

4. Securing Occupancy Permit

An Occupancy Permit is required before any building or structure is used or occupied. It is usually secured after the completion of a structure. It is also required if there is 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.

Office or Division:	Office of the Municipal Engineer	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government; G2B – Government to Business Entities	
Who may avail:	Government Agencies, Business Entities and Private Individuals	
FEES		
<i>Certificates of Use or Occupancy (Table II.G.1. for fixed costing)</i>		
a. Division A-1 and A-2 Buildings:		
i.	Costing up to P150,000.00	P 100.00
ii.	Costing more than P150,000.00 up to P400,000.00	200.00
iii.	Costing more than P400,000.00 up to P850,000.00.....	400.00
iv.	Costing more than P850,000.00 up to P1,200,000.00.....	800.00
v.	Every million or portion thereof in excess of P1,200,000.00.....	800.00
b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:		
i.	Costing up to P150,000.00.....	P 200.00
ii.	Costing more than P150,000.00 up to P400,000.00	400.00
iii.	Costing more than P400,000.00 up to P850,000.00.....	800.00
iv.	Costing more than P850,000.00 up to P1,200,000.00	1,000.00
v.	Every million or portion thereof in excess of P1,200,000.00.....	1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:		
i.	Costing up to P150,000.00	P 150.00
ii.	Costing more than P150,000.00 up to P400,000.00	250.00
iii.	Costing more than P400,000.00 up to P850,000.00.....	600.00
iv.	Costing more than P850,000.00 up to P1,200,000.00	900.00
v.	Every million or portion thereof in excess of P1, 200,000.00.....	900.00
d. Division J-I Buildings/structures:		
i.	With floor area up to 20.00 sq. meters.....	P 50.00
ii.	With floor area above 20.00 sq. meters up to 500.00 sq. meters	240.00
iii.	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters.....	360.00
iv.	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	480.00
v.	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters.....	1, 200.00
	With floor area above 10,000.00 sq. meters.....	2,400.00
e. Division J-2 Structures:		
i.	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.	
ii.	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.	
iii.	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:	
a)	First 10.00 meters of height from the ground	P 800.00
b)	Every meter or fraction thereof in	

excess of 10.00 meters.....	50.00
f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected	P 5.00

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Completion from the Building Official, <i>duly notarized</i>	Office of the Municipal Engineer
Certificate of Completion – Building, Mechanical, Electrical and Sanitary/Plumbing Permits	Office of the Municipal Engineer
<ul style="list-style-type: none"> Logbook of building construction Building Inspection Sheet duly accomplished by the contractor (<i>if undertaken by contract</i>) Signed and sealed by the architect or civil engineer. 	Office of the Municipal Engineer Design Professional Design Professional
<ul style="list-style-type: none"> Certificate of Electrical Final Electrical Inspection Permit for Permanent Service Connection 	Office of the Municipal Engineer
Final Fire Safety Inspection Report by the Bureau of Fire Protection	Office of the Municipal Engineer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure complete list of requirements for the Certificate of Occupancy Application from the Municipal Engineering Office/Office of the Building Official	1. Facilitate client/s and review the list of requirements provided	NONE	5 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
2. Submit the accomplished forms and plans together with the complete list of requirements to the Municipal Engineering	2.1 Check as to completeness of requirements and receive	NONE	20 minutes 10 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or

Office/Office of the Building Official	<p>2.2 Schedule site Inspection and Verification</p> <p>2.3 Fire endorsement prepare and issue by the Municipal Engineering Office/Office of the Building Official staff</p>		1-3 days (after the receipt of the Municipal Fire Marshall)	<p><i>Engineering Assistant</i> Municipal Engineering Office</p> <p><i>Engineering Assistant</i> Municipal Engineering Office And Bureau of Fire Safety and Protection (BFP) Staff</p>
<p>3. Pay the required fees to the Municipal Treasurer's Office</p> <p><i>Note: Payment will vary depending on the size and complexity of the project</i></p>	<p>3.1 Evaluate and Assess the Plans to ensure compliance</p> <p>3.2 Hand-in to client the Order of Payment</p>	Please refer above for the table of fees, As per mandated by National Building Code of the Philippines (PD 1096)	20 minutes	<i>Engineering Assistant</i> Municipal Engineering Office
4. Present the Official Receipt (O.R) to the Building Official/Municipal Engineering Office	<p>4.1 Receive the Official Receipt</p> <p>4.2 Entry the Occupancy Permit number to the official logbook</p>	None	<p>5 minutes</p> <p>30 minutes</p>	<p><i>Engineering Assistant</i> Municipal Engineering Office</p> <p><i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office</p>

	4.3 Final Approval of Occupancy Permits		20 minutes	<i>Municipal Engineer</i> Municipal Engineering Office
5. Received the approved building permit and sign logbook for acknowledgment	5.1 Release of approve permit	NONE	15 minutes	<i>Engineer III</i> Municipal Engineering Office Or <i>Electrician I</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office
6. Accomplish Client's Satisfaction Survey and drop it in the Feedback box	6.1 Request client to Client Satisfaction Survey	None	10 minutes	<i>Process Server</i> Municipal Engineering Office Or <i>Engineering Assistant</i> Municipal Engineering Office Or <i>Admin Aide I</i> Municipal Engineering Office
TOTAL:		As per mandated by National Building Code of the Philippines (PD 1096)	3 Days, 2 Hours, 20 minutes	
End of Transaction				