



**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 Owner/Applicant: \_\_\_\_\_  
(LAST NAME) (GIVEN NAME) (MIDDLE INITIAL)

Address of Owner/Applicant: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Tel. 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: \_\_\_\_\_  
(LOT NO.) (BLK. NO.) (STREET) (BARANGAY) (CITY/MUNICIPALITY)

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

No. of Storeys: \_\_\_\_\_

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

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

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

Submitted by: \_\_\_\_\_

OWNER/APPLICANT  
(Signature Over Printer 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: \_\_\_\_\_