

ARCHITECTURAL DESIGN SECTION

2/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
Tel. No.: 682-9571

SERVICE OFFERED :

Design & Build Service

Design Conceptualization

	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
1.	INQUIRING DESIGN CONCEPT FOR THE PROPOSED SITE	ARCH. JOSEPHINE N. ALARCON & STAFF	2ND FLOOR CITY HALL PLANNING OFFICE	5 DAYS

REQUIREMENTS :

Site Plan Or Site Layout, Detail On Space Criteria For The Proposed Project. Detail On Basic Budget Cost For The Project. Site Visits/Inspection.

Plans & Layout

	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
1.	INQUIRING FOR PLANS BASED ON CONCEPTS SITE	ARCH. JOSEPHINE N. ALARCON & STAFF	2ND FLOOR CITY HALL PLANNING OFFICE	5 DAYS

REQUIREMENTS :

Site plan or site layout, detail on space criteria for the proposed project. Detail on basic budget cost for the project. Site visit/inspection. Conceptual drawings

Actual Technical Drawing For The Proposed Project

	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
1.	INQUISITION OF WORKING DRAWING FOR THE PROPOSED SITE	STAFF(ASSIGNED TO INDIVIDUAL PERSON)	2ND FLOOR CITY HALL PLANNING OFFICE	2-3 WEEK

REQUIREMENTS :

Applying conceptual design on actual site. On- going revision on drawings based on actual inspections.

Budget Cost Estimation For The Proposed Project

	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
1.	INQUIRING ESTIMATED CONSTRUCTION COST	GEOFFREY SAAVEDRA PRECILLA ABUEG (ASSIGNED TO INDIVIDUAL PERSON)	2ND FLOOR CITY HALL PLANNING OFFICE	3-5 DAYS (DEPENDS ON THE ACTUAL SCALE OF THE PROJECT)

REQUIREMENTS:

Technical & detailed drawings.

On-Site Visits, Supervision & Inspection

	CLIENT STEP	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME
1.	INQUIRING FOR SITE SUPERVISION	STAFF & ARCH. JOSEPHINE ALARCON	2ND FLOOR CITY HALL PLANNING OFFICE	EVERYDAY UNTIL THE PROJECT IS FINISH

REQUIREMENTS:

SITE VISITS. TECHNICAL DRAWINGS

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.