

PROCESSING OF OCCUPANCY PERMIT

Applicants

- All Tourism-Related Enterprises within the Tourism Enterprise Zone (TEZ).
- All Registered Business Enterprises (RBEs) and existing Registered Tourism Enterprises (RTEs).
- All TEZ Operators/ Tourism Estate Management Facilities and Services (TEMFS)

Requirements to be presented

1. Letter of Application (*Addressed to*)

The TIEZA Building Official

Tourism Infrastructure and Enterprise Zone Authority,
 Tourism Enterprise Zone Frontline Office,
 7th Floor, Double Dragon Plaza, Double Dragon Meridian Park,
 Macapagal Avenue cor. EDSA Extension, Bay Area
 Pasay City, 1302

Note:

Submission thru either one of the following: (*Final Copies*)

- If by E-mail Submission: 1 - Scanned copy;
- If by Mail and/or Office Submission: 2 – Hard photocopies

2. Application Forms (*Final Copies*)

- Duly accomplished
- Signed and sealed by the supervising construction engineer
- Conformed/Signed by the Owner
- Notarized

Note:

Submission thru either one of the following:

- If by E-mail Submission: 1 set - Scanned copy of each original form;
- If by Mail and/or Office Submission: 1 set - Scanned copy of each original form

3. Lifespan Pictures of the Project (*Optional*)

- Extensive Picture documents of the Project from the start, ongoing, and finished stages as was required in the Building Permit.
- The On-going Stage: Picture Document of the various milestones of the construction (excavation, pouring, footing, columns, etc.)

➤ The Finished Stage: Picture Documents of the front, sides, and rear, and the interior of the finished project.

Note:

Submission thru either one of the following: (*Final Copies*)

- If by E-mail Submission: 1 set – All photos as JPEG attachment;
- If by Mail and/or Office Submission: 1 set – Printed copies of photos in 4R size with labels and descriptions

4. Construction Logbooks (*Final Copies*)

- All accomplished logbooks of the project
- Signed by the Owner
- Signed and sealed by the Supervising/Construction Engineer

Note:

Submission: By Mail or physical submission: All accomplished logbooks

5. Certificates of Completion and Assessment (*Final Copies*)

- Signed and sealed by the Architect/Engineer-in-Charge of the following:
 - Architectural
 - Civil/Structural
 - Electrical
 - Sanitary and/or Plumbing
 - Mechanical
 - Electronics
- Conformed/Signed by the Owner/Applicant

Note:

Submission thru either one of the following:

- If by E-mail submission : 1 – Scanned copy;
- If by Mail and or Office Submission: 4 – Original copies

6. Approved Building Permits and Plans (*Final Copies*)

- Copy of previously approved Building Permit and Plans (Architectural, Civil/Structural, Electrical, Sanitary and/or Plumbing, Mechanical and Electronics)

Note:

Submission thru either one of the following: (*Final Copies to be submitted*)

- If by E-mail Submission: 1 – Scanned copy of approved plans and documents;

- If by Mail and or Office Submission: 1 – Hard copy of approved plans and documents

7. **As-Built Plans** (*Final Copies*) *Note: To be submitted if there is variation(s) in the approved plan*

- Reflecting all the changes, modifications, alterations, and amendments made as deviation from the approved plan of the Building Permit.
- In A3 form with drawing scales readable with the naked eye.
- Signed/Conformed by the Owner
- Signed and sealed by the following:
 - Architectural
 - Civil/Structural
 - Electrical
 - Sanitary and/or Plumbing
 - Mechanical
 - Electronics

Note:

Submission thru either one of the following: (*Final Copies to be submitted*)

- If by E-mail Submission: 1 – Final copy as an attachment in CAD or in PDF digitally signed by contractor confirmed by the owner;
- If by Mail and or Office Submission: 7 sets – in A3 format in readable scales signed and sealed by the contractor and confirmed by the owner.

8. **Certificate of No Alteration** (*Conditional*)

Note: If the built structure has no deviation/alteration from the approved plan of the Building Permit.

- Notarized
- Signed and sealed by the Building Contractor
- Conformed by the Owner

Note:

Submission thru either one of the following: (*Final Copies*)

- If by E-mail Submission: 1 – Original scanned copy;
- If by Mail and or Office Submission: 3 copies – One (1) original copy and two (2) photocopies of original

9. **Valid PRC Identification Card (PIC) and Updated Professional Tax Receipt (PTR)** (*Final Copies*)

- Photocopy of valid and updated PIC and PTR, on bond paper, with 3-specimen signature and sealed by all the concerned professionals who are signatories to all submitted plans and documents.

