

## 2. SERVICE NAME: ISSUANCE OF CERTIFICATION OCCUPANCY PERMIT – EXTERNAL SERVICES

**Description of the Service:** An Occupancy Permit is a document issued by the Building Official that serves as proof that the structure built completed all the building work and suitable for occupation. The National Building Code entails the issuance of occupancy permit prior to habitation of a structure or dwelling.

Office or Divisions:	City Engineering Office			
Classification:	Simple			
Type of Transactions:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Fire Safety Inspection Clearance		BFP  City Engineering Office  Admin. Section		
Certificate of Completion				
Copy of the construction logbook				
One Photocopy of valid licensed of all involved professionals				
Photographs of the completes structure showing front, sides and rear areas.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the client log book	Give the logbook to the client.	None	5 minutes	Officer of the Day
2. Submit the complete application documents	Receive the complete documents and check for completeness  Conduct site inspection	None	20 minutes	JOVILYN S. VENTURA  Admin. Aide I
	Evaluation and Processing of documents to compute the occupancy permit	Residentia I Bungalow	30 minutes	SERGIO S. SOLOMERO  Engineering Asst. II

		<p>Costing up to 150,000.00</p> <p><b>₱ 100.00 Pesos</b></p> <p>Costing more than 150,000.00 up to 400,000.00</p> <p><b>₱ 200.00 Pesos</b></p> <p>Costing more than 400,000.00 up to 850,000.00</p> <p><b>₱ 400.00 Pesos</b></p> <p>Costing more than 850,000.00 up to 1,200,000.00</p> <p><b>₱ 800.00 Pesos</b></p> <p>Every million in excess of 1,200,000.00</p> <p><b>₱ 800.00 Pesos</b></p>		<p><b>PATERIO C. ALAMO</b></p> <p>Senior Admin. Asst. III</p> <p><b>JOVILYN S. VENTURA</b></p> <p>Admin. Aide I</p>
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		<p>Costing up to 150,000.00</p> <p><b>₱ 200.00 Pesos</b></p> <p>Costing more than 150,000.00 up to 400,000.00</p> <p><b>₱ 400.00 Pesos</b></p> <p>Costing more than 400,000.00 up to 850,000.00</p> <p><b>₱ 800.00 Pesos</b></p> <p>Costing more than 850,000.00 up to 1,200,000.00</p> <p><b>₱ 1,000.00 Pesos</b></p> <p>Every excess or portion of 1,200,000.00</p> <p><b>₱ 1,000.00</b></p> <p><b>Division c-1 Cuiliding</b></p>		
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		<p>Costing up to <b>150,000.00</b></p> <p><b>₱ 120.00</b></p> <p>Costing more than 150,000.00 up to 400,000.00</p> <p><b>₱ 250.00 Pesos</b></p> <p>Costing more than 400,000.00 up to 850,000.00</p> <p><b>₱ 600.00 Pesos</b></p> <p>Costing more than 850,000.00 up to 1,200,000.00</p> <p><b>₱ 900.00 Pesos</b></p> <p>Every excess or portion of 1,200,000.00</p> <p><b>₱ 900.00 Pesos</b></p> <p><b>Building/s structures:</b></p>		
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		<p>With floor area up to 20.00sq.m</p> <p><b>₱ 50.00</b></p> <p><b>Pesos</b></p> <p>Above 20.00 sq.m to 500.00sq.m</p> <p><b>₱ 240.00</b></p> <p><b>Pesos</b></p> <p>Above 500.00 sq.m to 1,000.00sq.m</p> <p><b>₱ 360.00</b></p> <p><b>Pesos</b></p> <p>Above 1,000.00 sq.m to 5,000.00sq.m</p> <p><b>₱ 480.00</b></p> <p><b>Pesos</b></p> <p>Above 5,000.00 sq.m to 10,000.00 sq.m</p> <p><b>₱ 200.00</b></p> <p><b>Pesos</b></p> <p>With floor area above</p>		
