

4. Service Name: Issuance of Sidewalk & Scaffolding Permit

Office or Division:	City Building Official			
Classification:	Simple Transaction			
Type of Transaction:	Government to Citizen			
Who may avail:	<i>Owner of the Building / Contractor who apply Sidewalk & Scaffolding Permit</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance for Sidewalk & Scaffolding Permit		Barangay		
Application Forms; attached photocopy of PRC ID & PTR (signed & sealed)		Office of the Building Official		
Two (2) sets of Structural Plan, Structural Design (signed & sealed) for Scaffolding		Provided by client		
Photocopy of TCT (Transfer Certificate of Title),		Registry of Deeds		
Tax Receipt, Tax Declaration, Tax Clearance		City Treasury Department, City Assessors Department		
Sidewalk Dimension (for sidewalk)		Provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements duly complied with	1. Receive the documents; attach checklist	None	2 mins.	Admin Aide III
	1.2 Check completeness of requirements		10 mins.	Admin Asst.
	1.3 Check authority on application		5 mins.	
	1.4 Issue application number and advise client when Order of Payment is issued		2 mins.	
	2.1 Set schedule for inspection & notify client for inspection.		5 mins	Architect / Engineer's in their field
	3. Inspection proper		10 mins	
	4.1 Assessment of fees		10 mins.	Inspector
	4.2 Sign the Order of Payment then release to client		3 min.	Department Head; or next in rank
5. Proceed to cashier for payment	5. Receive payment and issue receipt	See computation of fees below	5 min	Cashier (Treasury Department)

6. Return the Official Receipt to the Office of the Building Official	6.1 Encode the corresponding amount on logbook		5 mins.	Admin Aide III
	6.2 Assign the corresponding permit number and instruct applicant to return for release of permit		5 mins.	Admin Aide III
	7. Endorse to City Administrator for approval (sidewalk permit only)		1 day	City Administrator
	8.1 Sign the approved Permits		3 mins.	Department Head
	8.2 Scanning of all documents		10 mins.	Admin Aide III
	8.3 Profiling of documents		5 mins	
9. Claim issued permits	9.Release of permits		3 mins.	Admin Aide III

END OF TRANSACTION

Computation of Fees:

- Use of Sidewalk:
First 20.00 sq.m. Php 240.00 in excess of 20.00 sq.m Php 12.00 + Inspection Fee + Processing Fee / calendar month
- Scaffolding Occupying Public Area:
Up to 10.00 meter length Php 150.00 in excess of 10.00 l.m. Php 12.00 + Inspection Fee + Processing Fee / calendar month

Refer to National Building Code of the Philippines for other computation of fees.