

**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 \_\_\_\_\_

DATE

Name of Applicant/Owner: \_\_\_\_\_

(Last Name)

(Given Name)

(Middle Name)

Address of Applicant/Owner: \_\_\_\_\_

ZIP Code \_\_\_\_\_

Contact No. \_\_\_\_\_

**REQUIREMENTS 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
- 1-set of approved building plan or As-Built Plan, signed and sealed by the Owner's Architect 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. (2-sets)
- Approved Bill of Materials/Cost Estimate

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