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		<p>10,000sq. m meters</p> <p><b>₱ 2,400.00</b></p> <p><b>Pesos</b></p> <p><b>Structure:</b></p> <p><b>Garage,car pots, balconies, terraces,lan ias and the like</b></p> <p><b>50% of rate principal building:</b></p> <p>First 10.00 meters of height.</p> <p><b>₱ 800.00</b></p> <p><b>Pesos</b></p> <p>Every excess of 10.00 meters</p> <p><b>₱ 50.00</b></p> <p><b>Pesos</b></p> <p>Change in use/ occupancy</p> <p>Per sq,m</p> <p><b>₱ 5.00</b></p> <p><b>Pesos</b></p> <p>Inspection Fees</p>		
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		<p>Single detached dwelling units and duplexes are not subject to annual inspections. If the owner request Inspections the fees for each of services enumerated</p> <p>Land use conformity</p> <p>Architectural presentability</p> <p>Structural Stability</p> <p>Sanitary and health Requirements</p> <p>Fire-Resistive requirements</p> <p><b>₱ 120.00</b></p> <p><b>Pesos</b></p> <p><b>Commercial, Industrial</b></p>		
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		<p><b>Institutional buildings and appendages shall be assessed area as follow:</b></p> <p>Appendage up to 3.00 cu.m/units</p> <p><b>₱ 150.00</b></p> <p><b>Pesos</b></p> <p>Floor area to 100.00sq. m</p> <p><b>₱ 120.00</b></p> <p><b>Pesos.</b></p> <p>Above 100.00sq. m up to 200.00sq. m</p> <p><b>₱ 240.00</b></p> <p><b>Pesos.</b></p> <p>Above 200.00sq. m up to 350.00sq. m</p> <p><b>₱ 80.00</b></p> <p><b>Pesos.</b></p> <p>Above 350.00sq.</p>		
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		<p>m up to 500.00sq. m</p> <p><b>₱ 720.00</b></p> <p><b>Pesos.</b></p> <p>Above 350.00sq. m up to 500.00sq. m</p> <p><b>₱ 720.00</b></p> <p><b>Pesos.</b></p> <p>Above 500.00sq. m up to 750.00sq. m</p> <p><b>₱ 960.00</b></p> <p><b>Pesos.</b></p> <p>Above 500.00sq. m up to 750.00sq. m</p> <p><b>₱ 960.00</b></p> <p><b>Pesos.</b></p> <p>Above 750.00sq. m up to 1,000.00sq. m</p> <p><b>₱ 1,200.00</b></p> <p><b>Pesos.</b></p> <p>Every excess of 1,000.00sq.</p>		
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		<p>q.m or its portion excess of 1,000.00s q.m.</p> <p><b>₱ 1,200.00</b></p> <p><b>Pesos.</b></p> <p>Amuseme nt House, Gymnasia</p> <p>First class cinematro graphs or theaters</p> <p><b>₱ 1,200.00</b></p> <p><b>Pesos.</b></p> <p>Second class,  cinematro graphs or theaters</p> <p><b>₱ 720.00</b></p> <p><b>Pesos.</b></p> <p>Third class,  cinematro graphs or theaters</p> <p><b>₱ 520.00</b></p> <p><b>Pesos.</b></p> <p>Grandstan d/Bleache rs, Gymnasia</p>		
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		<p><b>₱ 720.00</b></p> <p><b>Pesos.</b></p> <p>Annual plumbing Inspection fees.</p> <p><b>₱ 6.00</b></p> <p><b>Pesos.</b></p> <p><b>Electrical Inspection fees equivalent to 10% of the total electrical permit.</b></p> <p><b>Annual Mechanical Inspection Fees.</b></p> <p><b>Refrigeration and Ice Plant per ton:</b></p> <p>Up to 100 tons capacity</p> <p><b>₱ 25.00</b></p> <p><b>Pesos</b></p> <p>Above 100 tons up to 150 tons.</p> <p><b>₱ 20.00</b></p> <p><b>Pesos</b></p>		
