

ISSUANCE OF EXCAVATION / GROUND PREPARATION

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 Excavation / Ground Preparation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form (notarized) duly signed & sealed by a Structural and/or Civil Engineer, attached with colored photocopies of PRC ID & PTR with original signed & sealed	OBO (One Stop Shop)
Barangay Clearance for Excavation / Ground Preparation	OBO (One Stop Shop)
Two (2) sets Architectural and Structural Plan and two (2) sets Excavation Plan (duly signed & sealed)	Provided by client
Excavation Methodology duly signed & sealed by a Structural and/or Civil Engineer	Provided by client
Resurveyed Lot Plan duly signed & sealed by a Geodetic Engineer	Provided by Client
Letter of notification from adjacent property	Provided by client
Letter of consent from adjoining property (for excavations requiring slope protection intruding adjoining property)	Provided by client
Permit to Proceed from the City Engineering Department (for excavations requiring slope protection intruding public property)	Provided by client

Blue Copy of Transfer Certificate of Title (TCT) / Deed of Absolute Sale / Contract of Lease	Provided by client
Development Permit / LZBAA Resolution for Complex & Nonconforming use project	City Ordinance or Local Zoning Board
DOLE Construction Safety and Health Program	Provided by client
CENRO Clearance (if trees will be affected by the excavation)	Provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation	3.1. Receive documents; Attach checklist	Refer to computation of fees below	5 min.	Admin Aide III
	3.2. Check completeness of requirements		10 min.	Admin Asst.
	3.3. Check authority on application; Issue application number		15 min.	Admin Asst.
	3.4. Set schedule of inspection		5 min.	Admin Asst.
	3.5. Inspection Proper		20 mins.	Building Inspector
	3.6. Assess fees		15 mins.	Evaluator
	<i>Note: If the plan & documents are found to be inconsistent with the building code, its referral codes & local ordinances, the Building Official will</i>			

	<p><i>issue a Notice of Disapproval</i></p> <p>3.7. Review, approve, and sign the Order of Payment or Notice of Disapproval</p> <p>3.8. Advise client when the Order of Payment is ready for release</p> <p>3.9. 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	3.1. 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 Excavation Permit</p> <p>3.3. Sign the approved Excavation Permit</p> <p>3.4. Scanning of all documents</p> <p>3.5. Profiling of documents</p>		<p>10 mins.</p> <p>5 mins.</p> <p>15 mins.</p> <p>10 mins.</p> <p>5 mins.</p>	<p>Evaluator</p> <p>Evaluator</p> <p>Department Head</p> <p>Admin Aide III</p> <p>Admin Aide III</p>

4. Claim issued Excavation Permit	3.1. Release of Excavation Permit		3 mins.	Admin Aide III
TOTAL TRANSACTION TIME			142 mins.	

--- END OF TRANSACTION ---

ACTUAL MINIMUM AMOUNT OF COMPUTATION:

- Excavation / Ground Preparation:
Php 4:00 / cu. m. + Inspection Fee + Processing Fee
- Excavation Bond:
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 the schedule of fees.***