

### ***Issuance of Fencing Permit***

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Building Permit applicant/s

*What are the requirements:*

1. Fencing Permit Application Form
2. Fencing Plan
3. Bill of Materials and Cost Estimates
4. Lot Plan with Certification of a Geodetic Engineer that the proposed fence will not encroach on adjoining properties
5. Transfer Certificate of Title
6. Deed of Sale/Lease Contract/Contract to Sell (if the TCT is not in the name of the owner/applicant)
7. Updated Real Property Tax Declaration
8. Certificate of Real Property Tax Payment

*Total Processing Time:*

- Two (2) hours and 52 minutes

How to avail the service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Proceed to the Office of the Municipal Engineer and secure Fencing Permit Application Form	Issue Fencing Permit Application Form	2 minutes		Zernick Monarquia
2	Submit duly accomplished application form together with the Fencing Plan duly signed and sealed by an Architect or a Civil Engineer	Review and assess the submitted Fencing Plan and other requirements	10 minutes		Zernick Monarquia
3	Accompany the Building Official/personnel during site inspection	Conduct site inspection of the proposed fence	120 minutes		Zernick Monarquia
4	Proceed to MTO and pay the corresponding fees	Evaluate and assess the corresponding fees Prepare Fencing Permit	30 minutes		Zernick Monarquia Engr. Eduardo Espiritu
5	Claim Fencing Permit	Issue Fencing Permit	10 minutes		Zernick Monarquia