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		<p>Above 150 tons up to 300 tons.</p> <p><b>₱ 15.00</b></p> <p><b>Pesos</b></p> <p>Above 300 tons up to 500 tons.</p> <p><b>₱ 10.00</b></p> <p><b>Pesos</b></p> <p>Every fraction above 500 tons.</p> <p><b>₱ 5.00</b></p> <p><b>Pesos</b></p> <p><b>Mechanical Ventilation per unit, per kw.</b></p> <p>Up to 1kw</p> <p><b>₱ 10.00</b></p> <p><b>Pesos</b></p> <p>Above 1kw to 7.5 kw.</p> <p><b>₱ 50.00</b></p> <p><b>Pesos</b></p> <p>Every kw above 7.5 kw.</p>		
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		<p><b>₱ 20.00</b></p> <p><b>Pesos</b></p> <p><b>Escalators and Moving Walks, Funiculars :</b></p> <p>Escalators and Moving Walks per units</p> <p><b>₱ 120.00</b></p> <p><b>Pesos</b></p> <p>Funiculars per kw per units</p> <p><b>₱ 50.00</b></p> <p><b>Pesos</b></p> <p>Per lineal meter of fraction of travel</p> <p><b>₱ 10.00</b></p> <p><b>Pesos</b></p> <p>Cable Car per kw.</p> <p><b>₱ 25.00</b></p> <p><b>Pesos</b></p> <p>Per Lineal Meter of travel.</p> <p><b>₱ 2.00</b></p>		
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		<p><b>Pesos</b></p> <p>ELEVATOR S PER UNITS:</p> <p>Passenger Elevators</p> <p><b>₱ 500.00</b></p> <p><b>Pesos</b></p> <p>Freight elevators.</p> <p><b>₱ 400.00</b></p> <p><b>Pesos</b></p> <p>Motor driven dumbwait ers</p> <p><b>₱ 50.00</b></p> <p><b>Pesos</b></p> <p>Constuctio n elevators for materials.</p> <p><b>₱ 400.00</b></p> <p><b>Pesos</b></p> <p>Car elevators.</p> <p><b>₱ 500.00</b></p> <p><b>Pesos</b></p> <p>Every Landing above First five for all</p>		
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		<p>above elevators.</p> <p><b>₱ 50.00</b></p> <p><b>Pesos</b></p> <p>Boilers per units:</p> <p>Up to 7.5 kw</p> <p><b>₱ 400.00</b></p> <p><b>Pesos</b></p> <p>7.5kw up to 22 kw.</p> <p><b>₱ 550.00</b></p> <p><b>Pesos</b></p> <p>22kw up to 37kw.</p> <p><b>₱ 600.00</b></p> <p><b>Pesos</b></p> <p>37kw up to 52kw.</p> <p><b>₱ 650.00</b></p> <p><b>Pesos</b></p> <p>52kw up to 67kw.</p> <p><b>₱ 800.00</b></p> <p><b>Pesos</b></p> <p>67kw up to 74kw.</p> <p><b>₱ 900.00</b></p> <p><b>Pesos</b></p> <p>Every 74 kw</p>		
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		<p>fraction thereof.</p> <p><b>₱ 4.00</b></p> <p><b>Pesos</b></p> <p>Pressured Water Heater per unit:</p> <p><b>₱ 120.00</b></p> <p><b>Pesos</b></p> <p>Automatic fire extinguishers per sprinkler.</p> <p><b>₱ 2.00</b></p> <p><b>Pesos</b></p> <p><b>Water, Sump and sewage pumps for Building/s structurepose per kw:</b></p> <p>Up to 5kw</p> <p><b>₱ 55.00</b></p> <p><b>Pesos</b></p> <p>Above 5kw to 10kw.</p> <p><b>₱ 90.00</b></p>		
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		<p><b>Pesos</b></p> <p>Every kw above 10kw of fraction thereof.</p> <p><b>₱ 2.00</b></p> <p><b>Pesos</b></p> <p><b>Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar</b></p> <p><b>generating Units and the like per Kw:</b></p> <p>Per kw up to 50 kw</p> <p><b>₱ 15.00</b></p> <p><b>Pesos.</b></p> <p>Above 50kw up to 100kw.</p> <p><b>₱ 10.00</b></p> <p><b>Pesos.</b></p> <p>Every kw above</p>		
