



## PAYMENT OF CONTRACTORS TAX

Pre-requisite for release of Building Permit

<b>Office or Division:</b>	Taxes and Fees Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Project owner (Corporation and Individual)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.Order of payment		Dept. Building Official		
2.Original Bill of Materials (signed by license Engineer/Architect)		Contractor		
3.Locational Clearance		City Planning Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit complete requirements at Counter 1,2, 6-14 for evaluation	1. Accept and evaluate complete documentary requirements 1.1 Compute contractor's tax 1.2 Prepare tax bill for approval of the City Treasurer or his duly authorized signatory	As stated in the Order of payment	2 hours	Assessment Officer Taxes and Fees Division  Asst. Chief Taxes and Fees Division  City Treasurer
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 *Make sure to secure Official receipt/s that will be issued upon payment	2.Validate tax bill and issue official receipt			Local Revenue Collection Officer Taxes and Fees Division
Total			2 hours	