

## 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  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.	BFP  City Engineering Office  Admin. Section			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the client log book  2. Submit the complete application documents	Give the logbook to the client.  Receive the complete documents and check for completeness  Conduct site inspection  Evaluation and Processing of documents to compute the occupancy permit	None  None   Residentia I Bungalow	5 minutes  20 minutes   30 minutes	<b>Officer of the Day</b>  <b>JOVILYN S. VENTURA</b> Admin. Aide I   <b>SERGIO S. SOLOMERO</b> Engineering Asst. II

		<p>Costing up to 150,000.00</p> <p><b>₱ 100.00</b> <b>Pesos</b></p> <p>Costing more than 150,000.00 up to 400,000.00</p> <p><b>₱ 200.00</b> <b>Pesos</b></p> <p>Costing more than 400,000.00 up to 850,000.00</p> <p><b>₱ 400.00</b> <b>Pesos</b></p> <p>Costing more than 850,000.00 up to 1,200,000.00</p> <p><b>₱ 800.00</b> <b>Pesos</b></p> <p>Every million in excess of 1,200,000.00</p> <p><b>₱ 800.00</b> <b>Pesos</b></p>	<p><b>PATERIO C. ALAMO</b> Senior Admin. Asst. III</p> <p><b>JOVILYN S. VENTURA</b> Admin. Aide I</p>
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Costing up  
to  
150,000.0  
0

**₱ 200.00**  
**Pesos**

Costing  
more than  
150,000.0  
0 up to  
400,000.0  
0

**₱ 400.00**  
**Pesos**

Costing  
more than  
400,000.0  
0 up to  
850,000.0  
0

**₱ 800.00**  
**Pesos**

Costing  
more than  
850,000.0  
0 up to  
1,200,000.  
00

**₱ 1,000.00**  
**Pesos**

Every  
excess or  
portion of  
1,200,000.  
00

**₱ 1,000.00**  
**Division c-  
1 Cuilding**

Costing up  
to  
**150,000.0  
0**

**₱ 120.00**

Costing  
more than  
150,000.0  
0 up to  
400,000.0  
0

**₱ 250.00**

**Pesos**

Costing  
more than  
400,000.0  
0 up to  
850,000.0  
0

**₱ 600.00**

**Pesos**

Costing  
more than  
850,000.0  
0 up to  
1,200,000.  
00

**₱ 900.00**

**Pesos**

Every  
excess or  
portion of  
1,200,000.  
00

**₱ 900.00**

**Pesos**

**Building/s  
tructures:**

With floor  
area up to  
20.00sq.m

**₱ 50.00**

**Pesos**

Above  
20.00  
sq.m to  
500.00sq.  
m

**₱ 240.00**

**Pesos**

Above  
500.00  
sq.m to  
1,000.00s  
q.m

**₱ 360.00**

**Pesos**

Above  
1,000.00  
sq.m to  
5,000.00s  
q.m

**₱ 480.00**

**Pesos**

Above  
5,000.00  
sq.m to  
10,000.00  
sq.m

**₱ 200.00**

**Pesos**

With floor  
area  
above

		<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,ca rpots, balconies, terraces,la nias and the like</b></p> <p><b>50% of rate</b></p> <p><b>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 Inspection s 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 <b>₱ 150.00</b></p> <p><b>Pesos</b></p> <p>Floor area to 100.00sq. m <b>₱ 120.00</b></p> <p><b>Pesos.</b></p> <p>Above 100.00sq. m up to 200.00sq. m <b>₱ 240.00</b></p> <p><b>Pesos.</b></p> <p>Above 200.00sq. m up to 350.00sq. m <b>₱ 80.00</b></p> <p><b>Pesos.</b></p> <p>Above 350.00sq.</p>		
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m up to  
500.00sq.  
m

**₱ 720.00**

**Pesos.**

Above  
350.00sq.

m up to  
500.00sq.  
m

**₱ 720.00**

**Pesos.**

Above  
500.00sq.

m up to  
750.00sq.  
m

**₱ 960.00**

**Pesos.**

Above  
500.00sq.

m up to  
750.00sq.  
m

**₱ 960.00**

**Pesos.**

Above  
750.00sq.

