



OFFICE OF THE BUILDING OFFICIAL

**UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY
 AND FIRE SAFETY INSPECTION CERTIFICATE**

FULL PARTIAL

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: _____
 _____ Tel. No.: _____

Requirements submitted:

- Issued Building Permit and Plans (1 set)
- Issued Fire Safety Evaluation Clearance (FSEC)
- Construction Logbook, signed and sealed by the Owners Architect or Civil Engineer who undertook full-time inspection and supervision
- Other documents deemed necessary: (Specify)

- Photos of Site/Project showing substantial completion
- Certificate of Completion, duly notarized
- As-Built Plans and Specifications, duly signed and sealed by Respective design and professionals (*whether or not there are changes Made from the submitted building plans*) (4 sets)

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