



6. Request for the Issuance of Pouring Permit

Request from a project contractor for the issuance of a Concrete Pouring Permit.

Office or Division:	City Engineer's Office – Construction Division			
Classification:	Highly Technical			
Type of Transaction:	G2B, G2G			
Who may avail:	Infrastructure Project Contractors			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Request letter 2. Pouring Permit Form		1. Contractor 2. Construction Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter and supporting documents	1.1. Receive, log, and forward the documents to the Department Head for instruction	None	5 mins	Receiving in Charge, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Receive, log and forward the documents to Construction Division	None	5 mins	Outgoing In charge, Dept. Head's Secretary, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive and fill-up Pouring Permit Form	1.3. Receive, log and provide the client/contractor a Pouring Permit form to fill up, and forward the same to Division Chief	None	15 mins	Division Clerk, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Instruct Section Chief to assign tasks to a Resident Engineer	None	10 mins	Division Chief Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4.1 Simultaneously, the form is forwarded to MQCD to fill-up	None	2 mins	Division Clerk, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Site visit for pouring assessment, fill-up the form upon return	None	4 hours	Resident Engineer, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Forward signed pouring permit to Assistant City Engineer	None	10 mins	Division Clerk, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7. Approve and sign the Pouring Permit form	None	2 mins	Asst. Department Head, City Engineer's Office, CEO Compound, Bula, GSC
3. Receive Pouring Permit	2.1 Record and release Pouring Permit	None	5 mins	Section Chief/ Outgoing In-Charge, Construction Division, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	None	4 Hours, 54 mins	
END OF TRANSACTION				