

## **BUILDING PERMIT APPLICATION & ISSUANCE**

**Schedule of Availability of Service:**

Monday - Friday  
8:00am - 5:00pm without noon break

**Who May Avail of the Service:**

All residents of the Science City of Muñoz

**What are the Requirements:**

5 sets of complete building plans, tax declaration, tax clearance, photocopy of land title or deed of sale, brgy.

Clearance, cedula

**Duration:**

40 minutes

**How to Avail the Service:**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under National Circumstances)	PERSON IN CHARGE	FEES	FORMS
1.	Accomplish Application Forms & complete the requirements of Building Permit	Assess client to fill out Application forms & requirements for Building Permit	5 mins.	Noel M. Sabado		Building Forms
2.	Submit accomplished Application forms & requirements for building Permits	Receiving of building plans & other requirements for building permit	15 mins.	Noel M. Sabado Nympha C. Gabriel		
3.	Refer to Building Official and transmit one(1) set of plans & specification	Assess & checking of documents, counter sign the transmittal slip.	10 mins.	Andy G. Gagelonia		
4.	Present complete documents to receiving area	Assessment of Building fees.	10 mins.	Peter John C. Desamito Andy G. Gagelonia		
5.	Refer to Zoning Official, transmit one(1) set at plans & specification	Assessment of Zoning fees	5 mins.	Arnel M. Ruz Noel M. Sabado		
6.	Refer to City Fire Marshall, submit one(1) set of plans & specifications.	Evaluation, assessments of fees	10 mins.	Andy G. Gagelonia		
7.	Pay to the Cashier	Process Payment & issue O.R	5 mins.	Treasurer's Office Cashier	Depends on the total cost of the building and floor area	
8.	Present receipt to receiving area And get the Approved Permit	Received O.R for filling & Approval for Building Permit	3 days (depends on the availability of the signatories)	Dionisio F. Bocatot, Jr. Building Official  Armando E. Miranda		

				City Engineer Nestor L. Alvarez, Ph.D City Mayor		
<b>END OF TRANSACTION</b>						