



PAYMENT OF CONTRACTORS TAX

Pre-requisite for release of Building Permit

Office or Division:	Taxes and Fees Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Project owner (Corporation and Individual)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of payment		Dept. Building Official		
2. Original Bill of Materials (signed by license Engineer/Architect)		Contractor		
3. Locational Clearance		City Planning Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements at Counter 1,2, 9-14 for evaluation	1. Accept and evaluate complete documentary requirements 1.1 Compute and issue tax bill	As stated in the Order of payment	20 minutes	Assessment Officer Taxes and Fees Division
2. Receive tax bill and proceed to Counter 3 or 4 for payment 2.1 Receive official receipt as proof of payment and return to Dept. of Building Official	2. Validate tax bill and issue official receipt		5 minutes	Local Revenue Collection Officer Taxes and Fees Division
Total			25 minutes	