

Issuance of Certificate of Occupancy (COO) for Housing Units in Sangguniang Panlungsod approved BP 220 Subdivisions (External Service)

This service pertains to the issuance of the Certificate of Occupancy (COO) for subdivision projects featuring a housing component. The issuance of the Building Permit is contingent upon the approval of the subdivision development plan and building plans by the Sangguniang Panlungsod, with authorization from the City Mayor. An occupancy permit is mandated by PAG-IBIG prior to disbursing payments for housing loans to the developer of the subdivision.

Office or Division:	City Planning & Development Office – Land Use and Zoning Administration Division
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Subdivision Developer

CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
1. Letter Request for Inspection and Issuance of Certificate of Occupancy	1. Subdivision Developer
2. Copy of Subdivision Scheme showing lots for issuance of COO	2. Subdivision Developer
3. Fire Safety Inspection Certificate	3. Bureau of Fire Protection – General Santos City
4. Certificate of Completion indicating the construction and completion of Dwelling Units per approved standards and plans, duly signed and sealed by licensed Civil Engineer, Registered Master Plumber and Professional Electrical Engineer	4. Subdivision Developer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter request and copy of subdivision scheme	1. Receive request, encode in database and issue tracking slip	None	20 Minutes	<i>Planning Assistant City Planning & Development Office</i>
2. Receive tracking slip	2. Issue tracking slip	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	2.1 Forward to Zoning Officer IV for routing	None	5 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	2.2 Route to assigned personnel for processing and inspection	None	5 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
	2.3 Conduct site inspection	None	2 Days	<i>Zoning Inspector City Planning & Development Office</i>
	2.4 Prepare Inspection Report and Order of Payment	None	30 Minutes	<i>Zoning Inspector City Planning & Development Office</i>
3. Receive Order of Payment	3. Issue order of payment	None		<i>Zoning Inspector City Planning & Development Office</i>

4. Pay fees at City Treasurer's Office	4.1 Receive fees and issues Official Receipt	PHP 6.00 per sqm of Housing Unit Floor Area + PHP 600.00 Inspection Fee per		<i>City Treasurer's Office</i>
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		inspection schedule		
5. Submit OR and Certificate of Completion	5. Receive Official Receipt	None	5 Minutes	<i>Planning Assistant/ Zoning Inspector City Planning & Development Office</i>
	5.1 Endorse Inspection Report, Certificate of Completion and OR to Zoning Officer II	None	5 Minutes	<i>Zoning Inspector City Planning & Development Office</i>
	5.2 Prepare, encode and print Certificate of Occupancy (COO) and endorsement to CMO	None	1 Day	<i>Zoning Officer II City Planning & Development Office</i>
	5.4 Review and sign Certificate of Occupancy (COO)	None	20 Minutes	<i>Zoning Officer IV City Planning & Development Office</i>
	5.5 Recommend for approval and signs Certificate of Occupancy (COO)	None	15 Minutes	<i>CGDH II City Planning & Development Office</i>
	5.6 Endorse to CMO for CM approval and signature	None	3 Days	<i>City Mayor's Office (Refer to CMO Process Flow)</i>
6. Receive duly approved Certificate of Occupancy (COO)	6. Release Certificate of Occupancy (COO)		10 Minutes	<i>Planning Assistant City Planning & Development Office</i>
	TOTAL	**	6 Days, 2 Hours, and 10 Minutes	

Issuance of the Certificate of Occupancy (COO) for Housing Units in Sangguniang Panlungsod-approved BP 220 Subdivisions is governed by NBC, PD 957, GSC CLUP Vol. 2, s. 2019, and Zoning Ordinance No. 16, Series of 2019.

Please note that the processing time is intended for serving one client at a time. The time shall be extended when there are two or more clients.

Processing time for transactions with other offices, which are prerequisites for the issuance of the clearance, is not included.