



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES



11. PAYMENT OF BUILDING PERMIT FEES AND CHARGES

Receive payment of Building Permit Fee from Individuals, firms, or corporations who would like to perform construction works on a particular property. This includes those who are looking to construct, alter, renovate, or demolish a property

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved application and assessment forms from Municipal Engineering Office with required documents		Office of the Municipal Engineer		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Cashier for Building Permit Fees and other charges	Verify the completeness of the documents submitted	Depending on approved assessment	5 mins.	Cashier/Collector
2. Pay the fees due and wait while the cashier issues official receipt	Accept payment and issue official receipt		5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt		5 mins.	Cashier/Collector
TOTAL:		None	15 minutes	