



Securing Certificate of Occupancy / Certificate of Use/ Certificate of Operation

ABOUT THE SERVICE

A CERTIFICATE OF OCCUPANCY /CERTIFICATE OF USE is required before any building or structure is used or occupied. It is usually secured after the completion of a building or structure.

It is also required if there is any change in the existing use or occupancy classification of a building or structure or any portion thereof

A CERTIFICATE OF OPERATION is required before any electrical/mechanical installation is used or operated. It is usually secured after the completion of the installation and the system is thoroughly tested and ready for operation.

Department / Office:		CITY ENGINEER'S OFFICE		
Classification:		Simple		
Type of Transaction:		G2B - Government to Businesses G2G - Government to Government		
Who may avail		Any Resident		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Certificate of Completion – properly filled up with signed and sealed by the in-charge of construction/installation (Civil/structural/architectural, and Sanitary/Plumbing, electronics) 				
<ul style="list-style-type: none"> • Construction Logbook of building construction duly accomplished by the contractor (if undertaken by contract) and signed and sealed by the architect or civil engineer in charge of the construction 				
<ul style="list-style-type: none"> • Certificate of Final Electrical Inspection – properly filled up by the license electrical practitioner in-charge of installation 				
<ul style="list-style-type: none"> • Fire Safety Inspection Certificate (FSIC) 		<ul style="list-style-type: none"> • Bureau of Fire Protection (BFP) 		
<ul style="list-style-type: none"> • As built plans for any deviations in the approved plans 				
<ul style="list-style-type: none"> • Test Results (if required) for building's steel structural components, electrical and mechanical system 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Certificate of Completion Forms. Ask for Completion forms to any member of the building staff.			2 minutes	ENGR. EVANGELINE P. PASABA Engineer II (CE) SOCORRO B. FRUEL Administrative Aide I
2. Secure 2nd Endorsement to Other Offices/ Agency. Present duly			5 minutes	ENGR. ELMER T. ALBO Engineer III (CE) ARCH. JOHN DARYL M. MARTINEZ



<p>accomplished form and related documents to any member of the building staff for initial verification of the requirements. Then, 2nd endorsement will be given to secure Fire Safety Inspection Certificate (FSIC) from Fire Department and Safety Inspection Certificate from DOLE for industrial buildings.</p>				<p>Architect I</p> <p>ENGR. GREGORY D. MORENO Engineer III (EE)</p> <p>ENGR. NELSON B. PRILLES Engineer III (ME)</p>
<p>3. Submit Requirements.</p> <p>Submit duly accomplished forms and related documents, Fire Safety Inspection Certificates (FSIC), DOLE safety certificate (for industrial building), as-built plans (for any deviations of the approved plan), construction logbook, test results.</p> <p>Duly accomplished Inspection Information Sheet.</p>			<p>5 minutes</p>	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p> <p>SOCORRO B. FRUEL Administrative Aide I</p>
	<p>4. Review/Evaluate the submitted forms and pertinent documents.</p> <p>Technical staff reviews the forms and the entries of construction activities in the construction logbook.</p>		<p>15 minutes</p>	<p>ENGR. ELMER T. ALBO Engineer III (CE)</p> <p>ARCH. JOHN DARYL M. MARTINEZ Architect I</p> <p>ENGR. GREGORY D. MORENO Engineer III (EE)</p>
	<p>5. Building Inspection.</p> <p>Building inspectors/technical staff conduct actual inspection of the completed building/structure in</p>		<p>60 minutes</p>	<p>ENGR. NELSON B. PRILLES Engineer III (ME)</p>



	accordance with the approved plans and specifications.			
	<p>6. Preparation of Inspection Report (optional, if the building inspectors found no deviations/ violations).</p> <p>If the building inspectors find that the completed project had deviations from the approved plans, the applicant will be given an inspection report that lists the needed corrections or other documents required.</p>		15 minutes	<p>ENGR. ELMER T. ALBO Engineer III (CE)</p> <p>ARCH. JOHN DARYL M. MARTINEZ Architect I</p> <p>ENGR. GREGORY D. MORENO Engineer III (EE)</p> <p>ENGR. NELSON B. PRILLES Engineer III (ME)</p>
7. Request for re-inspection.			5 minutes	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p> <p>SOCORRO B. FRUEL Administrative Aide I</p>
The applicant will inform the building inspectors that corrections have been done for re-inspection.				
	<p>8. Re-inspection of the Building.</p> <p>Technical Staff conducts re-inspection if the deficiencies stated at the inspection report have been corrected.</p>		30 minutes	<p>ENGR. ELMER T. ALBO Engineer III (CE)</p> <p>ARCH. JOHN DARYL M. MARTINEZ Architect I</p> <p>ENGR. GREGORY D. MORENO Engineer III (EE)</p> <p>ENGR. NELSON B. PRILLES Engineer III (ME)</p>



	<p>9. Issuance of Order of Payment.</p> <p>Once all the requirements have been complied with, an order of payment will be given.</p>		5 minutes	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p> <p>SOCORRO B. FRUEL Administrative Aide I</p>
<p>10. Submit Official Receipt.</p> <p>Submits the official receipt</p>			2 minutes	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p> <p>SOCORRO B. FRUEL Administrative Aide I</p>
	<p>11. Processing of Permits</p> <p>Building staffs prepares the certificate and processes the submitted documents for final approval of the building official.</p>		25 minutes	<p>ENGR. ELMER T. ALBO Engineer III (CE)</p> <p>ARCH. JOHN DARYL M. MARTINEZ Architect I</p> <p>ENGR. GREGORY D. MORENO Engineer III (EE)</p> <p>ENGR. NELSON B. PRILLES Engineer III (ME)</p>
	<p>12. Approval of Permit</p> <p>Acting Building Official approves the certificate of occupancy.</p>		5 minutes	<p>ENGR. ALEXANDER N. CANING CGDH I / Acting Building Official</p>
<p>13. Release of Permit</p> <p>The applicant receives the approved permit.</p>			5 minutes	<p>ENGR. EVANGELINE P. PASABA Engineer II (CE)</p> <p>SOCORRO B. FRUEL Administrative Aide I</p>
TOTAL		P	2 hours and 59 minutes	

CITY ENGINEER'S OFFICE

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For more information, please contact:



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