



**REQUIREMENTS FOR FOR CERTIFICATE OF OCCUPANCY/USE APPLICATION**

Building Permit No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Application Name: \_\_\_\_\_

1. **Unified Application Form for Certificate of Occupancy/Use** (3 original, notarized, duly accomplished)
2. **Valid government issued ID and Company ID** of all signatories / representative (1 original, 1 photocopy)
3. **Certificate of Completion** from BPLO (1 original, 1 photocopy)
4. **Fire Safety Inspection Certificate (FSIC)** - (1 original)
5. **Certificate of Completion Form** (3 original, duly accomplished, notarized)
6. Updated **PTR, PRC, APO & TIN ID of professionals** (front and back, with 3 original signatures and readable dry seal) - (1 original, 1 photocopy)
7. **Construction logbook** with records of daily construction activities, manpower organization, weather and equipment.
8. Complied 3R size **colored photos of completed project** showing (1 set colored copy):

• front, sides, rear • interior • 3-chamber concrete septic tank • grease trap for kitchen sink
9. Complete **As-Built Construction Plans** (minimum Scale 1:100, Size 20"x30") - (3 original set)

• Cover Page (use Standard Form and Model Title Block for Building Plans)

• Architectural • Civil / Structural • Electrical • Sanitary/Plumbing • Mechanical (include Fire Pro) • Electronics (include FDAS) • Sign • Fencing
10. **Issued Building Permit, Building Certificate and Ancillary Permits** (1 photocopy, front & back)

• Building Permit Certificate • Unified Building Permit Application Form

• Architectural • Civil / Structural • Electrical • Sanitary/Plumbing • Mechanical • Electronics • Sign • Fencing
11. **Approved Building Permit Construction Plans** (1 set)

• Cover Page (approved and signed by Building Official and OBO Evaluators)

• Architectural • Civil / Structural • Electrical • Sanitary/Plumbing • Mechanical • Electronics • Sign • Fencing
12. **Issued Locational Clearance** (1 photocopy)
13. Two (2) **long white folders** and one (1) **long colorless expanding plastic envelope** to consolidate documents

**ADDITIONAL REQUIREMENTS : (if applicable)**

1. ☐ Computerized **Authorization Letter** to transact on behalf of owner/permittee - (1 original notarized, 1 photocopy)
2. ☐ **Secretary's Certificate** authorizing the signatory (if owner/permittee is Corporation) - (1 original notarized, 1 photocopy)
3. ☐ **Home Owner's Association Clearance for Completion/Occupancy** (if with HOA) (1 original,1 photocopy)
4. ☐ **Joint Certification for Issuance of Certificate of Occupancy/Use** (if with Structural, or as required) - (2 original, notarized)
5. ☐ **Affidavit of Undertaking** (2 original, notarized)
6. ☐ **Certificate of Final Electrical Inspection (CFEI) Form** (for permanent electricity application of building/structure) - (3 original, duly accomplished)
7. ☐ **Yellow Card** from Meralco (required for CFEI application of residential building, commercial building/structure) - (1 original)
8. ☐ Complied 3R size **colored photos of completed:** service entrance, meter base, labeled panel board (for CFEI application) - (1 set colored copy)

rev. 03/13/25

**REMARKS:**

Receiving Officer: \_\_\_\_\_

☐ Complete Documents

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

☐ Incomplete Documents (Please submit documents with **unchecked highlighted box**)

Date Returned: \_\_\_\_\_ Time Returned: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Signature over Printed Name

**NOTES:**

- **ONLY COMPLETE APPLICATION WILL BE ACCEPTED.**
- Arrange requirements according to checklist for faster transaction.
- Fully accomplish application forms in **legible handwriting** or **typewritten**.
- **Strictly No Erasures** on forms, plans and other documents..
- **No Safekeeping of documents.** Non-compliant application will be returned to applicant.
- Surcharge, Admin. Fine shall be collected for constructing / installing without a permit.
- Bring this Checklist with detachable Claim Stub when submitting your application.
- Keep your CLAIM STUB at all times. **"NO CLAIM STUB, NO RELEASE"**.

CLAIM STUB

Application Number : \_\_\_\_\_ Time Submitted : \_\_\_\_\_ Date Submitted : \_\_\_\_\_

Receiving Officer : \_\_\_\_\_ Return Date : \_\_\_\_\_

Signature over Printed Name

Name of Applicant/Owner : \_\_\_\_\_

Location of Project : \_\_\_\_\_

Project Title : \_\_\_\_\_



**NOTE:** Bring this claim stub for claiming the Order of Payment / Certificate of Occupancy & other documents.