



UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

THIS ALSO APPLIES FOR: FIRE SAFETY

INSPECTION CERTIFICATE

_____ Date

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

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

Requirements submitted:

- 4 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 supervision
- As- Built Plan, signed and sealed by the Owner's Architect or Civil Engineer who undertook full time inspection supervision
- 1 Photocopy of the Valid Licenses of all involved Professionals
- Captioned photographs of Site and Completed Building/Structure showing front, sides and rear 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 Meter): _____
 Date 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 _____

CERTIFICATE OF COMPLETION

THE BUILDING OFFICIAL
AREA CODE NO. 5106

THIS IS TO CERTIFY that the construction of the building covered by building permit no. _____ issued on _____ has been completed in accordance with the approved plans and specifications on the file with the Office of the Building Official and the "National Building Code" (P.D. 1096).

That the said building and/ or structure is ready for the final inspection for the issuance of the Certificate of Occupancy".

I, _____ of _____
(Name) (Address)

do hereby certify under oath that I am the owner / authorized representative of the building described above which was completed and actually occupied in _____.

I further certify to my honest belief that the building is not hazardous to public safety and the electrical, mechanical and sanitary facilities are in order.

This worm statement is executed for the purpose of securing Certificate of Occupancy for the Building described above.

(Applicant/ Owner)

ACKNOWLEDGEMENT

Municipality of _____]
Republic of the Philippines _____] SS

Subscribed and sworn to before me this _____ day of _____ 2021.
Applicant/ Owner/ Representative exhibited to me his Community Tax Certificate No. _____ issued
on _____ at _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____