

## ISSUANCE OF FENCING 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>	Owner of the Building / Contractor who will apply for Fencing Permit		
<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 Fencing Permit		OBO (One Stop Shop)	
Two (2) sets of Fencing Plan and/or Structural Plan (for 1.80 meters in height), duly signed & sealed by an Architect / Civil Engineer		Provided by client	
Blue copy of TCT (Transfer Certificate of Title), Tax Receipt, Tax Declaration, Tax Clearance		Provided by client	

Resurveyed Lot Plan duly signed & sealed by a Geodetic Engineer			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		5 min.	Admin Aide III
	2.2. Check completeness of requirements		10 min.	Admin Asst.
				15 min.

	<p>2.3. Check authority on application; Issue application number</p> <p>2.4. Set schedule of inspection</p> <p>2.5. Inspection Proper</p> <p>2.6. Assess fees</p> <p><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></p> <p>2.7. Review, approve, and sign the Order</p>	<p>Refer to computation of fees below</p>	<p>5 min.</p> <p>20 mins.</p> <p>15 mins.</p> <p>15 mins.</p>	<p>Admin Asst.</p> <p>Building Inspector</p> <p>Evaluator</p> <p>Department Head; or next in rank</p>
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	<p>of Payment or Notice of Disapproval</p> <p>2.8. Advise client when the Order of Payment is ready for release</p> <p>2.9. Release Order of Payment to the Client</p>		<p>2 mins.</p> <p>2 mins.</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	3.1. Encode the corresponding amount on logbook		5 mins.	Admin Aide III
	3.2. Printing of Fencing Permit		5 mins.	Admin Aide III
	3.3. Sign the approved Fencing Permit		5 mins.	Department Head
	<ul style="list-style-type: none"> <li>• 3.4. Scanning of all documents</li> </ul>		<ul style="list-style-type: none"> <li>• 10 mins.</li> </ul>	<ul style="list-style-type: none"> <li>• Admin Aide III</li> </ul>
	3.5. Profiling of documents		5 mins	Admin Aide III
4. Claim issued Fencing Permits	4.1. Release of Fencing Permit		3 mins.	Admin Aide III
<b>TOTAL TRANSACTION TIME</b>			<b>127 mins.</b>	

--- END OF TRANSACTION ---

**ACTUAL MINIMUM AMOUNT OF COMPUTATION:**

- Php 4.00 / lineal meter + Php 4.00 / lineal meter for line & grade  
+ Inspection Fee + Processing Fee

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