



UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

THIS ALSO APPLIES FOR: FIRE SAFETY INSPECTION CERTIFICATE

Building Permit No. : _____
Date Issued : _____
FSEC No. : _____
: _____

_____ (Date)

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

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

Requirements submitted

- 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
- As-Built Plans, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision
- 1 photocopy of the valid licenses of all involved Professionals
- Captioned photographs of Site and Completed Building / Structure showing front, sides and rears areas,
- Yellow Card Issued by the Electrical Service Provider

Name of Project: _____

Location of Project: _____

Use/Character of Occupancy: _____

No. of Storey/s: _____

No. of Units: _____

Total Gross Floor Area (Square Meters) _____

Date of Completion: _____

Submitted by:

APPLICANT / OWNER
(Signature Over Printed Name)
Community Tax Certificate No. _____
Date Issued: _____
Place Issued _____

Attested by:

FULL-TIME INSPECTOR OR SUPERVISOR OF CONSTRUCTION

ARCHITECT OR CIVIL ENGINEER
(Signed and Sealed Over Printed Name)
Date: _____

PRC No.	Validity	
PTR No.	Date Issued	
Issued at	TIN	
CTC No.	Date Issued:	Issued at