Republic of the Philippines
City Government of Muntinlupa

UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY/USE

☐ FULL ☐ PARTIAL
☐ SIMPLE ☐ COMPLEX

THIS ALSO APPLIES FOR: ☐ FIRE SAFETY INSPECTION CERTIFICATE

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

(Date)

Name of Owner/Permittee:
(Last Name) (Given Name) (Middle Initial)

Address of Owner/Permittee:

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
- ☐ 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 Floor Area (Square Meters):

Date of Completion:

Submitted by:

OWNER / PERMITTEE
(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