

Issuance of Building Permit

This Service of the Municipal Planning and Development Coordinator is to keep track of the Expenditures allotted for the different offices as well as the whole operation of the Local Government Unit.

Office or Division:	Municipal Planning & Development Coordinator.			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Individual Residents/Building Owners, Contractors & Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Prescribed Application Form		Zoning		
Building Plan, 5 copies		Civil Engineer or Architect		
Cost Estimate		Civil Engineer or Architect		
Design Analysis		Civil Engineer or Architect		
Tax Declaration		Assessor		
Title		Registry of Deeds		
Deed of Sale		Owner		
Latest Tax Receipt		Treasury		
Clearance Form National Offices (BFP, DENR, HLURB, ATO etc.)		LGU and National Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form with list of requirements	1. Provide application form and give instructions	None	5 Minutes	<i>Administrative Aide I Zoning Officer I Municipal Planning and Development Coordinator Office of the Municipal Planning and Development Coordinator</i>
2. Submit duly accomplished application form complete sets of plan and requirement	2. Evaluate plan, application forms & other requirements submitted	None	10 Minutes	<i>Zoning Officer I- Municipal Planning and Development Coordinator Office of the Municipal Planning and Development Coordinator</i>
3. Pay corresponding fees to the cashier	3. Determine the amount of fees to be paid	To be computed based on assessment	5 Minutes	<i>Zoning Officer I Engineer II Municipal Planning and Development Coordinator</i>



		evaluation		Office of the Municipal Planning and Development <i>Revenue Collection Clerk I Administrative Aide / LTOO I</i> Office of the Municipal Treasury <i>Zoning Officer I Engineer II Municipal Planning and Development Coordinator</i> Office of the Municipal Planning and Development Coordinator <i>Municipal Planning and Development Coordinator</i> Office of the Municipal Planning and Development Coordinator
	3.1 Collect payment & issue official receipt		2 Minutes	
	3.2 Process Building Permit		20 Minutes	
	3.3 Building Official sign/approve Building Permit		2 Minutes	
4. Claim Building Permit	4. Release building permit to the client		1 Minute	<i>Zoning Officer I Engineer II Municipal Planning and Development Coordinator Administrative Aide / Office of the Municipal Planning and Development Coordinator</i>
TOTAL:		None	45 Minutes	