



3. Issuance of Fencing Permit

Permit is required to all fencing structure to be constructed.

Office or Division	Office of the Municipal Engineer			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen/G2B-Government to Business			
Who may avail	Building Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Lot Title (5 Photocopies)		National Land Titles and Deeds Registration Administration		
Subdivision Plan/Sketch Plan/Locational Plan (5 Original copies)		Licensed Architect or Civil Engineer (Private)		
Plans & Estimates (5 Original copies)		Licensed Architect or Civil Engineer (Private)		
Barangay Clearance (5 Photocopies)		Barangay Hall/Office of the Barangay Captain		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled-up Fencing Permit Form and requirements at the receiving area	1. Receive accomplished Fencing Permit Form 1.1 Review & evaluate documents as to its completeness. 1.2 Assess & print Order of Payment	None	15 Minutes	<i>Administrative Aide II</i> Office of the Municipal Engineer
2. Pay required fees at the Municipal Treasurer's Office (Window 1 -6)	2. Issue Official Receipt	Based on the National Building Code of the Philippines of		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer



		PD 1096		
	2.1 Receive Official Receipt, logbook entry & prepare Fencing Permit Form	None	15 Minutes	<i>Engineer II Administrative Assistant I Office of the Municipal Engineer</i>
	2.2 Approve Fencing Permit	None	2 Minutes	<i>Municipal Engineer Office of the Municipal Engineer</i>
3. Claim approved Fencing Permit	3. Release the approved Fencing Permit	None	5 Minutes	<i>Administrative Aide II Office of the Municipal Engineer</i>
	TOTAL:	Based on the National Building Code of the Philippines of PD 1096	37 Minutes	

Note: Waiting time not included in the process