

# UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

☐ FULL

☐ PARTIAL

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 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

|           |             |             |
|-----------|-------------|-------------|
| Date      |             |             |
| PRC No.   |             | Validity    |
| PTR No.   |             | Date Issued |
| Issued at |             | TIN         |
| CTC No.   | Date Issued | Issued at   |