

## ISSUANCE OF SCAFFOLDING PERMIT

<b>Office or Division:</b>	City Building Official			
<b>Classification:</b>	<b>Simple Transaction</b>			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	<i>Owner of the Building / Contractor who will apply for a Scaffolding Permit</i>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application Form (notarized) duly signed & sealed by an Architect / Civil Engineer, attached with colored photocopies of PRC ID & PTR with original signed & sealed			OBO (One Stop Shop)	
Barangay Clearance for Scaffolding Permit			OBO (One Stop Shop)	
Scaffolding Layout and Structural Plans duly signed & sealed by an Architect / Civil Engineer			Provided by client	
Blue Copy of Transfer Certificate of Title (TCT) / Deed of Absolute Sale / Contract of Lease			Provided by client	
Tax Receipt, Tax Declaration, Tax Clearance			City Treasury Department, City Assessors Department	
DOLE Construction Safety and Health Program			Provided by client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit all requirements for evaluation	2.1. Receive documents; Attach checklist	Refer to computation of fees below	5 min.	Admin Aide III
	2.2. Check completeness of requirements		10 min.	Admin Asst.
	2.3. Check authority on application; Issue application number		15 min.	Admin Asst.
	2.4. Set schedule of inspection		5 min.	Admin Asst.
	2.5. Inspection Proper		20 mins.	Building Inspector
	2.6. Assess fees		15 mins.	Evaluator
	<i>Note: If the plan &amp; documents are found to be inconsistent with the building code, its referral codes &amp; local ordinances, the Building Official will issue a Notice of Disapproval</i>		15 mins.	Department Head; or next in rank
	1.7. Review, approve, and sign the Order of Payment or Notice of Disapproval		2 mins.	Admin Aide III
	1.8. Advise client when the Order of			

	Payment is ready for release  1.9. Release Order of Payment to the Client		2 mins.	Admin Aide III
2. Payment of fees	2.1. Receive payment and issue receipt		5 mins.	Cashier (Treasury Department)
3. Return the Official Receipt to the Office of the Building Official	3.1. Encode the corresponding amount on logbook		10 mins.	Evaluator
	3.2. Printing of Scaffolding Permit		5 mins.	Evaluator
	3.3. Sign the approved Scaffolding Permit		15 mins.	Department Head
	3.4. Scanning of all documents		10 mins.	Admin Aide III
	3.5. Profiling of documents		5 mins.	Admin Aide III
4. Claim issued Scaffolding Permit	2.1. Release of Scaffolding Permit		3 mins.	Admin Aide III
<b>TOTAL TRANSACTION TIME</b>			<b>142 mins.</b>	

--- END OF TRANSACTION ---

**ACTUAL MINIMUM AMOUNT OF COMPUTATION:**

- Scaffolding Occupying Public Area:  
Up to 10.00 meter length = Php 150.00, in excess of 10.00 l.m. = Php 12.00 per calendar month + Inspection Fee + Processing Fee

***\*Refer to National Building Code of the Philippines for the schedule of fees.***