Note:

Submission thru either one of the following: (*Final Copies*)

- If by E-mail Submission: 1 - Original scanned copy;
- If by Mail and or Office Submission: 3 copies – One (1) original copy and two (2) photocopies of original

10. Fire Safety Inspection Certificate (FSIC) (*Final Copies*)

The BO will initiate the submittal of documents to the Local Bureau of Fire Protection (BFP) for use in their issuance of the said FSEC. It is the responsibility of the Applicant to follow up the release of the said FSEC from the BFP and submit it to the BO prior to the approval of the Occupancy Permit.

- To be issued by the Local Bureau of Fire Protection (BFP)

Note:

Submission thru either one of the following: (*Final Copies*)

- If by E-mail Submission: 1 - Original scanned copy;
- If by Mail and or Office Submission: 3 copies – One (1) original copy and two (2) photocopies of original

Availability of Service	Central Office: Monday to Thursday, 8:00 am to 7:00 pm (no noon break).
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Processing Time	Sixteen (16) working days
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HOW TO AVAIL OF SERVICE						
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Step	Applicant	Agency Action	Office/Person Responsible	Processing Time	Fees, if applicable	Form/s Used
1.	Submits the application thru: <ul style="list-style-type: none"> • Email • Mail or physical delivery 	-Accepts Applications for Occupancy Permit thru its Email Address (tez.secretariat@tieza.gov.ph), thru Mail (addressed to the Building Official) and or thru physical submission (at its Office Address) -Logs and records application;	TEZ Frontline Office (TFO) Staff		N/A	Occupancy Permit

		<p>-Endorses Application to the Office of the Building Official (OBO):</p> <ul style="list-style-type: none"> • If the submission is thru email; TFO endorses to the PLD's official email address. • If the submission is thru mail or physical delivery; TFO endorses the hard copies (documents) to the OBO. 				
2.		<p>· Receives the application, logs in the official logbooks, and checks for completeness and compliance of Application</p> <ul style="list-style-type: none"> • If the Application is found incomplete, the Applicant will be notified and documents will be returned. • If the Application is complete, the BO endorses documents to the Technical Team 	Office of the Building Official (OBO)	Two (2) Working days		
3.		<p>-Evaluates the As-Built Plans, Pictures, and Documents of the Project</p> <p>-Coordinates final inspection and/or real-time walkthrough schedule with Applicant.</p>	Technical Team	Three (3) Working Days		

4.		<p>-Conducts site inspection or real-time walkthrough (virtual assessment) with the Applicant or his authorized representative.</p> <ul style="list-style-type: none"> • If the Structure is non-compliant, the Applicant will be notified. The process will be stopped until compliance is verified. 	Technical Team	Three (3) Working Days		
5.		<p>-Prepares reports and assesses Permit Fees</p> <ul style="list-style-type: none"> • If the structure is non-compliant, the Applicant will be notified. The process will be stopped until compliance is verified. <p>-The Team assesses permit fees, submits reports, and recommendations for approval.</p>	Technical Team	Two (2) Working days		
6.		<p>-Transmits required documents to the Local Bureau of Fire Protection for a Fire Safety Inspection Clearance (FSIC)</p> <p><i>Note: The local BFP will evaluate plans and documents, conduct its own inspection, and assesses its fees in the issuance of the FSIC.</i></p>	Building Official	Two (2) Working Days		

	Follow-up the release of the Fire Safety Inspection Clearance (FSIC) from the local Bureau of Fire Protection (BFP) and submit such to the BO.					
7.		-Approves assessed Fees and Authority to Accept Payment (ATAP) <ul style="list-style-type: none"> Reviews and approves assessed fees and transmits Authority to Accept Payment (ATAP) to Applicant; 	Office of the Building Official	Two (2) Working Days		
	Receives the ATAP, pays the necessary fees to TIEZA, and submits the proof of payment to the OBO				In accordance with the Fees of the Implementing Rules and Regulation of the National Building Code of the Philippines. <i>Note: During the pandemic, payment of fees will be deferred.</i>	
8.		Approves and releases the Occupancy Permit to the Applicant after submission of FSIC and Proof of Payment of the assessed fees	Office of the Building Official	Two (2) Working Days		Approved Occupancy Permit

END OF PROCESS

For comments and feedback, you may reach us via e-mail at cart@tieza.gov.ph or through our trunk line (02) 8249-5900 loc. 754.

Office of the TIEZA Building Official
Permits and Licenses Division
(02) 8249-5900 loc. 727