



**UNIFIED APPPLICATION FORM FOR CERTIFICATE OF OCCUPANCY**

☐ FULL ☐ PARTIAL

THIS ALSO APPLIES FOR : ☐ FIRE SAFETY INSPECTION CERTIFICATE

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

\_\_\_\_\_ Date

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

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 licensed 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 \_\_\_\_\_