

Service : Processing and Issuance of Fencing Permit and Other Accessory Permit Applications

Who may avail of the service : Any person, firm or corporation, including any agency or instrumentality of the government desiring to obtain a fencing permit and any accessory permit

Schedule of Service Availability : Monday to Friday, 8:00 AM - 5:00 PM

Requirements :

1. Accomplished prescribed application forms, plans and specifications prepared, signed and sealed of the duly licensed and registered professionals:
 - a. Duly notarized application for Fencing Permit (not exceeding 1.80 meters high)
 - b. Excavation and Ground Preparation Permit
 - c. Sidewalk Construction Permit
 - d. Temporary Sidewalk Enclosure and Occupancy Permit
 - e. Scaffolding Permit
 - f. Sign Permit
 - g. Demolition Permit
 - h. Permits for accessory parts of the project with very special functions or use
2. In case the applicant is the registered owner of the lot:
 - a. Certified true copy of OCT/TCT, on file with the Registry of Deeds
 - b. Tax Declaration
 - c. Current Real Property Tax Receipt
3. In case the applicant is not the registered owner of the lot, in addition to No.2
 - a. Duly notarized copy of the Contract of Lease
 - b. Duly notarized copy of Deed of Absolute Sale
 - c. Duly notarized Affidavit of Consent and Authority
4. Lot Survey Plan (by the Geodetic Engineer)
5. Zoning Certification (from the MPDC)
6. Detailed Estimates
7. Barangay Clearance
8. DPWH Clearance (for buildings/structures/improvements within the National RROW)
9. Written Clearances from the various authorities exercising and enforcing regulatory functions affecting buildings/structures, whenever necessary.

Fees : In accordance to NBCDO Memorandum Circular No.1 Series 2004 "New Schedule of Building Permit Fees and Other Charges" of the Revised IRR of the NBC (PD 1096)

HOW TO AVAIL THE SERVICE:

STEP	Applicant/Client (Do the following)	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Location
1	Get Application forms	Give copy of the application forms and checklist of necessary documents	5 minutes	Cherryl B. Andicoy	None	2nd floor, Municipal Engineer's Office, New Municipal Hall
2	Submit accomplished prescribed application forms, plans and other relative documents	I. Verify and check the submitted documents for conformity and compliance as to: <i>Land Use and Zoning</i> <i>Line and Grade</i>	15 - 30 minutes	Cherryl B. Andicoy	None	same

STEP	Applicant/Client (Do the following)	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Location
		<i>Civil/Structural Electrical</i> II. Prepare the corresponding fees and Order of Payment	1 day	Cherryl B. Andicoy	Pursuant to NBCDO Memorandum Circular No. 1 Series of 2004 of the Revised IRR of NBC (PD 1096)	2nd floor, Municipal Engineer's Office, New Municipal Hall
3	Pay to the Cashier	Issue Official Receipt	15 min.	Cashier		Ground floor, Treasurer's Office, Old Municipal Bldg.
4	Request for Approval and Issuance of Fencing Permit and any Accessory Permit	I. Check all the documents II. Sign all the application forms III. Issue Fencing Permit and any Accessory Permit	30 min.	Cherryl B. Andicoy		2nd floor, Municipal Engineer's Office, New Municipal Hall
End of Transaction						

