



City Architect's Office External Services



1. Architectural Design Drawings and Specifications

An outline design drawing which is formed through an idea of the architect combining with the project scale, mass, governing principles and laws and the client requirements to derive the proposed appearance of the structure and other plans integrating relevant specifications which are the set of requirements recommended to meet and satisfied the objective of the design.

Office or Division:	City Architect's Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Departments and Offices in the City Government of San Pedro			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Letter of Request (1 Photocopy)		Office of the Mayor		
2. Clear copy of TCT with Technical Description (1 Photocopy) ¹		Client		
3. Project Description with exact project address and client design requirements printed on Letter or Folio sized paper (1Original Copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1. Accessing of Documents and forward to the Head of Office/ Officer-In -Charge for review.	None	3 minutes	<i>Administrative Officer</i> City Architect's Office
	1.1 Schedule and conduct field inspection and survey.	None	2 days ²	<i>Draftsman Or Architect</i> City Architect's Office
	1.2 Prepare conceptual design drawings and specifications.	None	5 days	<i>Draftsman Or Architect</i> City Architect's Office
2. Attend office/site meeting	2. Present conceptual design drawings for client conformity.	None	1 day ³	<i>Draftsman Or Architect</i> City Architect's Office
	2.1 Conduct revisions, if any.	None	1 day ⁴	<i>Draftsman Or Architect</i> City Architect's Office



	2.3 Prepare detailed design drawings and specifications. ⁶	None	10 days	Officer-in-Charge City Architect's Office
	2.4 Review and submit Design Drawings to the City Administrator and City Mayor.	None	1 day	Draftsman Or Architect City Architect's Office
	TOTAL:	None	20 Days & 3 Minutes	

Notes:

- 1- May not require if the request is limited to interior design of the existing structure.
- 2- May require longer time depending on the actual site condition and topographic profile in which data may be prepared through outsourcing of required service/s.
- 3- Meeting date and location will be set and agreed by both parties.
- 4- Depends on their requirements and instructions. Processing time may vary.
- 5- Depends on the Mayor instructions. Processing time to deliver required activity may vary.
- 6- Design Drawings are limited to Architectural and Structural Design only. Other Allied Engineering Design will rest on the City Engineering Office.