

ISSUANCE OF FENCING 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 will apply for Fencing Permit	
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 Fencing Permit		OBO (One Stop Shop)
Two (2) sets of Fencing Plan and/or Structural Plan (for 1.80 meters in height), duly signed & sealed by an Architect / Civil Engineer		Provided by client
Blue copy of TCT (Transfer Certificate of Title), Tax Receipt, Tax Declaration, Tax Clearance		Provided by client

Resurveyed Lot Plan duly signed & sealed by a Geodetic Engineer			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		5 min.	Admin Aide III
	2.2. Check completeness of requirements		10 min.	Admin Asst.
			15 min.	Admin Asst.

	2.3. Check authority on application; Issue application number		5 min.	Admin Asst.
	2.4. Set schedule of inspection		20 mins.	Building Inspector
	2.5. Inspection Proper		15 mins.	Evaluator
	2.6. Assess fees			
	<i>Note: If the plan & documents are found to be inconsistent with the building code, its referral codes & local ordinances, the Building Official will issue a Notice of Disapproval</i>			
	2.7. Review, approve, and sign the Order	Refer to computation of fees below	15 mins.	Department Head; or next in rank

	of Payment or Notice of Disapproval		2 mins.	Admin Aide III
	2.8. Advise client when the Order of Payment is ready for release		2 mins.	Admin Aide III
	2.9. Release Order of Payment to the Client			
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		5 mins.	Admin Aide III
	3.2. Printing of Fencing Permit		5 mins.	Admin Aide III
	3.3. Sign the approved Fencing Permit		5 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 Fencing Permits	4.1. Release of Fencing Permit		3 mins.	Admin Aide III
TOTAL TRANSACTION TIME			127 mins.	

--- END OF TRANSACTION ---

ACTUAL MINIMUM AMOUNT OF COMPUTATION:

- Php 4.00 / lineal meter + Php 4.00 / lineal meter for line & grade
+ Inspection Fee + Processing Fee

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