Guidelines for Preparing and Submitting Occupancy Permit Applications at the One-Stop Shop for Construction Permits (OSSCP)

These guidelines are applicable for structures with maximum floor area of 1,500 sqm, which are either:

- single dwelling residential buildings of not more than 3 storeys high;
- commercial buildings of not more than 2 storeys high;
- interior renovations inside a building which already has a building permit and an occupancy permit; and
- warehouses of not more than 2 storeys high, which is not for the storage of hazardous and combustible materials

**PROCESS OF APPLICATION**

1. Submit your duly accomplished application form at the “Receiving Section” of the One-Stop Shop for Construction Permits (OSSCP) located at the 14th floor, Quezon City Hall Main Building

   **Queuing Guidelines**
   - The “Priority Lane” services building permit applicants who are senior citizens, pregnant women and persons with infants
   - Applicants who are not qualified to use the priority lane, should get their queue number and wait for their number to be called.
     - Make sure that you are present at the waiting area when your number is called, because there is no back-tracking of number.
     - If your number is called three (3) times and you are not present, the receiving officer will proceed to call the next number.
     - Once your number is called, proceed to the designated window and submit your complete documents.

   The receiving officer verifies the completeness of your documents.

   **If your documents are complete, as determined by Receiving Officer, you will be issued an acknowledgement / follow-up slip.** You can check the status of your application after five (5) working days through Quezon City Hall trunk line 988-4242, ask for construction permit one-stop shop.

   **If incomplete**, your application will be returned to you for completion together with the list of deficient documents. Complete these deficiencies and submit again.

2. (AFTER 5 WORKING DAYS) If your structure conforms to the approved building plans and compliant with the provisions of the Fire Code of the Philippines and National Building Code of the Philippines as inspected, you will be given an Order of Payment (O.P.). Claim your Order of Payment (O.P.) at the Releasing Section of the OSSCP.

   **If your structure does not conform** to the approved building plans nor non-compliant with the provisions of the Fire Code of the Philippines and National Building Code of the Philippines as inspected, your documents will be returned to you through the Releasing Section of OSSCP. Then, you must correct your application documents and submit these to the “Compliance Section” and these will be evaluated again for conformity.

3. (FOR CONFORMING STRUCTURES) **Pay the indicated amount in the Order of Payment at the cashier at the OSSCP.**

4. **Claim your Certificate of Occupancy, Fire Safety Inspection Certificate, Tax Declaration (if new improvement), official receipts and building plans at the Releasing Section of OSSCP.**