



Republic of the Philippines
 City of Calapan
 Province of Oriental Mindoro
OFFICE OF THE BUILDING OFFICIAL

DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY
 (Single Dwelling Residential/Commercial/Industrial/Others)

FOR CERTIFICATE OF OCCUPANCY / CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI) APPLICATION

- Filled-up Unified Application Form for Certificate of Occupancy
- Three (3) copies of duly notarized Certificate of Completion using the form in Annex H, signed by the owner/applicant And signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction. If the construction Was undertaken through a contract, the Certificate of Completion shall be signed by the contractor / Authorized Managing Officer
- One (1) copy of the construction logbook
- One (1) photocopy of the Valid Licenses of all involved Professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card)
- Photograph of the completed structure showing front, sides and rear areas
 Yellow Card issued by Electrical Service Provider

REMARKS:

- Complete Documents
- Incomplete Documents (Please comply documents with unlocked boxes)

Name of Receiving Officer : _____
 Date & Time Returned : _____
 Signature of Applicant : _____

NOTES:

- All application forms are available in the OSCP and/or on the website
- All the fully accomplished forms and requirements must be estimated in a LONG FOLDER except for the Drawing Plans and reports
- **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- Bring this Checklist with detachable Claim Stub when submitting your application.
- Keep your CLAIM STUB at all times; "NO CALIM STUB, NO RELEASE"

CLAIM STUB

Application No. : _____
 Time & Date Applied/Submitted : _____
 Return Date : _____
 Receiving Officer : _____
 _____ (Signature Over Printed Name)
 Name of Applicant/Owner : _____
 Location of Project : _____
 Project Title : _____



"For updates and inquiries, please call OBO/C/MEO at nos. (043) 288-7240 (landline) / 09175620957-Engr. Benjie Acedera/09172032779-Engr. Romel Ronquillo/0928377199-Engr. Pamfilo M. Buela within four (4) working days.

NOTE: Bring this claim stub upon claiming the Order of Payment/Certificate of Occupancy, FSIC & other documents