PROCEDURE IN THE APPLICATION FOR OCCUPANCY PERMIT

REQUIRED DOCUMENTS FROM OTHER OFFICES

- FIRE SAFETY INSPECTION CERTIFICATE (FSIC) from the Bureau of Fire Protection of Quezon City.

  Note: Applicant must present the Tax Declaration for the Improvement to the Releasing Section of DBO as a condition for the release of the occupancy permit as per Executive Order No. 17 Series of 2011.

PROCEDURES IN THE DEPARTMENT OF THE BUILDING OFFICIAL

1. Get application forms and checklist of requirements from the INFORMATION WINDOW of the Department of the Building Official (DBO), 9/F, High Rise Bldg., Quezon City Hall Complex or download them from our official website. (www.quezoncity.gov.ph)

   Accomplish all application forms fully and legibly. Prepare two (2) complete sets of application documents (original copy plus photocopy) and two (2) long folders marked as OWNER’S and DBO’s. Fasten the complete set of original copies inside the folder marked as OWNER’S. Fasten one complete set of photocopied documents inside the folder marked as DBO’s. Arrange the documents in the folders according to the order as indicated on the list of requirements. Plans and supporting documents are not included in the folders.

2. Submit your application at the RECEIVING SECTION of DBO:
   a. If your documents are complete, as determined by the Receiving Officer, you will be issued an acknowledgement/follow-up slip (afs). Check the status of your application after 7 working days, through SMS (texting) and through landline phones. Contact numbers and text format are written on your afs.
   b. If your documents are incomplete, they will be returned to you together with a list of deficient documents. Complete your documents as noted on the checklist provided then resubmit. Incomplete documents will not be accepted.

3. After 7 working days:
   a. If your structure is conforming to the approved building plans and is compliant with the provisions of the National Building Code (NBC), as inspected, you will be given the order of payment (OP). Get your OP from the RELEASING SECTION of DBO and pay at the cashier of the Quezon City Treasurer’s Office. Bring the official receipt (O.R.) of the permit fees to the Releasing Section of DBO. Come back after 5 working days, and present your afs to the RELEASING SECTION to claim your permit.
   b. If your structure is neither conforming to the approved building plans nor compliant with the provisions of the National Building Code (NBC), as inspected, your documents will be returned to you for you to comply based on the attached advices of action. Get your documents from the Releasing Section of DBO. Refer with your professionals on record for the necessary corrections.

   Return your corrected documents to the TECHNICAL PROGRAM UNIT (TPU) of DBO and follow Step 3.