

## STEPS IN SECURING CERTIFICATE OF OCCUPANCY

1. The Unified Application Form for Certificate of Occupancy together with Certificate of Completion may be secured personally from the Office the Building Official/Municipal Engineer or it is highly recommend to download the Forms at the website **magalang.gov.ph** search for Application for Certificate of Occupancy.
2. Select and print of the Unified Application Form for Certificate of Occupancy (3 copies) together with the 4 sets-Certificate of Completion and the Form for the signatures of respective Professionals who undertook the fulltime supervision of the construction work/design professionals;
3. Properly fill-up and sign the Unified Application form for Certificate of Occupancy including the Certificate of Completion and the Form for the signatures of respective Professionals who undertook the fulltime supervision of the construction/design professionals. Certificate of Completion must be duly notarized.
4. Require your supervising Architect or Engineer to produce As-Built Plans and Specifications. All documents must be signed by the respective Professionals who undertook the fulltime supervision of the construction work. Daily Construction Log Book and other requirements listed in the Unified Application form must also be submitted.
5. Upon completing all the documents/requirements, please insert them in the expanding envelope and sealed. Label the back of the envelope with Certificate of Occupancy and your name with cellphone number and/or email address.
6. Drop the envelope at the drop Box provided for at the Municipal Engineer's Office/Building Official. You may opt to wait personally or we will send thru your email/text the result of the evaluation of the documents submitted. Note: ONLY APPLICATION WITH COMPLETE REQUIREMENTS WILL BE ACCEPTED.
7. The Building Official makes an Indorsement Letter to Bureau of Fire Protection (BFP) for the issuance of Fire Safety Inspection Certificate (FSIC).
8. An inspection of the project will be scheduled.
9. Upon submission of FSIC, your assessment of fees/order of payment will be given to you or receive thru email/text. Present the Order of Payment at the Treasurer's Office and pay the corresponding fees.
10. Present your Official Receipt at the Office of the Municipal Engineer/Building Official for recording.
11. Wait for the Text/or Email for the availability of your approved Certificate of Occupancy.