## 2. Service Name: Issuance of Occupancy Permit

| Office or Division: | City Building Official |
|---|---|
| **Classification:** | **Simple Transaction** (single dwelling residential not more than three (3) storey, commercial building not more than two (2) storey, warehouse not storing hazardous substance & renovation within mall with issued building permit, **Complex Transaction to Highly Technical** (high rise building, high density residential, mix use building & non-conforming use approved by the local zoning board |
| **Type of Transaction:** | Government to citizen |
| **Who may avail:** | *Owner of the Building / Contractor who apply Occupancy Permit* |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Barangay Clearance for Occupancy Permit | Barangay |
| Application Forms; attached photocopy of PRC ID & PTR (signed & sealed, notarized) | Office of the Building Official |
| One (1) sets of Approved Building Plan / As-Built Plan (signed & sealed) | Provided by client |
| Photocopy of Building Permit including Ancillary Permit, Fire Safety Evaluation Certificate | Provided by client |
| Construction Logbook (if applicable) | Provided by client |
| Fire Safety Inspection Certificate | Bureau of Fire Protection |
| Photocopy of building / structure | Provided by client |
| Earthquake recording instrument Certificate of Inspection (if applicable) | Provided by client |
| CEDULA | Treasury Department |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|---|---|---|
| 1. Submit all requirements | 1.1 Receive the documents; attach checklist | | 5 min. | Admin Aide III |
| | 1.2 Check completeness of requirements | | 10 min. | Admin Asst. |
| | 1.3 Check authority on application | | 10 min. | |
| | Issue application number and advise client when Order of Payment is issued | | 2 min. | |
| | 1.4 Set schedule for inspection | | 5 min. | |
| | 2. Inspection proper | | 10 min/ floor for simple transaction 15 mins/ floor for complex transaction | Architect / Engineer's in their field |
| | Note: If plan & documents is found | | 1 hr. | Department Head |

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|---|---|---|---|---|
| | to be inconsistent with the building code & ordinances; the Building Official will issue Notice of Disapproval | | | |
| 3. Receive the order of payment | 3.1 Assessment of fees<br><br>3.2 Sign the Order of Payment then release to client | | 10 mins.<br><br>3 min. | Inspector<br><br>Department Head; or next in rank |
| 4. Payment of fees | 4. Receive payment and issue receipt | See computation of fees below | 1 min | Cashier (Treasury Department) |
| 5. Return the Official Receipt to the Office of the Building Official | 5.1 Encode the corresponding amount on logbook<br><br>5.2 Printing of Certificate of Occupancy | | 5 mins.<br><br><br>5 mins. | Admin Aide III<br><br><br>Admin Aide III |
| | 6. Sign the approved Occupancy Permit | | 5 mins. | Department Head |
| | 7.1 Scanning of all documents<br><br>7.2 Profiling of documents | | 10 mins.<br><br>5 mins | Admin Aide III |
| 8. Claim issued permits | 8. Release of Certificate of Occupancy | | 3 mins. | Admin Aide III |

## END OF TRANSACTION

**Actual Minimum Amount of Computation:**

- Residential   : Php 1,200.00 + Inspection Fee + Processing Fee + Certificate
- Commercial  :  Php 2,400.00 + Inspection Fee + Processing Fee + Certificate
**Refer to National Building Code of the Philippines for other computation of fees.**