

1. Service Information: Design preparation for government buildings

Office or Division:	City Architecture Office			
Classification:	Highly Technical			
Type of Transaction:	Government to government			
Who may avail:	Offices of City Government of San Juan and barangays within the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Proposal		Provided by the requesting agency/office		
Feasibility Studies		Provided by the requesting agency/office		
TCT (Transfer Certificate of Title)		Registry of Deeds		
Location Plan / Lot Plan		Provided by the requesting agency/office		
Design requirement		Provided by the requesting agency/office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide all the requirements such as space requirements and number of users / personnel	1. Obtain proposal for physical structure to be constructed, including its use, functionality and others.		3 days	Architect 1
2. Input/Recommendation of Pre-design Phase	2. Review functional requirement and assess feasibility of proposal vis-à-vis engineering standard, exposure to hazard and risks		5 days	Architect 1
	3. Design the proposed physical structure in compliance with the National Building Code and Local Ordinances		10 days	Architect / Draftsman
	4. Presentation of Proposed Design		½ day	Department Head

END OF TRANSACTION; Transaction Time: 18 ½ days