



## 8. Issuance of Official Receipts on Building Permit Fees and other fees

The Office of the Municipal Treasurer issues Official Receipts for cash received as payment for all Building Permit Fees for newly erected buildings and other fees with order of payment from different offices.

<b>Office or Division:</b>	Office of the Municipal Treasurer	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C- Government to Citizen	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Order of payment (1 original copy) 1. Building Permit 2. Sanitary/ Plumbing Permit 3. Electrical Permit 4. Mechanical Permit 5. Sidewalk Construction Permit 6. Sidewalk Permit 7. Excavation Permit 8. Inspection (plumbing, electrical and mechanical) 9. Line and grade establishment 10. Certificate of Occupancy 11. Other related matter concerned by PD 1096	Office of the Municipal Engineer
	Order of Payment (Certified True Copy of Tax Declaration and other certifications pertaining to real property) 1 original copy	Office of the Municipal Assessor
	Order of Payment (Bid Document) 1 original copy	Bids and Awards Committee-Secretariat



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Order of Payment at the Office of the Municipal Treasurer-Business Tax Section (Windows 1-6)	1. Accept and verify the order of payment.	None	2 Minutes	<i>Local Treasury Operation Officer I (LTOO I)</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the corresponding amount at the Office of the Municipal Treasurer-Business Tax Section (Windows 1-6)	2. Receive payment and issue official receipt.	Order of Payment from different offices	3 Minutes	<i>Local Treasury Operation Officer I (LTOO I)</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	TOTAL	Order of Payment from different offices	5 Minutes	