



City Architect Department
Citizen's Charter

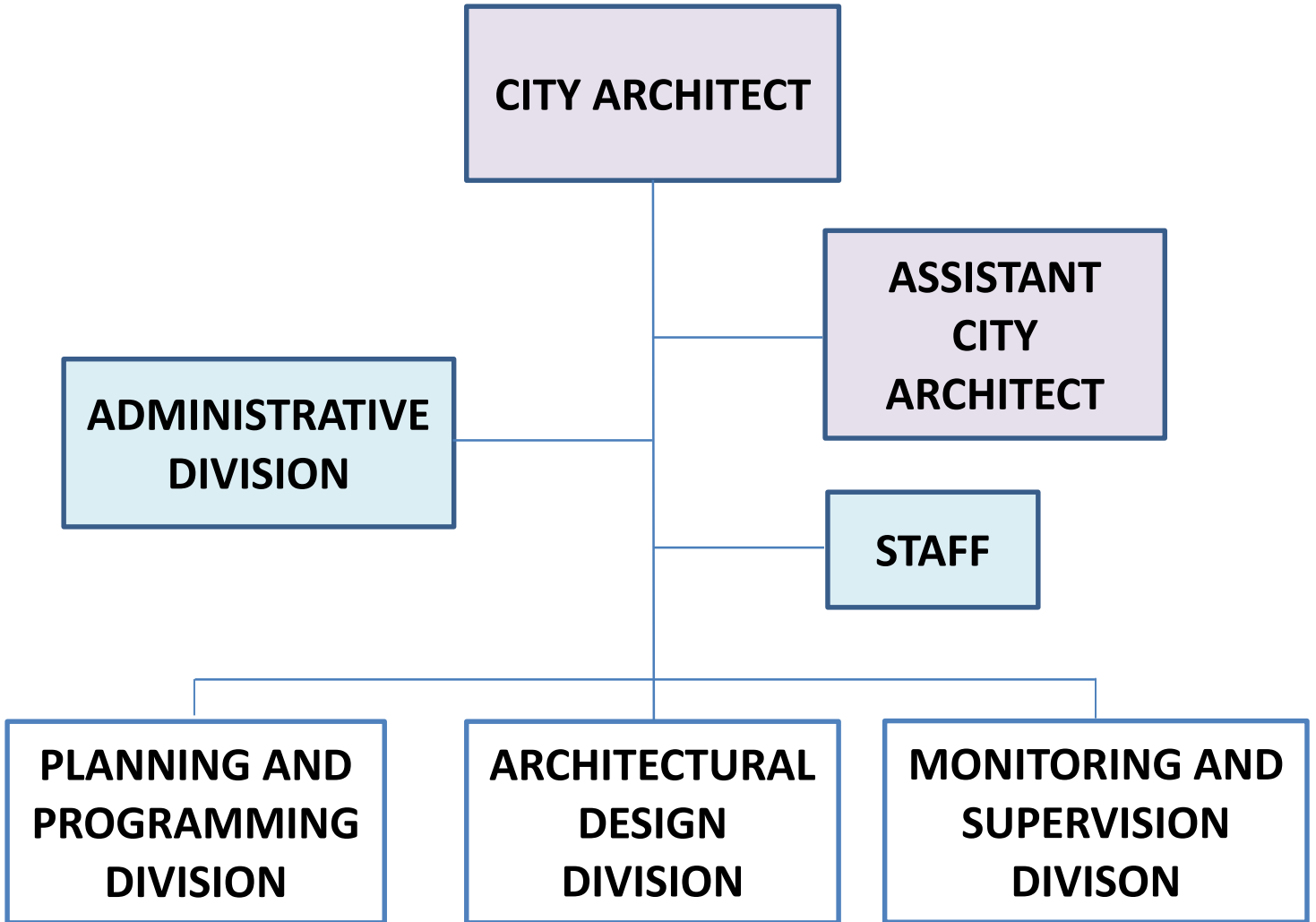
VISION

"The City Architect Department envisions itself to be a center for Architectural Designs for the city that shall serve as a Model City that will epitomize an atmosphere towards the emergence of the country's most developed city"

MISSION

"It is the mission of the department to provide the City with high quality designs and plans that will define the City's physical growth and development"

Organizational Structure



Mandate

Legal Basis: ***RA 7160 Section 485 (Local Government Code) and Ordinance No. SP-2316, Series of 2014.***

Objective: ***To translate the infrastructure requirements of the City into an Architectural Plans, Designs and Specifications with consideration to the environment and the public at large and in compliance with the standards required in the National Building Code of the Philippines.***

Functions:

- Develops design concepts and plans for functional relationship and uses;
- Determine form, appearance, converts and interprets urban plan into functional and aesthetically designed community suitable for human use;
- Coordinates with appropriate agency/entity on aesthetics and maximum use of land and water within the city to be compatible with the environment integrity and ecological balance;
- Formulates economic and feasibility studies, site selection, design analysis, architectural programming, research and development of construction technology and selection of applicable construction materials.

