



4. Issuance of Occupancy Permit

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

Office or Division	Office of the Municipal Engineer			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen/G2B-Government to Business			
Who may avail	Building Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Completion (5 original copies)		Office of the Municipal Engineer		
Building Permit (1 original copy)		Office of the Municipal Engineer		
Log book of daily activities (1 original copy)		Licensed Architect/Civil Engineer		
As built plan (1 copy)		Licensed Architect/Civil Engineer		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled-up Certificate of Completion Form and requirements at the receiving area	1. Receive accomplished Certificate of Completion Forms and requirements 1.1 Review & evaluate documents as to its completeness. 1.2 Assess & print of Order of Payment	None	15 Minutes	<i>Administrative Aide II</i> Office of the Municipal Engineer



2. Pay required fees at the Municipal Treasurer's Office (Window 1-6)	2. Issue Official Receipt	Based on the National Building Code of the Philippines of PD 1096		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Receive Official Receipt, Logbook Entry & prepare of Certificate of Occupancy	None	15 Minutes	<i>Engineer II</i> <i>Administrative Assistant I</i> Office of the Municipal Engineer
	2.2 Approve Certificate of Occupancy	None	2 Minutes	<i>Municipal Engineer</i> Office of the Municipal Engineer
3. Claim approved Certificate of Occupancy	3. Release approved Certificate of Occupancy	None	5 Minutes	<i>Administrative Aide II</i> Office of the Municipal Engineer
	TOTAL:	Based on the National Building Code of the Philippines of PD 1096	37 Minutes	

Note: Waiting time not included in the process