

Issuance of Mechanical Permit

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Building Permit applicant/s

What are the requirements:

- Mechanical Permit Application Form signed by a professional Mechanical Engineer
- Mechanical Plans
- Mechanical specifications
- Bill of materials and cost estimates

Total Processing Time:

- Two (2) hours and 52 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Proceed to the Office of the Municipal Engineer and secure Fencing Permit Application Form	Issue Mechanical Permit Application Form	2 minutes		Zernick Monarquia
2	Submit duly accomplished application form together with the Mechanical Plan duly signed and sealed by a professional Mechanical Engineer	Review and assess the submitted Mechanical Plans and other requirements	10 minutes		Zernick Monarquia
3	Accompany the Building Official/personnel during site inspection	Conduct site inspection	120 minutes		Zernick Monarquia
4	Proceed to MTO and pay the corresponding fees	Evaluate and assess the corresponding fees Prepare Mechanical Permit	30 minutes		Zernick Monarquia Engr. Eduardo Espiritu
5	Claim Mechanical Permit	Issue Mechanical Permit	10 minutes		Zernick Monarquia