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ARCHITECTURAL PLANS AND DESIGNS

(Vertical Projects)

Highly Complex Projects

A. New Projects

Schedule of Availability of Service:

Days: Monday – Friday

Hours: 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service:

Quezon City Government

What are the Requirements:

1. List of Priority Project based on the City's Comprehensive Land Use Development Plan

Duration: 15-60 days

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	City Government	Conducts ocular inspection and survey study	3-5 days	Architects and Administrative Support Staff	N/A	N/A
2		Provides Schematic design in coordination with end-user	5-7 days	Senior Architects and Engineers	N/A	N/A
3		Design Development (Architectural and Engineering)	15-20 days	Senior and Junior Architects and Engineers	N/A	N/A
4		Preparation of Plans (Plotting)	5-7 days	Junior Architects and CAD operators	N/A	N/A
5		Preparation of initial cost estimates and work program	3-5 days	Senior/Junior Architects and Engineers	N/A	N/A
6		Presentation of Project Plans for approval	1-2 days	City Architect and Senior Architect	N/A	N/A
7		Signs Plans and other pertinent documents	1 day	City Architect	N/A	N/A
8		Transmits Architectural Plans, Specifications and Work Program to the Department of Engineering	1 day	Admin Support Staff	N/A	N/A
END OF TRANSACTION						

Highly Complex Projects

B. Housing Projects

Schedule of Availability of Service:

Days: Monday – Friday

Hours: 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service:

Quezon City Government

What are the Requirements:

1. List of Priority Project based on the City's Comprehensive Land Use and Development Plan

Duration: 15-30 days (Production of plans)

Indefinite as to Implementation

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	City Government	Conducts ocular inspection and survey study	5-7 days	Architects and Administrative Support Staff	N/A	N/A
2		Provides Schematic design in coordination with end-user	3-5 days	Senior Architects and Engineers	N/A	N/A
3		Design Development (Architectural and Engineering)	10-15 days	Senior and Junior Architects and Engineers	N/A	N/A
4		Preparation of Plans (Plotting)	7-10 days	Junior Architects and CAD operators	N/A	N/A
5		Preparation of initial cost estimates and work program	3-5 days	Senior/Junior Architects and Engineers	N/A	N/A
		Presentation of Project Plans for approval	1-2 days	City Architect and Senior Architect	N/A	N/A
6		Signs Plans and other pertinent documents	1 day	City Architect	N/A	N/A
7		Transmits Architectural Plans, Specifications and Work Program to the Department of Engineering	1 day	Admin Support Staff	N/A	N/A
8		Implementation of Project as endorsed by TF on Housing and Devt. Of Blighted Areas Monitoring of construction of projects	Duration varies depending on the project condition	Senior/Junior Architects and Engineers	N/A	N/A
END OF TRANSACTION						

Highly Complex Projects

C. Repair, Renovation and Rehabilitation of existing infrastructure

Schedule of Availability of Service:

Days: Monday – Friday

Hours: 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service:

Quezon City Government

What are the Requirements:

1. Request letter from end-user

Duration: 15-30 days

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	City Government	Conducts ocular inspection and survey study	3-5 days	Architects and Administrative Support Staff	N/A	N/A
2		Provides As built Plans for reference	10-15 days	Senior Architects and Engineers	N/A	N/A
3		Design Development (Architectural and Engineering)	10-15 days	Senior and Junior Architects and Engineers	N/A	N/A
4		Preparation of Plans (Plotting)	7-10 days	Junior Architects and CAD operators	N/A	N/A
5		Preparation of initial cost estimates and work program	3-5 days	Senior/Junior Architects and Engineers	N/A	N/A
6		Presentation of Project Plans for approval of the end-user	1-2 days	Senior Architect	N/A	N/A
7		Signs Plans and other pertinent documents	1 day	City Architect	N/A	N/A
8		Transmits Architectural Plans, Specifications and Work Program to the Department of Engineering	1 day	Admin Support Staff	N/A	N/A
END OF TRANSACTION						

Highly Complex Projects

D. Layout and Design of Furnitures and Preparation of Purchase Requests

Schedule of Availability of Service:

Days: Monday – Friday

Hours: 8:00 a.m. – 5:00 p.m. without noon break

Who May Avail of the Service:

Quezon City Government

What are the Requirements:

2. Request letter from end-user

Duration: 15-20 days

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Fees	Form
1	City Government	Conducts ocular inspection and survey study	2-3 days	Architects and Administrative Support Staff	N/A	N/A
2		Prepares Layout for presentation and approval of end-user	5-15 days	Architects and CAD operators	N/A	N/A
3		Canvassing of Furnitures	3-5 days	Architects and Administrative Support Staff	N/A	N/A
4		Preparation of Purchase Requests and Inventory of Furnitures	7-10 days	Admin Support Staff	N/A	N/A
5		Transmits Layouts and Purchase Request to the Office of the City Mayor thru the Chief of Staff for approval subject to the availability of funds	1 day	Admin Support Staff	N/A	N/A
END OF TRANSACTION						