



BUILDING OFFICIAL

Tel. No. 643-1111 loc. 563

Applicant: _____ Date: _____

Location: _____ Contact Number/s: _____

Application: **OCCUPANCY PERMIT**

Contact Number/s: _____

- **2 Duly Accomplished Application Forms**

Remarks: _____

- **1 set Duly Accomplished Certificate of Completion**

- **3 sets AS-BUILT PLAN (In case there is a major changes on the approve plans) Signed by Owner/Applicant. Signed and Sealed by Engineer / Architect in-charge of Construction**

Remarks: _____

- **1 Daily Construction Logbook Duly Accomplished by the supervising Engineer/Architect Signed and Sealed ALL PAGES**

Remarks: _____

- **2 copies of FIRE SAFETY INSPECTION CERTIFICATE (FSIC)**

- **1 set Copy of BUILDING ANCILLARY PERMIT**

- **2 copies of Specifications (Signed & Sealed by Engineer/Architect ALL PAGES)**

- **1 set copy of APPROVED PLANS**

Remarks: _____

- **PHOTO OF STRUCTURE**

- **1 copy of PRC ID, PTR & UAP-IAPOA (for Architects) of Licensed Engineer/ Architect**

- **Affidavit of NO CONTRACTOR Duly Notarized and Signed by Owner (In Case of No Contractor)**

Remarks: _____
