

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 Issued : _____

(Date)

Name of Applicant/ Owner:

(Last Name)

(Given Name)

(Middle Initial)

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 rear areas.
- ☐ Yellow Card issued by the Electrical Service Provider

Name 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

(Sign and Sealed Over Printed Name)

Date _____

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