

# CITIZEN'S CHARTER

## Frontline Service: Issuance of Occupancy Permit

**Office:** City Engineer's Office  
3<sup>rd</sup> floor, City Hall Building

### Schedule of Availability of Service:

Monday - Friday  
8:00 a.m. - 5:00 p.m. without noon break

### Who may Avail of the Service?

- Any person who wants to build or improve a building in Angeles City

### What are the Requirements?

- Accomplished Occupancy Permit Forms
  - Certificate of Completion Form
  - Certificate of Supervision Form
  - Endorsement Form
- Approved Building Plans and Building Permit
- Accomplished Construction Logbook

### Fees/Charges:

Computation of fees is based on the Schedule of Fees as enumerated in the National Building Code of the Philippines

### Duration (under normal circumstances):

4 hours and 25 minutes - Processing time  
Actual release will rely on the final approval of Occupancy Permit for Zoning Compliance and issuance of Fire Safety Inspection Certificate from BFP



**NO TO FIXERS & REDTAPE!**

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### How to Avail of the Service:

| Step | Applicant/Client  | Service Provider  | Duration of Activity (Under normal circumstances)    | Person in Charge   | Fees/Charges  | Forms                             |
|------|---|---|--|--|---|-----------------------------------|
| 1    | Submit the accomplished Application Form and all the requirements         | Receive Application for Occupancy Permit and verify all the requirements<br><br>Advise the Applicant when to make a follow-up   | 15 minutes   | Receiving Clerk  | None  | Occupancy Permit Application Form |
| 2    |   | Endorse to Zoning Office for verification and inspection  | 15 minutes   | Receiving Clerk  | None  | None                              |
| 3    |   | Endorse to City Fire Marshall for Inspection on Fire Safety and issuance of Fire Safety Inspection Certificate  | 15 minutes   | Receiving Clerk  | None  | None                              |
| 4    |   | Inspect the constructed building  | 2 hours  | Marlon Lingat Engineer III   | None  | None                              |
| 5    |   | Review of approved building plans in conformity of the constructed building as per recommendation of the Building Inspectors for:<br><br>a. Line & Grade<br>b. Architectural<br><br>c. Structural<br>d. Sanitary<br><br>e. Electrical/ Electronics<br><br>f. Mechanical | 10 minutes<br>10 minutes<br>10 minutes<br>10 minutes | Norbert Lagman Architect I<br><br>Marlon Lingat Engineer III<br><br>Eden Jose Mendoza Project Devt. Officer<br><br>Oscar Vitug, Jr. Architect IV | None  | None                              |
| 6    | Make a follow-up  | Assess fees and prepare Order of Payment<br><br>Advise Applicant to proceed to City Treasurer's Office Windows 13 to 19 for payment of fees   | 20 minutes   | Assessment Clerk   | Computation is based on National Building Code of the Philippines | None                              |
| 7    | Proceed to City Treasurer's Office to any of Windows 13 to 19 for payment | Receive payment and issue Official Receipt  | 5 minutes  | Local Revenue Collection Officer   | As stated in the order of payment                                 | Order of Payment                  |
| 8    |   | Final review and verify the Building Plans of constructed structure, documents and payments   | 10 minutes   | Oscar Vitug, Jr. Architect IV  | None  | None                              |
| 9    |   | Final approve the Occupancy Permit  | 10 minutes   | Donato Dizon City Building Official  | None  | None                              |
| 10   | Receive the Permit  | Issue the Occupancy Permit  | 15 minutes   | Releasing Clerk  | None  | None                              |

END OF TRANSACTION



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