

Republic of the Philippines  
City/Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

**OFFICE OF THE BUILDING OFFICIAL**

**APPLICATION FOR CHANGE OF USE OR OCCUPANCY**

Name of Owner/Applicant: \_\_\_\_\_  
(Last Name) (Given Name) (Middle Initial)

Address: \_\_\_\_\_

Location of Building: \_\_\_\_\_  
(Attach vicinity sketch)

Character of Occupancy:  
Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Occupant Load:  
Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

No. of Storeys:  
Existing \_\_\_\_\_ Additional: \_\_\_\_\_

Floor Area:  
Existing \_\_\_\_\_ Additional \_\_\_\_\_ Area affected by change \_\_\_\_\_  
(Square Meters) (Square Meters) (Square Meters)

Type of Construction:  
Existing \_\_\_\_\_ Proposed: \_\_\_\_\_

Date of completion of existing building: \_\_\_\_\_

Building Permit (if any): \_\_\_\_\_ Date Issued \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid \_\_\_\_\_

Original Certificate of Occupancy No.: \_\_\_\_\_ Date Issued \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid \_\_\_\_\_

Submitted by:

Conforme:

\_\_\_\_\_  
Date  
OWNER/APPLICANT  
(Signature Over Printed name)

\_\_\_\_\_  
OWNER OF THE BUILDING  
(Signature Over Printed name)

Community Tax Certificate No. \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Place Issued: \_\_\_\_\_