

Republic of the Philippines
Municipality of ~~23456789~~
Province of ALBAY

Office of the Building Official

UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

THIS IS ALSO APPLIES FOR: FIRE SAFETY INSPECTION CERTIFICATE

BUILDING PERMIT NO. _____
Date Issued _____
FSEC NO. _____
Date Issued _____

Name of Applicant/Owner: _____ DATE _____
(Last Name) (Given Name) (Middle Name)

Address of Applicant/Owner: _____
ZIP Code _____ Contact No. _____

REQUIREMENTS TO BE SUBMITTED:

- Zoning Validated Certificate of Occupancy
- 3 COPIES OF Certificate of Completion, duly Notarized
- Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- Approved Building Permit Plan or As-Built Plan, signed and sealed by the Owner's Architects or Civil Engineer who undertook full-time inspection and supervision (IF APPLICABLE)
- 1 photocopy of the valid licenses of all involved Professionals
- Captioned photographs of Site and Completed Building/Structure showing front, sides and rear areas.

Name of Project: _____

Location of Project: _____
Use/Character of Occupancy _____
No. of Storey/s: _____
Total Goss floor Area (Square Meters) _____
Date of Completion: _____

Submitted by: _____ Attested by: _____
FULL-TIME INSPECTOR OR SUPERVISOR OF CONSTRUCTION

APPLICANT/OWNER
(Signature Over Printed Name)

ARCHITECT/CIVIL ENGINEER
(Signature Over Printed Name)

Community Tax Certificate No.
Date Issued:
Place Issued

PRC No	VALIDITY
PTR No.	DATE ISSUED
ISSUED AT	TIN
CTC No.	
DATE ISSUED	ISSUED AT