



OFFICE OF THE MUNICIPAL ENGINEER

CITIZEN'S CHARTER

B. ISSUANCE OF BUILDING OCCUPANCY PERMIT

ABOUT THE SERVICE:

Issuance of a Building Occupancy Permit prior to the inspection if any building/structure constructed within Puerto Galera is ready for occupancy and/or residency

REQUIREMENTS:

Duly accomplished Form
Supporting Documents

SERVICE SCHEDULES:

Monday to Friday
8:00 am to 5:00 pm

FEES:

All fees, interests, penalties and other incidental costs relative to the issuance of building occupancy permits shall be determined by the Municipal Building Official in accordance with the provisions prescribed under PD 1096 otherwise known as the National Building Code of the Philippines.

HOW TO AVAIL OF THE SERVICE:

PROCEDURE FOR THE CLIENT	RESPONSIBILITIES OF PERSON/DEPARTMENT CONCERNED	TIME TO TAKE	PERSON(S) / DEPARTMENT(S) RESPONSIBLE
1. Inquire about the building occupancy permit.	Explain to the client why it is important and necessary for all buildings to have a building occupancy permit.	10 minutes	Engr. Camille Therese M. Candava Engr. Mark Jerome Binay Chiela B. Garcia Ricardo T. Albo Leonido C. Mena
2. Secure the forms needed for the application of building occupancy permit.	Brief the client about the requirements, and cite important notes to remember.	10 minutes	Engr. Camille Therese M. Candava Engr. Mark Jerome Binay Chiela B. Garcia
3. Submit the required drawings, and other supporting documents.	Assess if the drawings and documents presented are correct; and issue an endorsement letter for the inspection of the building to Bureau of Fire Protection for Fire Safety Inspection.	30 minutes	Engr. Camille Therese M. Candava Engr. Mark Jerome B. Binay Chiela B. Garcia
4. Proceed to the Bureau of Fire Protection, present them the endorsement letter and give them a copy of the drawings and supporting documents.	Receive, review the submitted drawings and documents, schedule an appointment for Fire Safety Inspection and assess fees.	10 minutes	Bureau of Fire
5. Give Municipal Engineering Office a copy of Fire Safety Inspection Certificate.	Receive the Fire Safety Inspection Certificate, and schedule an appointment and/or proceed to the Final Building Inspection.	4 hours	Engr. Geraldin Cepillo - Bacay Chiela B. Garcia Ronald B. Calica Ricardo T. Albo Engr. Mark Jerome B. Binay Engr. Renz Angelo Arellano Michael Pedillaga Clyd Marcus Bunquin
6. After the Final Building Inspection, proceed to the Municipal Engineering Office for the assessment of Building Occupancy Permit fees.	Assess due fees for the issuance of Building Occupancy Permit.	5 minutes	Engr. Geraldin Cepillo - Bacay Chiela B. Garcia

7. Proceed to the Treasurer's Office to pay for the Building Occupancy fees.	Receive payment and issue Official Receipt.	5 minutes	Treasurer's Office
8. Present the Official Receipt of payments and fees for the Building Occupancy Permit.	Approve the Building Occupancy Permit; and issue Building Occuoancy Permit.	10 minutes	Engr. Geraldin Cepillo - Bacay Chiela B. Garcia