



TRAFFIC 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. Submission / Screening of requirements	•Grace Kobayashi	10 mins.	Malabon Constituents / Contractors	1. Barangay Clearance 2. Sketch / drawing 3. Traffic Management Plan 4. Proposed re-routing plan (if necessary) 5. DPWH permit (for National Road) 6. Permit from City Engineer's Office 7. Proposed traffic signages and advisory	No fees required	Depends upon the request of the client
2. Ocular inspection of the area (traffic condition)	•Joey Ronquillo (Area Supervisor)	1-3 days				
3. Preparation of traffic re-routing plan and traffic advisory and signages	•Joey Ronquillo (Area Supervisor)	1 day				
4. Preparation of Traffic Permit	•Grace Kobayashi	10 mins.				
5. Approval from PSTMO	•Roderick Tongol (OIC-PSTMO)	10 mins.				
6. Noted by the City Engineer	•Engr. Edgardo Yanga, Engineering	5 mins.				
Noted by the City Administrator	•Engr. Benjamin Villacorta, City Administrator	20 mins.				
7. Checking and installation of traffic advisory and signages	•Joey Ronquillo (Area Supervisor)	1-2 days				
8. Releasing of Traffic Permit	•Grace Kobayashi	5 mins.				