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		<p>100kw thereof</p> <p><b>₱ 2.40</b></p> <p><b>Pesos</b></p> <p>Compress ed Air, Vacuum,c ommerical /institutio nal gases per outlet.</p> <p><b>₱ 10.00</b></p> <p><b>Pesos</b></p> <p>Power Piping for gas/steam /ect.per linear meter or fraction whichever Is higher.</p> <p><b>₱ 2.00</b></p> <p><b>Pesos</b></p> <p><b>Other internal combustio n Engines,In cluding Cranes forklifts,L oaders,Mi xers, Compress ors and the like:</b></p>		
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		<p>Per unit up to kw</p> <p><b>₱ 100.00</b></p> <p><b>Pesos</b></p> <p>Every kw above 10kw</p> <p><b>₱ 3.00</b></p> <p><b>Pesos</b></p> <p><b>Other machineri eand/or equipmen t for commerci al/industri al/instituti onal use not elsewhere specified, per unit:</b></p> <p>Up to ½ kw</p> <p><b>₱ 8.00</b></p> <p><b>Pesos</b></p> <p>Above ½ kw up to 1kw</p> <p><b>₱ 23.00</b></p> <p><b>Pesos</b></p>		
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		<p>Above 1 kw up to 3kw</p> <p><b>₱ 39.00</b></p> <p><b>Pesos</b></p> <p>Above 3 kw up to 5kw</p> <p><b>₱ 55.00</b></p> <p><b>Pesos</b></p> <p>Above 5 kw up to 10 kw</p> <p><b>₱ 80.00</b></p> <p><b>Pesos</b></p> <p>Every kw above 10 kw thereof:</p> <p><b>₱ 4.00</b></p> <p><b>Pesos</b></p> <p>Pressure Vessel, per cu.m</p> <p><b>₱ 40.00</b></p> <p><b>Pesos</b></p> <p>Pneumatic tubes, conveyors, Monorails for materials handling, per linear meter.</p>		
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		<p><b>₱ 2.40</b></p> <p><b>Pesos</b></p> <p>Weighing Scale structure, per ton, or fraction thereof:</p>		
		<p><b>₱ 30.00</b></p> <p><b>Pesos</b></p> <p>Testing/Va libration of pressure gauge,per unit.</p>		
		<p><b>₱ 24.00</b></p> <p><b>Pesos</b></p> <p>Each gas meter, tested, proved and sealed, per gas meter.</p>		
		<p><b>₱ 30.00</b></p> <p><b>Pesos</b></p> <p>Every mechanica l ride inspection , ect. Used in amuseme nt centers of fairs such as</p>		

		ferris wheel, and the like per unit.  <b>₱ 30.00</b>  <b>Pesos</b>  Base on the computed fee		
3. Payment of Occupancy Permit at City Treasure's Office	Order of Payment Fees	None	20 minutes	<b>MARVIN T. ANGELLANO</b>  Admin. Aide IV
4. Photocopy the receipt and return to City Engineering Office for the recording of occupancy permit fee	Record of receipt for the occupancy permit	None	10 minutes	<b>JOVILYN S. VENTURA</b>  Admin. Aide I
	Preparation of documents to be signed by the building official	None	20 minutes	<b>JOVILYN S. VENTURA</b>  Admin. Aide I
	Building Official final review for the Approval of Occupancy permit released		1 day	<b>ENGR. GARRY D. CABANILLA.</b>  City Engine
5. Sign in the client logbook to receive the Occupancy Permit	Released the occupancy permit to the client	None	5 minutes	<b>JOVILYN S. VENTURA</b>  Admin. Aide II
<b>TOTAL:</b>			<b>2days &amp; hours</b>	