



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: _____
Placed 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