

7. Service Name: Issuance of Signage & Signboard Permit

Office or Division:	City Building Official			
Classification:	Simple Transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Owner of the Building / Contractor who apply Signage & Signboard Permit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance for Fencing Permit		Barangay Hall		
Application Forms		Building Official Office		
Two (2) sets Signage / Signboard Plan; Attached Site Development Plan and Location Plan (if applicable)		Provided by client		
Photocopy of TCT (Transfer Certificate of Title), Tax Receipt, Tax Declaration, Tax Clearance		Registry of Deeds, City Treasury Department, City Assessors Department		
Contract of Lease		Provided by client		
DPWH Clearance		Department of Works & highways		
Structural Design for post & roof mounted sign		Provided by Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements duly complied with	1.1 Receive the documents; attach checklist		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. Set schedule for inspection & notify client for inspection.		5 mins	Architect / Engineer's in their field
	3. Inspection proper		10 mins	Architect / Engineer's in their field

4. Receive the order of payment	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 mins	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		5 mins.	Admin Aide III
7. Return the document to the office of Building Official	7. Sign the approved Permits		3 mins.	Department Head
	8.1 Scanning all documents		10 mins.	Admin Aide III
	8.2 Profiling of documents		5 mins	
9. Claim issued permits	9. Release of permits		3 mins.	Admin Aide III

END OF TRANSACTION

Computation of Fees:

Signage / Signboard Fees:

First 4.00 sq.m. Php 480.00, succeeding Php 24.00 / sq.m. + Inspection Fee + Processing Fee

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