



**EXTERNAL**

**2. SERVICENAME: ISSUANCE OF CERTIFICATION OCCUPANCY PERMIT**

**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.

<b>Office or Division:</b>	City Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book	Give the logbook to the client.	None	5 minutes	<b>Officer of the Day</b>





			<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>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>		
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			<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</b> <b>Cuilding</b></p> <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/structures:</b></p> <p>With floor area up to 20.00sq.m</p> <p><b>₱ 50.00 Pesos</b></p> <p>Above 20.00 sq.m to 500.00sq.m</p> <p><b>₱ 240.00 Pesos</b></p>		
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			<p>Above 500.00 sq.m to 1,000.00sq.m</p> <p><b>₱ 360.00 Pesos</b></p> <p>Above 1,000.00 sq.m to 5,000.00sq.m</p> <p><b>₱ 480.00 Pesos</b></p> <p>Above 5,000.00 sq.m to 10,000.00sq.m</p> <p><b>₱ 200.00 Pesos</b></p> <p>With floor area above 10,000sq.m meters</p> <p><b>₱ 2,400.00 Pesos</b></p> <p><b>Structure:</b></p> <p><b>Garage, carpots, balconies, terraces, lanias and the like 50% of rate principal building:</b></p> <p>First 10.00 meters of height.</p> <p><b>₱ 800.00 Pesos</b></p> <p>Every excess of 10.00 meters</p> <p><b>₱ 50.00 Pesos</b></p> <p>Change in use/ occupancy</p> <p>Per sq,m</p> <p><b>₱ 5.00 Pesos</b></p> <p>Inspection Fees</p> <p>Single detached dwelling units and duplexes are not subject to annual</p>		
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			<p>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 Pesos</b></p> <p><b>Commercial, Industrial 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 Pesos</b></p> <p>Floor area to 100.00sq.m</p> <p><b>₱ 120.00 Pesos.</b></p> <p>Above 100.00sq.m up to 200.00sq.m</p> <p><b>₱ 240.00 Pesos.</b></p> <p>Above 200.00sq.m up to 350.00sq.m</p> <p><b>₱ 80.00 Pesos.</b></p>		
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			<p>Above 350.00sq.m up to 500.00sq.m</p> <p><b>₱ 720.00 Pesos.</b></p> <p>Above 350.00sq.m up to 500.00sq.m</p> <p><b>₱ 720.00 Pesos.</b></p> <p>Above 500.00sq.m up to 750.00sq.m</p> <p><b>₱ 960.00 Pesos.</b></p> <p>Above 500.00sq.m up to 750.00sq.m</p> <p><b>₱ 960.00 Pesos.</b></p> <p>Above 750.00sq.m up to 1,000.00sq.m</p> <p><b>₱ 1,200.00 Pesos.</b></p> <p>Every excess of 1,000.00sq.m or its portion excess of 1,000.00sq.m.</p> <p><b>₱ 1,200.00 Pesos.</b></p> <p>Amusement House, Gymnasia</p> <p>First class cinematographs or theaters</p> <p><b>₱ 1,200.00 Pesos.</b></p> <p>Second class, cinematographs or theaters</p> <p><b>₱ 720.00 Pesos.</b></p> <p>Third class, cinematographs or</p>		
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			<p>theaters</p> <p><b>₱ 520.00 Pesos.</b></p> <p>Grandstand/Bleachers, Gymnasias</p> <p><b>₱ 720.00 Pesos.</b></p> <p>Annual plumbing Inspection fees.</p> <p><b>₱ 6.00 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 Pesos</b></p> <p>Above 100 tons up to 150 tons.</p> <p><b>₱ 20.00 Pesos</b></p> <p>Above 150 tons up to 300 tons.</p> <p><b>₱ 15.00 Pesos</b></p> <p>Above 300 tons up to 500 tons.</p> <p><b>₱ 10.00 Pesos</b></p> <p>Every fraction above 500 tons.</p> <p><b>₱ 5.00 Pesos</b></p>		
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		<p><b>Mechanical Ventilation per unit, per kw.</b></p> <p>Up to 1kw <b>₱ 10.00 Pesos</b></p> <p>Above 1kw to 7.5 kw. <b>₱ 50.00 Pesos</b></p> <p>Every kw above 7.5 kw. <b>₱ 20.00 Pesos</b></p> <p><b>Escalators and Moving Walks, Funiculars:</b></p> <p>Escalators and Moving Walks per units <b>₱ 120.00 Pesos</b></p> <p>Funiculars per kw per units <b>₱ 50.00 Pesos</b></p> <p>Per lineal meter of fraction of travel <b>₱ 10.00 Pesos</b></p> <p>Cable Car per kw. <b>₱ 25.00 Pesos</b></p> <p>Per Lineal Meter of travel. <b>₱ 2.00 Pesos</b></p>		
