



EXCAVATION PERMIT

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Receiving of application form for excavation permit	<ul style="list-style-type: none"> • Carmencita Ignacio • Bernard Herrera 	<ul style="list-style-type: none"> • 1 day for individual use service connection • 5 days for programmed works / others 	<ul style="list-style-type: none"> • Residents of Malabon City • Utility companies 	<p>For individual house service connection (case to case basis)</p> <ol style="list-style-type: none"> 1. Accomplished application form 2. Inspection 3. Barangay Clearance 4. Sketch Plan/Request Form from MWSI <p>For Programmed Works of Utility Companies:</p> <ol style="list-style-type: none"> 1. Request letter 2. Accomplished application form 3. Inspection 4. Barangay Clearance 5. Plans/Specs 6. Contract 7. Schedule / PERT-CPM 8. Construction Methodology 9. Traffic Plan 	<p>P1,183.45 per square meter (under City Ordinance No. 15-2005)</p> <p>If A=10 sqm.</p> <ul style="list-style-type: none"> • Processing Fee : P200.00 • EPF : P200.00 • Restoration (10 X 615) : P6,150.00 • Maintenance (10 X 250) : P2,500.00 • Supervision : P184.50 • Constructor's Tax : P584.50 	
2. Evaluate application and prepare Order of Payment	<ul style="list-style-type: none"> • Engr. Edgar Allan Poe 					
3. Prepare recommendation for approval of permit	<ul style="list-style-type: none"> • Engr. Ruth Senaida 					
4. Approval of permit	<ul style="list-style-type: none"> • Engr. Edgardo Yanga (Local Building Official) 					
5. Payment of necessary fees	<p>CITY TREASURER</p> <ul style="list-style-type: none"> • Melissa Santos (Window 2) • Syra Matito (Window 3) • Veronica Santos (Window 6) 					
6. Releasing of Excavation Permit	<ul style="list-style-type: none"> • Carmencita Ignacio • Bernard Herrera 					