



14. ISSUANCE OF HEALTH OCCUPANCY PERMIT

The Health Occupancy Permit is a written authorization or certification issued by the City Health Officer which signifies confirmation that the building is in a suitable and healthy living condition considering its compliance to the submitted plans and specifications.

Office / Division:	QCHD - Environmental Sanitation Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All newly constructed / renovated structures (residential, commercial, industrial & institutional) within the territorial jurisdiction of Quezon City in reference to the Provisions of RA 11032 or EODB Act of 2018 and JMC No. 1 s - 2021			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Completion for Building / Occupancy Permit – 1 photocopy		Department of Building Official (DBO) Office		
Floor Plan (Sanitary Plumbing) - 1 photocopy		Establishment Owner / Representative		
Microbiological Water Analysis Report within 1 month of application (1 photocopy)		DOH Accredited Water Laboratory		
Official Receipt of Payment for Health Occupancy Permit (<i>incorporated in the Business Permit Receipt</i>)		City Treasurer's Office – Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present photocopies of the requirements for Health Occupancy Permit issuance	1. Reviews and evaluate the requirements presented	NONE	5 minutes	Sanitary Engineer / Evaluator
	1.1. Issues Official Receipt upon payment of required fees	Residential - PHP 200.00; Commercial – PHP 300.00;	5 minutes	City Treasurer's Office Cashier



		Industrial/ Institutional - PHP 400.00		
2. Wait for the processing of the Health Occupancy Permit	2. Prepares the Health Occupancy Permit to be signed by the Sanitation Inspector / Evaluator	NONE	10 minutes	Administrative Clerk
3. Claiming of the Health Occupancy Permit	3. Issues Health Occupancy Permit	NONE	3 minutes	Releasing Clerk
TOTAL		Residential - PHP 200.00; Commercial – PHP 300.00; Industrial/ Institutional - PHP 400.00	23 minutes	