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		<p>ELEVATORS PER UNITS:</p> <p>Passenger Elevators <b>₱ 500.00 Pesos</b></p> <p>Freight elevators. <b>₱ 400.00 Pesos</b></p> <p>Motor driven dumbwaiters <b>₱ 50.00 Pesos</b></p> <p>Constuction elevators for materials. <b>₱ 400.00 Pesos</b></p> <p>Car elevators. <b>₱ 500.00 Pesos</b></p> <p>Every Landing above First five for all above elevators. <b>₱ 50.00 Pesos</b></p> <p>Boilers per units:</p> <p>Up to 7.5 kw <b>₱ 400.00 Pesos</b></p> <p>7.5kw up to 22 kw. <b>₱ 550.00 Pesos</b></p> <p>22kw up to 37kw. <b>₱ 600.00 Pesos</b></p> <p>37kw up to 52kw. <b>₱ 650.00 Pesos</b></p> <p>52kw up to 67kw. <b>₱ 800.00 Pesos</b></p>		
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			<p>67kw up to 74kw. <b>₱ 900.00 Pesos</b></p> <p>Every 74 kw fraction thereof. <b>₱ 4.00 Pesos</b></p> <p>Pressured Water Heater per unit: <b>₱ 120.00 Pesos</b></p> <p>Automatic fire extinguishers per sprinkler. <b>₱ 2.00 Pesos</b></p> <p><b>Water,Sump and sewage pumps for Building/structure pupose per kw:</b></p> <p>Up to 5kw <b>₱ 55.00 Pesos</b></p> <p>Above 5kw to 10kw. <b>₱ 90.00 Pesos</b></p> <p>Every kw above 10kw of fraction thereof. <b>₱ 2.00 Pesos</b></p> <p><b>Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar</b></p>		
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			<p><b>generating Units and the like per Kw:</b></p> <p>Per kw up to 50 kw</p> <p><b>₱ 15.00 Pesos.</b></p> <p>Above 50kw up to 100kw.</p> <p><b>₱ 10.00 Pesos.</b></p> <p>Every kw above 100kw thereof</p> <p><b>₱ 2.40 Pesos</b></p> <p>Compressed Air, Vacuum,commercial/i nstitutional gases per outlet.</p> <p><b>₱ 10.00 Pesos</b></p> <p>Power Piping for gas/steam/ect.per linear meter or fractio whichever</p> <p>Is higher.</p> <p><b>₱ 2.00Pesos</b></p> <p><b>Other internal combustion Engines,Including Cranes forklifts,Loaders,Mi xers, Compressors and the like:</b></p> <p>Per unit up to kw</p> <p><b>₱ 100.00 Pesos</b></p> <p>Every kw above 10kw</p> <p><b>₱ 3.00 Pesos</b></p>		
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			<p><b>Other machinerieand/or equipment for commercial/industri al/institutional use not elsewhere specified, per unit:</b></p> <p>Up to ½ kw <b>₱ 8.00 Pesos</b></p> <p>Above ½ kw up to 1kw <b>₱ 23.00 Pesos</b></p> <p>Above 1 kw up to 3kw <b>₱ 39.00 Pesos</b></p> <p>Above 3 kw up to 5kw <b>₱ 55.00 Pesos</b></p> <p>Above 5 kw up to 10 kw <b>₱ 80.00 Pesos</b></p> <p>Every kw above 10 kw thereof: <b>₱ 4.00 Pesos</b></p> <p>Pressure Vessel, per cu.m <b>₱ 40.00 Pesos</b></p> <p>Pneumatic tubes, conveyors, Monorails for materials handling, per linear meter. <b>₱ 2.40 Pesos</b></p>		
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		<p>Weighing Scale structure, per ton, or fraction thereof:</p> <p><b>₱ 30.00 Pesos</b></p> <p>Testing/Valibration of pressure gauge,per unit.</p> <p><b>₱ 24.00 Pesos</b></p> <p>Each gas meter, tested, proved and sealed, per gas meter.</p> <p><b>₱ 30.00 Pesos</b></p> <p>Every mechanical ride inspection, ect. Used in amusement centers of fairs such as ferris wheel, and the like per unit.</p> <p><b>₱ 30.00 Pesos</b></p>		
3. Payment of Occupancy Permit at City Treasure's Office	Order of Payment Fees	Base on the computed fee	5 minutes	<b>CARINA THERESA Q. BULAN</b> Revenue Collection Clerk II
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> Bookbinder II
	Preparation of documents to be signed	None	20 minutes	<b>JOVILYN S. VENTURA</b> Bookbinder II



	by the building official  Building Official final review for the Approval of Occupancy permit released	None	30 minutes	<b>ENGR. GARRY D. CABANILLA.</b> City Engineer
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> Bookbinder II
TOTAL			<b>1 day &amp; hours</b>	