

# UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

**THIS ALSO APPLIES FOR:**  FIRE SAFETY INSPECTION CERTIFICATE

Building Permit No.: \_\_\_\_\_  
Date Issued : \_\_\_\_\_  
FSEC No. : \_\_\_\_\_  
Date Issued : \_\_\_\_\_

\_\_\_\_\_  
(Date)

Name of Applicant/Owner: \_\_\_\_\_  
(Last Name) (Given Name) (Middle Initial)

Address of Applicant/Owner: \_\_\_\_\_  
\_\_\_\_\_  
ZIP Code: \_\_\_\_\_ Contact No.: \_\_\_\_\_

## Requirements submitted:

- 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
- As-Built Plans, 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
- Captioned photographs of Site and Completed Building/Structure showing front, sides and rear areas,
- Yellow Card issued by the Electrical Service Provider

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Use/Character of Occupancy: \_\_\_\_\_

No. of Storey/s: \_\_\_\_\_

No. of Units: \_\_\_\_\_

Total Gross Floor Area (Square Meters): \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
**APPLICANT/OWNER**

(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