

SECURING MECHANICAL, ARCHITECTURAL, ELECTRONICS, CIVIL/STRUCTURAL PERMIT

ABOUT THE SERVICE:

Prior to any mechanical, architectural, electronics, civil/structural works, any person, firm or corporation, including any agency or instrumentality of the government must secure first a Permit accompanied by the Building Permit

WHO MAT AVAIL OF THE SERVICE:

All person, firm or corporation, including any agency or instrumentality of the government who intends for any mechanical, architectural, electronics, civil/structural works of a certain building/structure

WHAT ARE THE REQUIREMENTS:

- Duly Accomplished Application Forms
- PROJECT PLANS

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 | PROCESSI NG TIME | PERSON IN CHARGE/ | FEES / CHARG ES | FORM S |
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| | | | | RESPONSIBLE | | |
|----|--|---|-------------------------------|--|------|--|
| 1. | Inquire and Secure Application Forms | Brief client on requirements and issues application forms and checklist | 5 Minutes | <u>OCBO-RECEIVING</u> RICHARD A. PUNGTILAN IMEE F. SIPISIP | NONE | NONE |
| 2. | Submit Duly Accomplished Application Forms & Complete Supporting Documents/ Requirements | Verifies, checks and receives accomplished application forms with complete requirements | 10 minutes | <u>OCBO-RECEIVING</u> IMEE F. SIPISIP ABIGAIL J. ASUNCION | NONE | Duly Accomplished Application Form; Project Plan |
| | | Conduct Inspection, verification and validation | 4 hours (urban) 1 day (rural) | <u>OCBO-INSPECTION AND ENFORCEMENT DIVISION (IED)</u> INDALECIO P. ARCANGEL ABIGAIL J. ASUNCION | NONE | NONE |
| | | Processing and Evaluation of plans and documents | 5 minutes | <u>OCBO-PROCESSING AND EVALUATION DIVISION (PED)</u> RICHARD A. PUNGTILAN | NONE | NONE |

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| | | Assess and issues the Order of Payment and tells 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 | NONE |
| 3. | Submit Official Receipt to Building Office. Receives Permit | Issues Mechanical, Architectural, Electronics, Civil/Structural 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 | | | | | | |

