

## 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>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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	
<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 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			

	<p>Payment is ready for release</p> <p>1.9. Release Order of Payment to the Client</p>		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.***