

ISSUANCE OF REPAIR PERMIT

Office or Division:	City Building Official
Classification:	Simple Transaction
Type of Transaction:	Government to citizen
Who may avail:	Owner of the Building / Contractor who apply Repair Permit

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application Forms 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 Repair Permit			OBO (One Stop Shop)	
Two (2) sets of Plan 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	
Contract of Lease (for tenant)			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.
			15 min.	Admin Asst.

	1.3. Check authority on application; Issue application number		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 & documents are found to be inconsistent with the building code, its referral codes & local ordinances, the Building Official will issue a Notice of Disapproval</i>		5 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 Payment is ready for release		2 mins.	Admin Aide III
	1.9. Release Order of Payment to the Client			

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 Repair Permit		5 mins.	Admin Aide III
	3.3. Sign the approved Repair 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 Repair Permit	4.1. Release of Repair Permit		3 mins.	Admin Aide III
TOTAL TRANSACTION TIME			127 mins.	

--- END OF TRANSACTION ---

ACTUAL MINIMUM AMOUNT OF COMPUTATION:

- a) Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate,
For all groups P 5.00
- b) Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate,
For all groups P 5.00
- c) Repairs on buildings/structures in all groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

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

