

### 5. Service Name: Issuance of Excavation / Ground Preparation Permit

<b>Office or Division:</b>	City Building Official			
<b>Classification:</b>	Simple transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Owner of the Building / Contractor who apply Excavation / Ground Preparation			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance for Excavation / Ground Preparation		Barangay		
Application Forms		Building Official Office		
One (1) sets of Building Plan		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		
Resurveyed lot plan		Provided by Client		
Development Permit / LZBAA Resolution for Complex & Nonconforming use project		City Ordinance or Local Zoning Board		
Letter of notification from adjacent property		Provided by client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements duly complied with	1.1 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. Set schedule for inspection & notify client for inspection.		5 mins	Architect / Engineer's in their field
	3. Inspection proper		15 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	3 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 of 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:

Excavation / Ground Preparation:

Php 4:00 / cu. m. + Inspection Fee + Processing Fee

- For excavation more than 50.00 cu.m and more than 2.00 meter in depth, the owner/permittee shall post a **CASH BOND** of Fifty Thousand Pesos (Php 50,000.00) for the first 50.00 cu.m. and three hundred pesos (Php 300.00) for every cu.m. in excess of 50 cu.m. until the building permit is issued.

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