**8.2. Issuance of Occupancy Permit**

ABOUT THE SERVICE: After the completion of a Building/ structure but before such building/structure is used or occupied, an occupancy permit is required from the Office of the Municipal Engineer.

Likewise, it is required if there’s any change in the existing use or occupancy classification of a building/structure or any portion thereof.

CLIENT GROUPS:

Individuals, firms or corporations who wish to occupy a newly completed structure or one that has changed existing use or occupancy classification

REQUIREMENTS:

* 3 copies as-built plans
* 3 copies specifications
* 3 copies Application for certificate of occupancy
* 5 copies Certificate of Completion Form duly signed, sealed and notarized
* Fire Inspection Certificate
* Final Electrical Inspection Report

SERICE SCHEDULES:

Monday –Friday

8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

Please refer to the Revised Edition of National Building Code 2005

TOTAL PROCESSING TIME: 9 days

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Secure certificate of completion forms. Fill-out the forms and submit along with other requirements for verification | Endorses request to the Bureau of Fire Protection. For industrial buildings, endorses request to DOLE and DENR | 30 minutes | Engr. Peter P. Valencia |
| 2. Submit the required clearances that have been secured from BFP, DOLE or DENR and submit other needed documents | Reviews clearances and documents | 15 minutes | Engr. Peter P. Valencia |
| 3. Refer to the Fire safety officer one set of as-built plans for evaluation | Evaluates the as-built plans/  Approves or disapproves plan | 5 days | Fire Safety Officer |
| 4. Accompany the building official during the inspection of completed structure | Conducts inspection/ checks structure | 8 hours | Engr. Peter P. Valencia |
| 5. Inquire about the results of the inspection one day after the conduct of inspection  5a. If there are no deficiencies, proceed to step 7  5b. If there are deficiencies, undertake corrections and additional requirements | Informs the client of the results of the inspection | 20 minutes | Engr. Peter P. Valencia |
| 6. Secure an order of payment | Issues an order of payment | 10 minutes | Engr. Peter P. Valencia |
| 7. Pay the required fees and secure an official receipt | Issues official receipt | 5 minutes | Janeth C. Escototo  Carlo B. Marcaida |
| 8. Present the OR to the ME | Prepares the occupancy permit | 30 minutes | Engr. Peter P. Valencia |
| 9. Secure approved certificate of occupancy | Releases approved occupancy permit | 5 minutes | Engr. Peter P. Valencia |