

CHECKLIST OF REQUIREMENTS IN SECURING CERTIFICATE OF OCCUPANCY

1. Unified Application Form for Certificate of Occupancy (Office of Building Official)
Required Copy: 3 sets
2. Certificate of Completion Form and the Signature Form for the respective Professionals who design plans and undertook the fulltime supervision of the construction work (Office of Building Official)
Required Copy: 3 sets
3. Daily Construction Log Book (Architect/Engineer who undertook the supervision of the construction work)
Required Copy: 1 Original
4. As-Built Plans duly signed by the respective Professional (respective Professionals who undertook the supervision of the construction work)
Required Copy: 3 sets
5. Specifications (respective Professionals who undertook the supervision of the construction work)
Required Copy: 3 sets
6. 2 photocopies each of the valid licenses with latest PTR's and signatures of all involved Professionals
7. Captioned photographs of Site and Completed Building/Structure showing front, sides and rear areas
8. 2 copies of Certificate of Final Electrical Inspection (CFEI) for permanent electrical connection
9. Yellow Card issued by the Electrical Service Provider
10. Others: (Specify) _____