



**BUILDING ASSESSMENT**

(For Business Establishments)

**CHECKLIST OF REQUIREMENTS**

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

**A. Documents (for NEW)**

- 1. Application Forms
  - \_\_\_ New Business Inspection Summary
  - \_\_\_ Annual Inspection Assessment
- 2. Business Permit Form (from BPLO)
- 3. For newly constructed/renovated business establishment
  - \_\_\_ Picture of business establishment (latest colored size: 5R - full front view)
  - \_\_\_ Certificate of Occupancy (COO)
  - \_\_\_ Complete approved plans or approved as-built plans

**B. Documents (for RENEWAL)**

- 1. Application Forms
  - \_\_\_ Building Assessment (Renewal) Form
  - \_\_\_ Notice of Annual Inspection of Building/Establishment
  - \_\_\_ Business Permit Form (from BPLO)

**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 stapled 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"**



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