



Republic of the Philippines  
PROVINCE OF BENGUET  
Municipality of La Trinidad  
**OFFICE OF THE MUNICIPAL ENGINEER**  
Tel. No. : (074) 309-3843

January 10, 2013

**OFFICE ORDER NO. 01-2013**

TO: **ENGR. JULIUS U. MANDAC**, Engineer III  
Chief, Processing and Evaluation Division  
Office of the Building Official

**ALL TECHNICAL EVALUATORS**  
Line and Grade, Architectural, Structural, Sanitary and Electrical Sections.  
Office of the Building Official

**Ms. SOFIA R. CACHIN**  
Administrative Aide VI  
Processing and Evaluation Division  
Office of the Building Official

SUBJECT: **ANTI-FIXING MEASURES IN ACTING BUILDING/ELECTRICAL PERMIT AND  
CERTIFICATE OF OCCUPANCY APPLICATIONS.**

In compliance to RA 9485 otherwise known as the Anti-Red Tape Law, the following anti-fixing measures in the application of Building/Electrical Permits and Certificates of Occupancy shall be enforced to become part of the existing permit application transaction system and procedures of this office, effective January 14, 2013:

- I. ***Prior to the acceptance of any application for building permit/electrical permit and/or certificate of occupancy, the following shall be observed;***
  1. To require building/project owner to submit a **Special Power of Attorney** as part of his/her application for Building Permit/Electrical Permit and/or Certificate of Occupancy authorizing any of his **responsible design professionals** to work on the building plans and documents during the processing of the application and to do other necessary acts that may be required by the Office of the Building Official in the compliance of requirements as prescribed under PD 1096.
  2. To require any person who is facilitating any permit application in behalf of the building owner/applicant to submit an **authorization letter** prior to transacting business with this office.
  3. To require applicants for Certificate of Occupancy to submit to the Building Official, among other basic requirements, the **construction logbook** duly signed and sealed by the responsible professionals in charge of the construction of the subject building (Section 304 5.c.iv of the IRR of PD 1096).
  4. To require all responsible professionals involved in the application of a Building Permit/Electrical Permit and/or a Certificate of Occupancy to use **company/office/personal letterheads** in issuing the necessary certifications, duly signed and sealed.



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5. The following technical documentary requirements shall bear the signatures of the respective design professionals involved in the preparation of the building plans: a) **Architectural and structural works cost estimates & general specifications by the design Architect or Civil Engineer;** b) **Electrical works cost estimates and specifications by the design Electrical Engineer;** and c) **Sanitary/Plumbing works cost estimates and specifications by the design Sanitary Engineer/Master Plumber.**
- II. *All accompanying building plans/documents of a building permit application which has undergone revisions or modifications after the technical evaluation shall bear the signature/initials of the responsible professional who made the revisions and submit a certification to that effect certifying the revisions/modifications made on that particular page of the building plans/documents. The said certification shall be submitted prior to final evaluation of the application by the Building Official.*
- III. *Evaluators shall cite when necessary their basis in the evaluation sheet the applicable provisions from the NATIONAL BUILDING CODE and/or its referral code when giving comments, imposing design revisions and or recommending changes to be applied by the building owner or his authorized technical representative in the building plans/documents submitted.*
- IV. *This order shall apply to all new permit applications entered in this office starting January of 2013.*

For your guidance and strict compliance

  
BENEDITO P. VINEDA  
Municipal Engineer/  
Acting Building Official

APPROVED:

  
ATTY. GREGORIO T. ABALOS Jr.  
Municipal Mayor

Cc: Mayors/HRMO Office