



LIST OF REQUIREMENTS FOR SECURING A CERTIFICATE OF OCCUPANCY

(Incomplete documents will NOT be accepted / HINDI tatanggapin ang mga dokumentong kulang)

Assisted / Received by:

Date:

I DOCUMENTS <i>(arrange in order & fastened in a folder)</i>		NONE	NOT REQUIRED	INITIAL/DATE
1.	Clear SKETCH <i>(with landmarks leading to the house/building/structure with name & number of contact person)</i>			
2.	Pictures of house/building/structure <i>(size min of 3"x4")</i> Front, Left, Right and Rear sides			
3.	Tax Clearance of Real Property of LOT <i>(current year)</i>			
4.	If a representative will apply in behalf of the applicant; • Notarized authorization letter with valid ID of representative and applicant			
II TECHNICAL DOCUMENTS <i>(properly filled out)</i>				
1.	Accomplished Completion Application forms <i>(duly signed and sealed)</i> • Architectural / Civil Works Form • Sanitary / Plumbing Works Form • Electrical Works Form			
2.	If with approved Mechanical Permit; • Certification from professional Mechanical Engineer <i>"That the mechanical works equipment(s) are properly installed and in good working condition. The certification should include the list & number of units, specification, capacity of the equipment(s)"</i>			
3.	Photocopy of the approved Permit Forms; • Building, Electrical, Sanitary/Plumbing, Mechanical, Signage etc.			
4.	Approved BUILDING PLANS <i>(1 complete set)</i>			
5.	For building or structure two(2) storeys and above; • Certificate of Structural Stability <i>(from Civil Engineer)</i> <i>"Stating that the building/structure is structurally safe and sound"</i>			
6.	If the architect/engineer who signed/sealed the certificate of completion form is different from the one who signed/sealed the building permit form; • Notarized Affidavit of Change of Engineer/Architect in Charge of Construction			
III CLEARANCES <i>(if applicable - original copy plus one(1) photocopy)</i>				
1.	Clearances for Certificate of Occupancy • CAAP (ATO) Height Clearance <i>(for cell sites, towers, spires & antennas)</i> • DENR ECC Clearance or Certificate of Non Coverage (CNC) • DOH Clearance <i>(for hospitals, telecom tower/cell site projects)</i> • Others:			
2.	If building/structure is along E. Aguinaldo Highway, Tirona Highway, Bacoor Boulevard <i>(formerly Molino Blvd)</i> Daang Hari Road, Zapote-Molino Road; • DPWH Clearance <i>(for Certificate of Occupancy)</i>			
IV SUPPORTING DOCUMENTS				
1.	If there are changes, revisions on the approved building plans; • As-built Floor Plan & Site Development Plan for evaluation <i>(duly signed and sealed by architect/civil engineer)</i> • As-built complete Electrical Plan for evaluation <i>(duly signed and sealed by professional electrical engineer)</i>			
2.	If there are violation(s) on actual construction ; • The owner/applicant must correct/rectify the violation(s)			
V EXPANDING PLASTIC ENVELOPE <i>(color GREEN - one(1) pc)</i>				