

3. Issuance of Extension Permit

Permit issued to individuals applying for extension permit to construct and upgrade any existing building structure.

Office/Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Individuals in Tanza who need to extend or upgrade the building structure			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submit design, plans and cost estimates approved by the developer. (1 Photocopy)		Signed and sealed by a licensed Civil Engineer or licensed Engineer of the subdivision of residency		
Certification of No Objection (1 Original)		Barangay Hall		
Valid ID (Original and 1 Photocopy)		Applicant		
Occupancy Permit (1 Photocopy)		Office of the subdivision (if subdivision resident) or Municipal Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire and submit all the requirements for extension permit.	1. Assist applicant 1.2 Evaluate the submitted documents	None	8 Minutes	<i>Engineering Staff</i> Cubicle 4 Business One Stop Shop
2. Secure Order of Payment after evaluation and assessment.	2. Issue an Order of payment to the client	None	2 Minutes	<i>Engineering Staff</i> Cubicle 4 Business One Stop Shop
3. Proceed to Cubicle 5 and pay the corresponding fee and get the Official receipt.	3. Accept the payment and issue official receipt	Base on the assessment Payment	3 Minutes	<i>Collection Clerk</i> Cubicle 5 Business One Stop Shop
4. Photocopy the Official Receipt, go back to Cubicle 4 and present the Photocopy of OR	4. Verify and receive the photocopy of OR and attach to the requirements 4.1 Encode the document	None	3 Minutes	<i>Engineering Staff</i> Cubicle 4 Business One Stop Shop
5. Claim the approved Extension Permit	5. Release the approved Certificate of	None	5 Minutes	<i>Engineering Staff</i>

and sign in logbook to acknowledge receipt of the document	extension permit to the client			Cubicle 4 Business One Stop Shop
TOTAL:		None	21 Minutes	

(Issuance of Building Permit) is covered under National Building Code of the Philippines (PD 1096) and NBCDO Memorandum No. 1.