



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





ENGINEERING OFFICE

ADMINISTRATIVE SERVICES



2. SECURING OCCUPANCY PERMIT:

The policy of the State to safeguard life, health, property, and public welfare, consistent with the principles of sound environmental management and control; and to this end, make it the purpose of this Code to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy and maintenance.

Office or Division:	ENGINEERING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C, G2B, G2G			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form for Certificate of Occupancy 2. Notarized Certificate of Completion 3. Construction logbook 4. As-built plans and specifications 5. Fire Safety Inspection Certificate for Occupancy		- Building Official - Applicant will provide - Applicant will provide - Applicant will provide - BFP		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the validation officer together with the required documents	Validate the submitted documents	None	25 minutes	Validation Officer
2. Computation of Fees	Compute the Building Fees	Depending the floor area of the building	15 minutes	Assessment Officer
3. Re-validation of documents and issuance of Building Permit	Re-validate the documents and issue Occupancy Permit	None	4 days, 23 hours & 10 minutes	Building Official/ Municipal Engineer
4. Releasing of Occupancy Permit	To release the Occupancy permit	None	10 minutes	Releasing Officer
TOTAL:			5 days	