

## ISSUANCE OF SIDEWALK CONSTRUCTION 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 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 of Sidewalk for construction (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	Provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation	1.1. Receive documents; Attach checklist		5 min.	Admin Aide III
	1.2. Check completeness of requirements		10 min.	Admin Asst.
	1.3. Check authority on application; Issue application number		15 min.	Admin Asst.
			5 min.	Admin Asst.

	1.4. Set schedule of inspection	Refer to computation of fees below	20 mins.	Building Inspector
	1.5. Inspection Proper		15 mins.	Evaluator
	1.6. Assess fees  <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  1.8. Advise client when the Order of Payment is ready for release  1.9. Release Order of Payment to the Client		2 mins.       2 mins.	Admin Aide III       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  3.2. Printing of Sidewalk Construction Permit  3.3. Sign the approved Sidewalk Construction Permit  3.4. Scanning of all documents  3.5. Profiling of documents		10 mins.       5 mins.       15 mins.       10 mins.       5 mins.	Evaluator       Evaluator       Department Head       Admin Aide III  Admin Aide III
4. Claim issued Sidewalk Construction Permit	4.1. Release of Sidewalk Construction Permit		3 mins.	Admin Aide III

TOTAL TRANSACTION TIME		142 mins.	
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--- END OF TRANSACTION ---

**ACTUAL MINIMUM AMOUNT OF COMPUTATION:**

- First 20.00 sq.m. = Php 240.00, in excess of 20.00 sq.m = Php 3.00 + Inspection Fee + Processing Fee

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