

SECURING EXCAVATION AND GROUND PREPARATION PERMIT

ABOUT THE SERVICE:

Excavation and Ground Preparation Permit is given to all person, firm or corporation, agency or instrumentality of the government who intends to excavate a certain property in preparation for any construction

WHO MAT AVAIL OF THE SERVICE:

All person, firm or corporation, including any agency or instrumentality of the government who intends to excavate a certain property within the city

WHAT ARE THE REQUIREMENTS:

- Barangay Clearance from the Barangay that has territorial jurisdiction over the property.
- LATEST TAX DECLARATIONS of lot from the City Assessors Office.
- PROJECT PLAN

FEES/CHARGES:

New Schedule of fees and other charges are computed based on the National Building Code of the Philippines and its Implementing Rules and Regulations and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac.

SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 PM

HOW TO AVAIL THE SERVICE:

STEPS	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESS ING TIME	PERSON IN CHARGE/ RESPONSIBLE	FEES / CHARG ES	FORMS
1.	Inquire and Secure Application Forms	Brief client on requirements and issues application form	5 minutes	<u>OCBO-RECEIVING</u> RICHARD A. PUNGTILAN IMEE F. SIPISIP	NONE	NONE
2.	Submit Duly accomplished application form and supporting documents	Receives duly accomplished application form and supporting documents	5 minutes	<u>OCBO-ADMINISTRATIVE DIVISION</u> IMEE F. SIPISIP	NONE	Duly Accomplished Application Form; Latest Tax Declaration; Project Plan
		Evaluation of application	5 minutes	<u>OCBO-PROCESSING AND EVALUATION DIVISION (PED)</u> RICHARD A. PUNGTILAN	NONE	NONE
		Assess and issues the Order of Payment. Advice client to pay at the Treasury Office	5 minutes	<u>OCBO-AD</u> RICHARD A. PUNGTILAN	New Schedule of fees and charges based on the NBCP &	

					its IRR and under Article E, Section 3E.03 of the 2014 Local Revenue Code of the City of Batac	
3.	Present Official Receipt to the releasing section. Receives Permit	Issues Excavation & Ground Preparation Permit	5 minutes	<u>OCBO-RELEASING</u> IMEE F. SIPISIP ABIGAIL J. ASUNCION	NONE	Official Receipt
x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x						