tax Certificate (cedula) 1 pc.
- Photocopy of PTR and PRC ID of designing professionals with Specimen signatures, IAPOA for Architects 1 pc.
- Building Permit Signboard
- *NOTE: All requirements should be placed in a long size folder*

FEES

Please refer to the Schedule of Fees on the National Building Code available at the Office of the City Engineer / Office of the Building Official.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Verification from Zoning / Order of Payment (Location Clearance)	1 day	City Planning and Development Office
2. Receiving and Recording of Complete Documents	30 minutes	Records Clerk
3. Title Verification from Line and Grade	1 hour	Engineer-in-Charge
4. Technical Assessment / Order of Payment <ul style="list-style-type: none"> a. Line and Grade b. Architectural c. Structural d. Electrical e. Plumbing / Sanitary f. Mechanical g. Others 	30 minutes 30 minutes 30 minutes 30 minutes 30 minutes 30 minutes	Building Team
5. Final Evaluation/Summation Fees	10 minutes	Chief, Enforcement Division
6. Endorsement to Bureau of Fire Protection / Order of Payment	10 minutes	Clerk
7. Endorsement to Other	10 minutes	Clerk

Offices		
8. Payment of Fees		City Treasurer's Office
9. Issuance of Permit	10 minutes	City Engineer / OIC
10. Recording and Releasing	10 minutes	Records Clerk

OCCUPANCY PERMIT

REQUIREMENTS

- Photocopy of approved Building, Electrical, Plumbing and Mechanical Permits 1 pc.
- Application for Certificate of Occupancy 3 sets
- Signed and Sealed Notarized Certificate of Completion 5 sets
- Approved Building Plans 1 set
- Construction Logbook 1 set

FEES

Please refer to the Schedule of Fees on the Building Code available at the Office of the City Engineer / Office of the Building Official.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receiving and Recording of Complete Documents	10 minutes	Records Clerk
2. Site Inspection	1 day	Building Team
3. Assessment / Order of Payment	30 minutes	Building Team / Chief, Enforcement Division
4. Payment of Fees		City Treasurer's Office
5. Issuance of Certificate of Occupancy	30 minutes	Building Team
6. Recording and Releasing	10 minutes	Records Clerk

ELECTRICAL PERMIT

TEMPORARY

REQUIREMENTS

- Authorization Form signed by Lot Owner 1 pc.
- Any of the following:
 - Contract of Lease 1 pc.
 - Contract to Sell 1 pc.
 - Deed of Sale 1 pc.
- Application for Temporary Electrical Permit 3 pcs.
- Photocopy of Community Tax Certificate (cedula) 1 pc.

FEES

Please refer to the Schedule of Fees on the Building Code available at the Office of the City Engineer / Office of the Building Official.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receiving and Recording of Complete Documents	30 minutes	Records Clerk
2. Site Inspection	1 day	Building Inspector
3. Assessment / Order of Payment	30 minutes	Building Team
4. Payment of Fees		City Treasurer's Office
5. Recording and Releasing	30 minutes	Records Clerk

PERMANENT REQUIREMENTS

- Photocopy of Issued Building Permit 1 pc.
- Approved Electrical Permit Form 5 pcs.

FEES

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HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receiving and Recording of Complete Documents	30 minutes	Records Clerk
2. Site Inspection	1 day	Building Team
3. Assessment / Order of Payment	30 minutes	Building Team
4. Payment of Fees		City Treasurer's Office
5. Issuance of Certificate of Final Electrical Inspection	30 minutes	Electrical Inspector / Building Team
6. Recording and Releasing	30 minutes	Records Clerk

BUSINESS PERMIT

NEW APPLICATION REQUIREMENTS

- Authorization from Lot Owner 1 pc.
- Notarized Application Form 2 pcs.
- Affidavit of Undertaking 2 pcs.
- Notarized Lease Contract 1 pc.
- Other Clearances 1 pc.

FEES

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HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receiving and Recording of Complete Documents	30 minutes	Records Clerk
2. Site Inspection	1 day	Building Team
3. Assessment / Order of Payment	30 minutes	Building Team
4. Payment of Fees		City Treasurer's Office
5. Recording and Releasing	30 minutes	Records Clerk
6. Signing of Clearance	30 minutes	City Engineer / Building Official

RENEWAL REQUIREMENTS

- Previous Approved Application Forms 1 pc.
- Authorization from Lot Owner 1 pc.
- Notarized Lease Contract 1 pc.
- Other Clearances 1 pc.
- Annual Electrical Inspection Certificate 1 pc.

FEES

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HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receiving and Recording of Complete Documents	30 minutes	Records Clerk
2. Site Inspection	1 day	Building Team
3. Assessment / Order of Payment	30 minutes	Building Team
4. Payment of Fees		City Treasurer's Office
5. Recording and Releasing	30 minutes	Records Clerk
6. Signing of Clearance for Business Permit	30 minutes	City Engineer / Building Official

SIGN PERMIT

TEMPORARY REQUIREMENTS

- Letter of Request duly approved / noted by the City Mayor's Office 1 pc.
- Application Form 1 pc.
- Clearances from Concerned Agencies
- Sketch or Location of Display Area 2 pcs.
- Materials to be Displayed

FEES

Please refer to the Schedule of Fees on the Building Code available at the Office of the City Engineer / Office of the Building Official.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receiving and Recording of Complete Documents	30 minutes	Records Clerk
2. Assessment / Order of Payment	30 minutes	Building Team
3. Payment of Fees		Cashier, City Treasurer's Office
4. Recording and Releasing	30 minutes	Records Clerk
5. Signing of Materials for Display	30 minutes	Chief, Enforcement Division

PERMANENT REQUIREMENTS

- Complete Display Plans duly certified by Designing Professionals 5 sets
- Signed and Sealed Application Forms
 - Notarized Building Permit 5 sets
 - Sign Permit 5 sets
- Signed and Sealed Construction Specifications 5 sets
- Signed and Sealed Bill of Materials 5 sets
- Certified True Copy of Original Certificate of Title, Transfer Certificate of Title or Notarized Contract of Lease 1 pc.
- Current Tax Receipt
- Current Updated Tax Declaration 1 pc.
- Current Tax Clearance 1 pc.

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2. Title Verification from Line and Grade	1 day	Engineer-in-Charge
3. Verification from Zoning (Locational Clearance) / Order of Payment	1 day	City Planning and Development Office
4. Technical Assessment / Order of Payment <ul style="list-style-type: none">a. Line and Gradeb. Architecturalc. Structurald. Electrical	30 minutes 30 minutes 30 minutes 30 minutes	Building Team

5. Payment of Fees		City Treasurer's Office
6. Issuance of Permit	30 minutes	City Engineer / Building Official
7. Recording / Releasing	30 minutes	Records Clerk