



Request Sketch Plan and Cost Estimates Required for Securing Building Permit for Indigenous Housing Unit

ABOUT THE SERVICE

Beneficiaries under the Kaantabay program who are applying for building permit can ask the assistance of the Housing and Settlement Development Office in preparing a sketch plan and cost estimates for planned or as-built houses made of indigenous materials.

Department / Office:		HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Beneficiaries under the Kaantabay program		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Photocopy of the technical description of the property Photocopy of Lot Plan 		<ul style="list-style-type: none"> Housing & Settlements Development Office - Housing & Technical Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the Service Look for the assigned engineer and request for the preparation of plans and cost estimates. Inform him about the structural details of the proposed or as-built house.			5 minutes	ENGR. ALBERT B. PAZ Engineer I (Civil / Geodetic) (Casual) NOLAN T. ALINIANTE Administrative Aide I (Casual)
	2. Lot / Building Inspection The Officer-in-charge or staff assigned inspects the lot/house which is subject of the request.		Within 3 hours	ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Dev't. Officer I ENGR. ALBERT B. PAZ Engineer I (Civil / Geodetic) (Casual) NOLAN T. ALINIANTE Administrative Aide I (Casual)
3. Payment of Fees Pay for the Sketch Fee. Submit the Official Receipt to the HSDO.		P 50.00	5 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
	4. Preparation of Sketch Plan and			ENGR. ALBERT B. PAZ



	<p>Estimate</p> <p>The Engineer-in-charge prepares the sketch plan and estimates of the proposed or as-built house. You will be given a copy</p>		4 hours	<p>Engineer I (Civil / Geodetic) (Casual)</p> <p>NOLAN T. ALINIANTE Administrative Aide I (Casual)</p>
TOTAL		P 10.00	7 hours and 10 min	

HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE

HSDO Bldg., Naga City Hall Complex, Juan Q. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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