**ISSUANCE OF BUILDING PERMIT**

**SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am - 5:00 pm**

**General public, firms or corporations, agencies of the government who want to construct residential houses, commercial buildings and other infrastructures whether new or renovation within this municipality.**

**WHAT ARE THE REQUIREMENTS:**

1. Picture of project location

2. Locational Clearance

3. Fire Safety Evaluation Clearance

4. Location Clearance (HLURB)

5. Pollution Clearance (for industrial use only)

6. Barangay Clearance or Resolution where the building is to be constructed

7. Transfer Certificate of Title (TCT) of the property lot (2 copies)

 In case the applicant is not the registered owner of the lot:

 Duly notarized copy of the contract of lease

 Duly notarized copy of the contract of sale

 Duly notarized copy of deed of sale

8. Tax Declaration (2 copies)

9. Tax Receipt (2 copies)

10. Five (5) sets of plans (signed & sealed by Licensed Professionals)

11. Five (5) copies of Specifications and Bill of Materials (signed by Licensed Professionals)

12. Photocopy of latest PTR and PRC ID with three original specimen signature of Licensed

Professionals)

13. Structural Design Analysis for 2-Storey Building and above (signed by Licensed Professionals)

**ISSUANCE OF OCCUPANCY PERMIT**

**SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am - 5:00 pm**

**General public, firms or corporations, agencies of the government who was issued a Building permit within this municipality may apply upon completion of the building and ready for occupancy**

**WHAT ARE THE REQUIREMENTS:**

1. Certificate of Completion Form (signed and sealed by Licensed professionals)

2. Three (3) sets of as-built plans (signed & sealed by Licensed Professionals)

3. Fire Safety Inspection Certificate

**ISSUANCE OF SERVICE CONNECTION PERMIT (Electric Meter Connection) & PERMIT FOR TEMPORARY SERVICE CONNECTION**

**SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am - 5:00 pm**

**General public, firms or corporations, agencies of the government who will apply**

**for electric meter connection.**

**WHAT ARE THE REQUIREMENTS:**

1. Barangay Clearance

2. Cedula

3. Light bill receipt (TARELCO) or Statement of account of nearest neighbor

**ISSUANCE OF A FENCING PERMIT**

**SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am - 5:00 pm**

**General public, firms or corporations, agencies of the government who intend to construct perimeter fence within this municipality.**

**WHAT ARE THE REQUIREMENTS:**

1. Vicinity map of the site

2. Locational Clearance

3. Barangay Clearance or Resolution

4. Transfer Certificate of Title (TCT) of the property lot (2 copies)

 In case the applicant is not the registered owner of the lot:

 Duly notarized copy of the contract of lease

 Duly notarized copy of the contract of sale

 Duly notarized copy of deed of sale

5. Tax Declaration (2 copies)

6. Tax Receipt (2 copies)

7. Three (3) sets of plans (signed & sealed by Licensed Professionals)

8. Three (3) copies of Specifications and Bill of Materials (signed by Licensed Professionals)

9. Three (3) copies of Lot Plan

**ISSUANCE OF A DEMOLITION PERMIT**

**SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am - 5:00 pm**

**General public, firms or corporations, agencies of the government who intend to**

**demolish a structure within this municipality.**

**WHAT ARE THE REQUIREMENTS:**

1. Vicinity map of the site

2. Picture of the structure to be demolished

3. Letter requesting for demolition

4. Demolition permit form

**ISSUANCE OF SIGN PERMIT**

**SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am - 5:00 pm**

**General public, firms or corporations, agencies of the government who intend to**

**install signage within this municipality**

**WHAT ARE THE REQUIREMENTS:**

1. Letter of request for a sign permit

**ISSUANCE OF ZONING CERTIFICATION**

**SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8:00 am - 5:00 pm**

**WHO MAY AVAIL OF THE SERVICE: 18 years old and above anyone who needs Zoning Certification or wishes to determine the Zoning viability or classification of their land/area within the Municipality of Capas.**

**WHAT ARE THE REQUIREMENTS:**

1. Land Title

2. Vicinity Map

3. Barangay Clearance

4. Valid Identification Card

5. Letter of Request

6. Flash drive (for large files)/e-mail address