



APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

- FULL PARTIAL
 SIMPLE COMPLEX

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

_____ (Date)

Name of Owner/Permittee: _____
(Last Name) (Given Name) (Middle Initial)

Address of Owner/Permittee: _____ ZIP Code: _____
_____ Tel. No.: _____

Requirements submitted:

- Filled-out Unified Application Form for 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 photocopy of the valid licenses of all involved Professionals
 Photograph of the completed structure showing front, sides, and rear areas
 Yellow Card issued by Electrical Service Provider

Name of Project: _____

Location of Project: _____

Use/Character of Occupancy: _____

No. of Storey/s: _____

No. of Units: _____

Total Floor Area (Square Meters): _____

Date of Completion: _____

Submitted by:

OWNER / PERMITTEE
(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