



Horizontal Infra-Projects Division External Services



A. EXCAVATION CLEARANCE PROCESSING

Excavation clearance processing.

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|---|---|------------------------|--|---|
| Office/Division | Waterworks Project Monitoring & Excavation Section, Horizontal-Infra Projects Division | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may Avail | Water Concessionaire/Representative, Contractors and House/Building Owners | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Completely filled-up Application Form for Excavation, Sewer Connection, Tapping of Drainage and Pole/Attachment clearance. Form is available at the Department of Building Official | | | Application Form is available at the Department of Building Official | |
| CLIENTS STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill up Excavation Form and submit Application at the Department of Building Official to be endorsed to Excavation Section, Engineering Department | 1. Check / Evaluate all documents submitted by the applicant to the Department of Building Official | None | 1 day | <i>Evaluator</i> Department of Building Official |
| 2. The inspector will contact the client with party guidance. | 2. Subject to Inspection and Recommendation for Approval / Issuance of Clearance by the City Engineer | None | 3 days | <i>Waterways Superintendent II</i> Engineering Department & <i>City Government Department Head III</i> Engineering Department |
| 3. Claim the Excavation Permit at the Department of Building Official. | 3. Release clearance and endorse to the Department of Building Official for Excavation Permit. | None | | |
| TOTAL | | None | 4 days | |