

4. 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			
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 (1 set Blueprint)		Signed and sealed by a licensed Architect and Civil Engineer		
Approved Building Permit Forms (1 Photocopy)		Applicant		
Work Specifications and Bill of Materials (Actual Cost) (1 Original)		Applicant and should be notarized		
Duly Accomplished Certificate of Completion / Occupancy Application (1 Original)		Engineering Office, filled out by the applicant, signed and sealed by design Professionals and notarized by a notary public		
Construction logbook		Applicant		
Fire Safety Inspection Report (1 Photocopy)		Endorsement to BFP to be issued after inspection to be provided by the applicant		
Structural Analysis and Design (STAAD) and Geotechnical Investigation report for 2-storey buildings and above (1 Original)		For 2-storey buildings and above issued in 2016 and older, to be provided by the applicant.		
Clearances from concerned Gov't Agencies (if applicable)		Applicant		
Printed picture (Front, Rear, Left and Right elevation)		Applicant		
Brown Envelope (1 piece)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire and submit all the requirements for evaluation	1. Evaluate and assess the documents submitted by the applicant. 1.1 Give advice on the schedule of inspection	None	10 Minutes	<i>Engineering Staff</i> Cubicle "4" Business One Stop Shop

2. Wait for the given schedule of building inspection	2. Conduct inspection of building/structure 2.1 Advise the client to go back to the Building Official to get the order of payment.	None	3 Days	<i>Office Staff</i> Engineering Office
3. Go back to Cubicle 4 of Business One stop Shop and get Order of Payment	3. Prepare Assessment 3.1 Give Order of Payment	None	3 Minutes	<i>Engineering Staff</i> Cubicle 4 Business One Stop Shop
4. Proceed to Cubicle 5 to for payment	4. Receive payment and issue Official Receipt	Base on the assessment	3 Minutes	<i>Collection Clerk</i> Cubicle 5 Business One Stop Shop
5. Go back to Cubicle 4 and present the proof of payment	5. Get the Official receipt for encoding	None	2 Minutes	<i>Engineering Staff</i> Cubicle 4 Business One Stop Shop
6. Claim the approved Occupancy Permit and sign logbook to acknowledge receipt of document	6. Release the approved Certificate of Occupancy/Use 6.1. Give logbook to sign to acknowledge receipt of document	None	3 Minutes	
TOTAL:		Amount Varies	3 Days & 21 Minutes	

(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.