

## ISSUANCE OF OCCUPANCY PERMIT

<b>Office or Division:</b>	City Building Official
<b>Classification:</b>	<p><b>Simple Transaction</b></p> <ol style="list-style-type: none"><li>1. Construction/erection/addition/ateration/renovation/repair/legalization of the following structures/occupancy</li><li>2. under Group J Section 701 Division of the NBCP:<ol style="list-style-type: none"><li>a. Private garage not more than ninety (90) square meters;</li><li>b. Carport;</li><li>c. Sheds not less than six (6) square meters;</li><li>d. Agricultural buildings;</li><li>e. Fences over 1.80 meters in height; and,</li><li>f. Tanks and towers</li></ol></li></ol> <p><b>Complex Transaction</b></p>

The construction/erection/addition/alteration/renovation/repair/legalization of any of the following Complex Type of Project Activity/Structures/ Occupancy:

1. Interior Renovations covered by an appropriate Building Permit;
2. Conversion of existing building occupancy classification;
3. Multiple unit residential houses (such as row houses, townhouses, and the like);
4. Single detached residential house not more than seven (7) storeys;
5. Commercial buildings not more than nine (9) storeys;
6. Warehouses not more than nine (9) storeys;
7. Market buildings not more than (9) storeys;
8. Demolition (any type of occupancy/use with area of more than three hundred (300) square meters);
9. Billboard structures; and,
10. All other types Occupancy not more than nine (9) storeys

#### **Highly-Technical Transaction**

The construction/erection/addition/alteration/renovation/repair/legalization of any of the following Highly Technical Type of Project Activity/ Structures/ Occupancy:

1. Commercial buildings exceeding nine (9) storeys;
2. Market buildings exceeding nine (9) storeys;
3. All applications belonging to Group D of the NBCP:
  - a. Mental hospitals, Sanitaria, and Mental Asylums and those belonging to Division D-1 of the NBCP;
  - b. Public and private hospitals (Division D-2 of the NBCP);
  - c. Nursing homes for ambulatory patients, school and home, for children over kindergarten age, orphanages and those belonging to Division D-3 of the NBCP
4. Those belonging to Group H and I of the NBCP:
  - a. Recreational or similar public assembly buildings, such as stadia, sports complex, convention centers, etc.;
  - b. Structures that have a non-regular form, as classified in the Structural Reference Standards; and
  - c. Those buildings/structures whose use has very advanced structural calculation method in design, as classified in the Structural Reference Standards

	<p>5. All other types of occupancy of more than nine (9) storeys;</p> <p>6. All other building/s or structure/s with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council (NDRRMC);</p> <p>7. Special Structures such as but not limited to Aerodome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, and Historic Centers/Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized Vehicles and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Photovoltaic (PV) System, Towers and Underground structures and windowless buildings.</p> <p><i>All other transactions not expressly falling under either 'Complex' or 'Highly-Technical' shall, for the purpose of these Guidelines, be considered as 'Simple' consistent with the mandate of R.A. 11032.</i></p>
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<b>Type of Transaction:</b>	Government to citizen
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<b>Who may avail:</b>	<i>Owner of the Building / Contractor who will apply for Occupancy Permit</i>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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Application Forms (notarized and duly signed & sealed by an Architect / Engineer) - Unified Application form for Certificate of Occupancy and Fire Safety Inspection Certificate, Certificate of Completion, and Endorsement Form; attached with colored photocopies of PRC ID & PTR with original signed and sealed	OBO (One Stop Shop)
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Barangay Clearance for Occupancy Permit	OBO (One Stop Shop)
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Photocopy of the Approved Building Permit including Ancillary Permits, Locational Clearance Certificate, Fire Safety Evaluation Certificate (FSEC)	Provided by client
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One (1) set of Approved Building Plans and Three (3) sets of As-Built Plans duly signed and sealed by an Architect / Engineers in their respective fields	Provided by client
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Approved (Local Zoning Board Administration) LZBA Resolution or Council Resolution, if applicable	Provided by client
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Duly accomplished daily Construction Logbook, if applicable	Provided by client
Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection (BFP)
Photos of the building / structure	Provided by client
Earthquake Recording Instrument (ERI) Certificate of Installation and Certificate of Use, if covered by NBCDO MC No. 01 series of 2015	Client, OBO
CEDULA	Treasury Department

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements for evaluation	1.1 Receive documents; Attach checklist	Refer to computation of fees below	5 mins.	Admin Aide III
	1.2 Check completeness of requirements		10 mins.	Admin Asst.
	1.3 Check authority on application; Issue application number		15 mins.	Admin Asst.
	1.4 Set schedule of inspection		5 mins.	Admin Asst.
	1.5 Inspection Proper		10 mins. / floor for simple transaction	Architect / Engineers in their field
	1.6 Assess fees		15 mins. / floor for complex and highly-technical transaction	Evaluators
	<i>Note:</i>			



	<p><i>If the plan &amp; documents are found to be inconsistent with the building code, its referral codes &amp; local ordinances, the Building Official will issue a Notice of Disapproval</i></p> <p>1.7. Review, approve, and sign the Order of Payment or Notice of Disapproval</p> <p>1.8. Advise client when the Order of Payment is ready for release</p> <p>1.9. Release Order of Payment to the Client</p>		<p>5 mins. / floor for simple transaction</p> <p>10 mins. / floor for complex and highly-technical transaction</p> <p>15 mins.</p> <p>2 mins.</p> <p>2 mins.</p>	<p>Department Head; or next in rank</p> <p>Admin Aide III</p> <p>Admin Aide III</p>
<p>2. Payment of fees</p>	<p>2.1. Receive payment and issue receipt</p>		<p>5 mins.</p>	<p>Cashier (Treasury Department)</p>
<p>3. Return the Official Receipt to the Office of the Building Official</p>	<p>3.1. Encode the corresponding amount on logbook</p> <p>3.2. Printing of Certificate of Occupancy</p>		<p>5 mins.</p> <p>5 mins.</p>	<p>Admin Aide III</p> <p>Admin Aide III</p>



	3.3. Sign the approved Certificate of Occupancy		5 mins.	Department Head
	3.4. Scanning of all documents		10 mins.	Admin Aide III
	3.5. Profiling of documents		5 mins.	Admin Aide III
4. Claim issued Certificate of Occupancy	4.1. Release of Certificate of Occupancy		3 mins.	Admin Aide III
<b>TOTAL TRANSACTION TIME*</b>  <i>Note: * Total transaction time based on one floor level only; Total transaction time will vary depending on the number of floor levels to be inspected.</i>		<b>Simple</b>	<b>107 mins.</b>	
		<b>Complex</b>	<b>117 mins.</b>	
		<b>Highly-Technical</b>	<b>117 mins.</b>	

--- END OF TRANSACTION ---

**ACTUAL MINIMUM AMOUNT OF COMPUTATION:**

- a) **Residential** : Php 1,200.00 + Inspection Fee + Processing Fee + Certificate
- b) **Commercial** : Php 2,400.00 + Inspection Fee + Processing Fee + Certificate

***\*Refer to National Building Code of the Philippines for the schedule of fees***