3. Issuance of Certificate of Occupancy/Use

Permit issued to individuals to certify that the building/structure being applied for is livable and safe to occupy/use/

Office/Division:	Municipal Engineering Office
Classification:	Simple/Complex/Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All individuals who need to occupy their new building/structure
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
As-Built Plans (Architectural, Civil/Structural, Electrical, Sanitary/Plumbing, Mechanical, Electronics, etc.) (1 set)	Signed and sealed by a licensed Architect and Civil Engineer
Duly Accomplished Certificate of Completion and Unified Application Form for Certificate of Occupancy (1 set)	Engineering Office, filled out by the applicant, signed and sealed by design Professionals and notarized by a notary public
Signed and Sealed Work Specifications (1 set)	Professionals hired by the client.
Signed and Sealed Bill/ Actual Cost of Materials (1 set)	Professionals hired by the client.
Construction sheet/logbook (duly signed and sealed)	Professional-in-Charge of the construction, hired by the applicant.
Photocopy of Approved Building and Ancillary Permit Forms (Back-toBack)	Applicant
Structural Analysis and Design for Two-Storey and above Building/Structure. (duly signed and sealed)	Accredited Structural Engineer
Geotechnical Soil Investigation Report for Three-Storey and above Building/Structure.	Accredited Materials Testing and Geotechnical Engineering Laboratory/Firm
Printed Photos of Building/Structure showing substantial completion, front, rear, left and right side and interior photos. Photo of emergency exit, and PWD Ramp with railings.	Applicant
Clearances from concerned Government Agencies (i.e. DPWH, DENR, CAAP etc.), if applicable.	Government Agencies
Affidavit of Undertaking and Quit Claim, if applicable.	Notary Public
Supporting Documents (Secretary's Certificate for Corporation or Special Power of Attorney if signatory/applicant is not the registered owner)	Notary Public
Expandable Envelope (1 piece)	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completed requirements together with the filled out application form	1. Review the completeness of the received documents. 1.1 If complete, the application will be forwarded for assessment, evaluation and inspection. Advise the client to return after 3/5/20 days depending on the complexity of the transaction and for the issuance of the Order of Payment. If incomplete, return to the client or applicant	None None	10 Minutes 3 minutes	Engineering Staff Cubicle 3 Business One Stop Shop
	1.2 Assess and evaluate the application, prepare Order of Payment and recommend approval to the Building Official	None	3/5/20 days	Engineering Technical Staff (Evaluator)
	1.3 Building Official to review the application, if deemed compliant, sign the application form, Order of Payment and endorsement to Bureau of Fire Protection (BFP)	None		Building Official
	1.4 Officer of the day will then endorse the application to BFP for Fire Safety Inspection	None		Engineering Staff
	1.5 Wait for the issuance of the Fire Safety Inspection Certificate from BFP, if compliant, issue Order of Payment to the applicant, if not return to the applicant	None		Engineering Staff
2. Return on date scheduled for the result of assessment and issuance of the Order of Payment and proceed to Cubicle 5 & 6 for payment	2. Issue Order of Payment	Assessment based on NBCP Table of Fees & Charges	10 Minutes	Engineering Staff Cubicle 3 or 4 Collection Clerk Cubicle 5 & 6 Business One Stop Shop

3. Submit Photocopy of the Official Receipt to Cubicle 3 or 4	3. Release the Certificate of Occupancy Permit	Assessment based on NBCP Table of Fees & Charges	3 Minutes	Engineering Staff Cubicle 7 Bus. One Stop Shop
TOTAL:		**Amount Varies**	**Varies**	

Issuance of Building Permit is covered under National Building Code of the Philippines (PD 1096) and NBCDO Memorandum No. 1. It is also qualified for multi-stage processing.