



CERTIFICATE OF OCCUPANCY (COO)

CHECKLIST OF REQUIREMENTS

Telephone No. (046) 481-4121 / (046) 481-4100 local 215

A. Documents

- 1. Sketch or Key Plan *(with clear landmarks leading to the building/structure with name & number of contact person)*
- 2. Picture of completed structure/building/house *(Front, Left, Right, Rear sides)*
- 3. Tax Clearance of Real Property Land *(updated)*
- 4. If a Representative is applying in behalf of the applicant
 - ___Notarized Authorization Letter to transact with OBO *(with valid ID of applicant and representative)*

B. Technical Documents

- 1. Unified Application Form for Certificate of Occupancy and FSIC
- 2. Notarized Certificate of Completion Form *(signed by the applicant & signed & sealed by the Engr./Arch.)*
- 3. Photocopy of the issued Building Permit and Ancillary Permits
- 4. Approved Building Plans *(1 complete set available on site)*
- 5. Owner's copy of Fire Safety Checklist and its corresponding FSEC
- 6. Photocopy of updated valid PRC ID's & PTR of Engr./Arch. *(with 3 specimen signature & dry-seal)*

C. Supplementary Documents

- 1. If there are changes, revisions on the approved building plans *(submit the following)*:
 - ___As-built Floor Plan & Site Development Plan for evaluation *(3 sets - duly signed & sealed by CE/Arch)*
 - ___Complete As-built Electrical Plan for evaluation *(3 sets - duly signed & sealed by a PEE)*

NOTE : If there are violations on actual construction, the applicant must correct, rectify the violations

- 2. If with approved Mechanical Permit *(submit)*:
 - ___Certification from professional Mechanical Engineer *(3 copies - 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 unit(s), specification & capacity of the equipment(s)"

- 3. If the building/structure is two(2) storey's or more *(submit)*:
 - ___Certificate of Structural Stability *(2 copies - duly signed & sealed by Civil Engineer)*

"Stating that the building/structure is structurally safe and sound"

- 4. If the main circuit breaker is 200 amperes load and above *(submit)*:
 - ___Certificate of Final Electrical Inspection/Completion *(sign & seal of Electrical Contractor with scanned colored copy of PCAB License with authorized signature on permit form)*
 - ___Short Circuit and Voltage Drop Calculation *(If with As-built Electrical Plan)*

- 5. National Agencies Clearances
- 6. If with Certificate of Final Inspection (CFEI) application
 - ___Yellow Card from MERALCO
 - ___Information Sheet & Inspection Report Form for CFEI application
- 7. Expanding plastic envelope *(1 pc. - color green)* & long folder *(1 pc.)*

REMARKS

- Complete Documents
- Incomplete Documents *(please comply documents with unchecked boxes)*

Name of Receiving Officer: _____
Date & Time Returned: _____
Signature of applicant: _____

NOTES:

- All application forms are available in OSCP and/or on the website
- All the fully accomplished forms and requirements must be fastened in a long folder except for the drawing plans & reports
- **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED**
- Bring the checklist when submitting your application
- Keep your **FOLLOW-UP SLIP** at all times, **"NO FOLLOW-UP SLIP, NO RELEASE"**