

Collection of Building Permit and Locational Clearance

Office or Division:	Municipal Treasury Office			
Classification:	Complex			
Type of Transaction:	G2B/G2c			
Who may avail:	Owners of Newly Constructed Buildings in Reina Mercedes, Isabela			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment		Zoning Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Municipal Treasury Office staff and present the order of payment from Zoning Office	1. Prepare the official receipt.	None	3 Minutes	Administrative Aide / Municipal Treasury Office
2. Pay the required fee	2. Issuance of Official Receipt	Based from the order of payment from Zoning Office	2 Minutes	Administrative Aide / Municipal Treasury Office
TOTAL			5 Minutes	