



CHECKLIST IN SECURING OCCUPANCY PERMIT

- I. Pursuant to P.D. 1096 and its Implementing Rules and Regulations
 1. Certified photo copy of APPROVED BUILDING PERMIT FORMS (Building, Sanitary, Electrical, etc) and BUILDING PERSPECTIVE
 2. As-Built Plans (*signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection and supervision*)
 3. Fire Safety Inspection Certificate for Occupancy
 4. Construction Logbook (*Signed and Sealed by Civil Engineer or Architect*); or Affidavit of Loss (*for Lost Construction Logbook*)
 5. Photocopied/scanned Professional Tax Receipt and Professional Identification Card/PRC ID (*duly signed and sealed*)
 6. Zoning Clearance (*for change of use of the building only*)
- II. Others
 1. Captioned Photographs of site and completed building/ structure (*where visible*) showing:
 - a. Front Elevation
 - b. Rear Elevations
 - c. Right Side Elevation
 - d. Left Side Elevation
- III. Duly notarized authorization to process and receive permit or special power of attorney (*for representative/s*)
- IV. **DULY ACCOMPLISHED FORMS**
 1. Certificate of Completion (**back-to-back legal-sized bond paper; 5 sets; notarized**)
 2. Application for Certificate of Occupancy (**legal-sized bond paper; 5 sets**)
 3. Certificate of Occupancy (**legal-sized bond paper; 5 sets**); or Certificate of Use for cell sites, tower, and the like (**legal-sized bond paper; 5 sets**)
 4. Certificate of Final Electrical Inspection (**back-to-back legal-sized bond paper; 5 sets**)
 5. Certificate of Inspection of Mechanical Installation, if applicable (**legal-sized bond paper; 5 sets**)

FLOW CHART

