

## Service : Processing and Issuance of Certificate of Occupancy/Use/Operation

Who may avail of the service : Any person, firm or corporation, including any agency or instrumentality of the government desiring to obtain a Certificate of Occupancy/Use/Operation

Schedule of Service Availability : Monday to Friday, 8:00 AM - 5:00 PM

Requirements : 1. Accomplished prescribed application forms  
 2. Duly notarized Certificate of Completion  
 3. Original and As-Built Plans and Specifications duly signed and sealed by respective professional (when changes, modifications and alterations made on the originally submitted Plans and Specifications)  
 4. Daily Construction Works Logbook  
 5. Building Inspection Sheet all signed by the Contractor (if the Construction is undertaken by Contract) and signed and sealed by the duly licensed Architect and Civil Engineer who undertook the full time inspection and supervision of the construction works

Fees : In accordance to NBCDO Memorandum Circular No.1 Series 2004 "New Schedule of Building Permit Fees and Other Charges" of the Revised IRR of the NBC (PD 1096)

### HOW TO AVAIL THE SERVICE:

STEP	Applicant/Client (Do the following)	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Location
1	Get Application forms	Give copy of the application forms and checklist of necessary documents	5 minutes	Cherryl B. Andicoy	None	2nd floor, Municipal Engineer's Office, New Municipal Hall
2	Submit accomplished prescribed application forms, plans and other relative documents	I. Verify and/or review the submitted documents for conformity and compliance II. Endorse Notice to Conduct Final Inspection to MFM, BFP for the Issuance of Fire Safety Inspection Certificate II. Prepare the corresponding fees and Order of Payment	15 - 30 minutes  1 day  30 minutes	Cherryl B. Andicoy  Municipal Fire Marshall (MFM), Bureau of Fire Protection (BFP)  Cherryl B. Andicoy	None  Pursuant to NBCDO Memorandum Circular No.1 S.2004 Revised IRR	same  Ginatilan Fire Station, Ginatilan, Cebu  2nd floor, Municipal Engineer's Office, New Municipal Hall
3	Pay to the Cashier	Issue Official Receipt	15 min.	Cashier		Ground floor, Treasurer's Office, Old Municipal Bldg.
4	Request for Approval and Issuance of Certificate of Occupancy/Use	I. Check all the documents II. Sign all the application forms and Issue Certificate of Occupancy/Use/Operation	30 min.	Cherryl B. Andicoy		2nd floor, Municipal Engineer's Office, New Municipal Hall
<b>End of Transaction</b>						

