

ISSUANCE OF BUILDING PERMIT

Schedule of availability of Services

MONDAY, TUESDAY AND THURSDAY -Processing of Building Permits

WEDNESDAY AND FRIDAY - Site Inspection

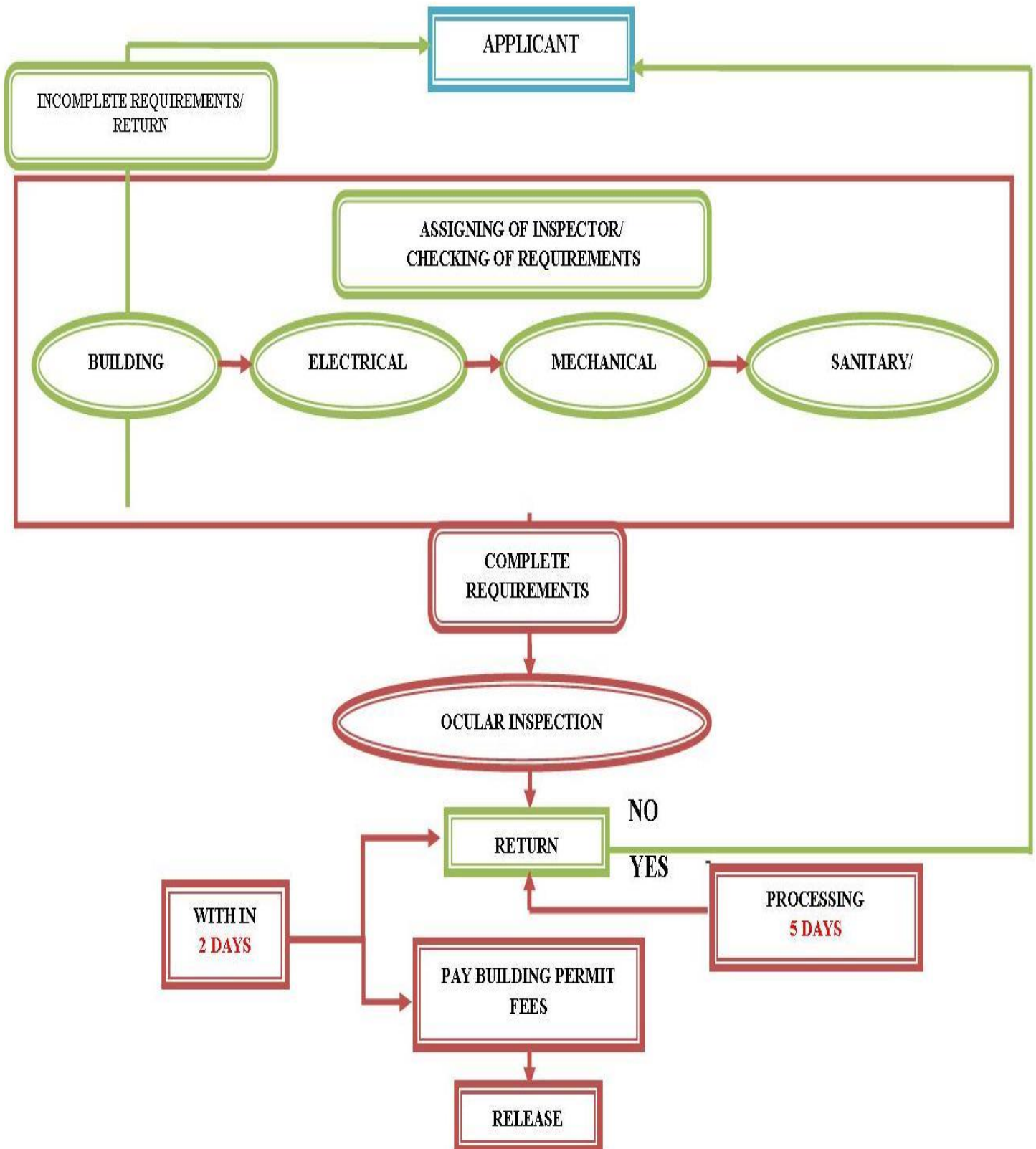
Who may avail the services - General Public

Duration- 5 minutes for issuance of forms and checklist requirements

- 5 days processing of permits for residential buildings (complete requirements)
- 8 days processing of permits for commercial, industrial and institutional (complete requirements)

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEES	FORMS
1	Secure forms and checklist for requirements	Follow the requirements given	5 mins	Engr. Zenaida Cabañas Manualito Cañon Kathleen Mallorca Raul Muyong	None	Building Sanitary Electrical Fencing Mechanical Excavation Demolition Checklist
2	Submit the application form with complete requirements	Preliminary evaluation of building, plumbing, mechanical and electrical, If not ok return all the documents to the applicant together with checklist indicating the lacking documents with recommendations.	15 mins./ permit	Engr. Zenaida Cabañas / Manuelito Canon		
3	Follow up the submitted documents after 5 days for residential and 8 days for commercial, industrial and institutional. For the determination of the result of inspection and evaluation for the conformance to the building code and other referral codes and municipal ordinances	Site inspection, evaluation of plans and documents for the conformance to the building code within 5 days. Prepare order of payment. Non conformity of the building code, return the document to the client with recommendations.	25 mins.	Engr. Zenaida Cabañas	Depends on the area and category of the building	Order of Payment
4	Proceed to the treasurer's office for payment and photo copy the official receipt (3 copies) and submit to the building office	Review and approval of permits	20 minutes	Engr. Ernesto Ticao	N/A	N/A
5	Wait for the permit to be released	Record the outgoing documents Let the client signed the logbook Release the permit	20 minutes	Engr. Zenaida Cabañas Manuelito Cañon	N/A	N/A

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BUILDING PERMIT PROCESSING



OCCUPANCY PERMIT PROCESSING

