

Issuance of Occupancy Permit

Schedule of availability of service:

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

Who may avail the service:

- Any person who will use or occupy any building or structure
- Any person who will effect change on the existing use or occupancy classification of a building, structure or any portion thereof

What are the requirements:

- Approved Electrical Plan
- Certificate of Completion – Mechanical/Electrical and Sanitary/Plumbing Permits
- Certificate of Final Electrical Inspection
- Fully filled-up Form from Quezelco II
- Fire Safety Inspection Report

Total Processing Time:

- Four (4) hours and 25 minutes

How to avail the Service:

Step	Client/Applicant	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Present the requirements to the assigned personnel	Review and assess the documents submitted	10 minutes		Zernick Monarquia
2	Accompany the MEO personnel during inspection	Conduct site inspection of the house/establishment which is the subject of the application	4 hours		
3	Proceed to MTO and pay the required fees	Evaluate and assess the corresponding fees Prepare Occupancy Permit	15 minutes		Engr. Eduardo Espiritu
4	Claim Permit	Issue Permit	15 minutes		Zernick Monarquia