



Republic of the Philippines
Province of Cavite
CITY OF BACOOD
OFFICE OF THE BUILDING OFFICIAL

**INFORMATION SHEET & INSPECTION REPORT FORM
FOR CERTIFICATE OF OPERATION**

Date Received:	Inspection Date:	Tracking No.
Name of Applicant:		
Location:		
Name of Representative/Contact Person:		Contact Number(s):
MECHANICAL PERMIT NO.		Date Issued:
CERTIFICATE OF OCCUPANCY NO.		Date Issued:

Checklist of Requirements for Securing a Certificate of Operation (Mechanical)

A. Documents

1. Information Sheet & Inspection Report Form for Certificate of Operation application (*this form*)
2. Certification from professional Mechanical Engineer (*2 sets duly signed & sealed by PME*)

"Stating that the mechanical works equipment(s) are properly installed and in good working condition. The certification should include the list & number of units, specification and capacity of the equipment(s)"

3. Photocopy of updated valid PRC ID's & PTR of PME (*with 3 specimen signature & dry-seal*)
4. Picture(s) of the machineries installed with proper label

B. Supplementary Documents

1. Approved Mechanical Plan (*1 complete set available on site*)
2. Photocopy of approved Mechanical Permit Form
3. As built plan (*2 sets – if there are changes, revisions on the approved plan*)
4. For new application of Certificate of Operation together with COO
 - Photocopy of COO Progress Sheet
5. For renewal of Certificate of Operation
 - Photocopy of previous Certificate of Operation
6. If a Representative is applying in behalf of the applicant
 - Notarized Authorization Letter to transact with OBO (*with valid ID's*)
7. Expanding plastic envelope (*1 pc. - color pink*) & long folder (*1 pc.*)

INSPECTION REPORT (*To be accomplished by OBO Inspector*)

RECOMMENDATION (*To be accomplished by OBO Evaluator*)

ASSESSMENT OF FEES

UNIT	DESCRIPTION	AMOUNT
		₱
	<i>Administrative Fine</i>	
	<i>Other Fee</i>	
	TOTAL	₱

LOCATION SKETCH (*leading to the site and showing prominent roads and landmarks*):