

**ISSUANCE OF TEMPORARY SIDEWALK ENCLOSURE AND OCCUPANCY
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 will apply for a Sidewalk 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 Sidewalk Permit			OBO (One Stop Shop)	
Plan for Sidewalk to be utilized (indicating lot bearing and sidewalk dimensions) 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			Treasury	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation	1.1. Receive documents; Attach checklist	Refer to computation of fees below	5 mins.	Admin Aide III
	1.2. Check completeness of requirements		10 mins.	Admin Asst.
	1.3. Check authority on application; Issue application number		15 mins.	Admin Asst.
	1.4. Set schedule of inspection		5 mins.	Admin Asst.
	1.5. Inspection Proper		20 mins.	Building Inspector
	1.6. Assess fees		15 mins.	Evaluator
	<i>Note: If the plan & documents are found to be inconsistent with the building code, its referral codes & local</i>			

	<p><i>ordinances, the Building Official will issue a Notice of Disapproval</i></p> <p>1.7. Review, approve, and sign the Order of Payment or Notice of Disapproval</p> <p>1.8. Advise client when the Order of Payment is ready for release</p> <p>1.9. Release Order of Payment to the Client</p>		<p>15 mins.</p> <p>2 mins.</p> <p>2 mins.</p>	<p>Department Head; or next in rank</p> <p>Admin Aide III</p> <p>Admin Aide III</p>
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	<p>3.1. Encode the corresponding amount on logbook</p> <p>3.2. Printing of Temporary Sidewalk Enclosure and Occupancy Permit</p> <p>3.3. Sign the approved Temporary Sidewalk Enclosure and Occupancy Permit</p>		<p>10 mins.</p> <p>5 mins.</p> <p>15 mins.</p> <p>10 mins.</p>	<p>Evaluator</p> <p>Evaluator</p> <p>Department Head</p> <p>Admin Aide III</p>

	3.4. Scanning of all documents 3.5. Profiling of documents		5 mins.	Admin Aide III
4. Claim issued Temporary Sidewalk Enclosure and Occupancy Permit	4.1. Release of Temporary Sidewalk Enclosure and Occupancy Permit		3 mins.	Admin Aide III
TOTAL TRANSACTION TIME			142 mins.	

--- END OF TRANSACTION ---

ACTUAL MINIMUM AMOUNT OF

COMPUTATION:

- First 20.00 sq.m. = Php 240.00, in excess of 20.00 sq.m = Php 12.00 per sq.m. per calendar month + Inspection Fee + Processing Fee

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