m up to  
1,000.00s  
q.m

**₱ 1,200.00**

**Pesos.**

Every  
excess of  
1,000.00s

		<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>Amusement House, Gymnasia</p> <p>First class cinematographs or theaters</p> <p><b>₱ 1,200.00</b></p> <p><b>Pesos.</b></p> <p>Second class, cinematographs or theaters</p> <p><b>₱ 720.00</b></p> <p><b>Pesos.</b></p> <p>Third class, cinematographs or theaters</p> <p><b>₱ 520.00</b></p> <p><b>Pesos.</b></p> <p>Grandstand/Bleachers, Gymnasia</p>	
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	<p><b>₱ 720.00</b>  <b>Pesos.</b>            Annual plumbing Inspection fees.</p> <p><b>₱ 6.00</b>  <b>Pesos.</b>  <b>Electrical Inspection fees equivalent to 10% of the total electrical permit.</b></p> <p><b>Annual Mechanic al Inspection Fees.</b></p> <p><b>Refrigerati on and Ice Plant per ton:</b></p> <p>Up to 100 tons capacity</p> <p><b>₱ 25.00</b>  <b>Pesos</b>            Above 100 tons up to 150 tons.</p> <p><b>₱ 20.00</b>  <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> <b>Pesos</b> <b>Escalators</b> <b>and</b> <b>Moving</b> <b>Walks,</b> <b>Funiculars</b> <b>:</b>  Escalators and Moving Walks per units</p> <p><b>₱ 120.00</b> <b>Pesos</b>  Funiculars per kw per units</p> <p><b>₱ 50.00</b> <b>Pesos</b>  Per lineal meter of fraction of travel</p> <p><b>₱ 10.00</b> <b>Pesos</b>  Cable Car per kw.</p> <p><b>₱ 25.00</b> <b>Pesos</b>  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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above  
elevators.

**₱ 50.00**

**Pesos**

Boilers per  
units:

Up to 7.5  
kw

**₱ 400.00**

**Pesos**

7.5kw up  
to 22 kw.

**₱ 550.00**

**Pesos**

22kw up  
to 37kw.

**₱ 600.00**

**Pesos**

37kw up  
to 52kw.

**₱ 650.00**

**Pesos**

52kw up  
to 67kw.

**₱ 800.00**

**Pesos**

67kw up  
to 74kw.

**₱ 900.00**

**Pesos**

Every 74  
kw

		<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,</b></p> <p><b>Sump and sewage pumps for Building/s tructure</b></p> <p><b>pose 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</b></p> <p><b>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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100kw  
thereof

**₱ 2.40**

**Pesos**

Compressed Air,  
Vacuum, commercial  
/institutional gases  
per outlet.

**₱ 10.00**

**Pesos**

Power  
Piping for  
gas/steam  
/ect.per  
linear  
meter or  
fraction  
whichever  
is higher.

**₱ 2.00**

**Pesos**

**Other  
internal  
combustion  
Engines, In  
cluding  
Cranes  
forklifts, L  
oaders, Mi  
xers,  
Compress  
ors and  
the like:**

		<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 e and/or equipmen t for commerci al/industri al/instituti onal use not elsewhere specified, per unit:</b></p> <p>Up to <math>\frac{1}{2}</math> kw</p> <p><b>₱ 8.00</b></p> <p><b>Pesos</b></p> <p>Above <math>\frac{1}{2}</math> kw up to 1kw</p> <p><b>₱ 23.00</b></p> <p><b>Pesos</b></p>	
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Above 1  
kw up to  
3kw

**₱ 39.00**

**Pesos**

Above 3  
kw up to  
5kw

**₱ 55.00**

**Pesos**

Above 5  
kw up to  
10 kw

**₱ 80.00**

**Pesos**

Every kw  
above 10  
kw  
thereof:

**₱ 4.00**

**Pesos**

Pressure  
Vessel, per  
cu.m

**₱ 40.00**

**Pesos**

Pneumatic  
tubes,con  
veyors,  
Monorails  
for  
materials  
handling,  
per linear  
meter.

**₱ 2.40**

**Pesos**

Weighing  
Scale  
structure,  
per ton, or  
fraction  
thereof:

**₱ 30.00**

**Pesos**

Testing/Va  
libration  
of  
pressure  
gauge,per  
unit.

**₱ 24.00**

**Pesos**

Each gas  
meter,  
tested,  
proved  
and  
sealed,  
per gas  
meter.

**₱ 30.00**

**Pesos**

Every  
mechanica  
l ride  
inspection  
, ect. Used  
in  
amuseme  
nt centers  
of fairs  
such as

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