



OFFICE OF THE BUILDING OFFICIAL

THIS IS FOR DILG-DPWH-DICT-DTI JMC 2018-01

DOCUMENTARY REQUIREMENTS FOR OCCUPANCY PERMIT APPLICATION
(Single Dwelling Residential / Commercial / Industrial / Others)

- Three (3) copies of duly notarized Certificate of Completion (signed with owner/applicants, signed & sealed by the duly licensed Architect or Civil Engineer)
- One (1) copy of the issued Building Permit and the issued ancillary permits
- One (1) copy of issued locational clearance
- Owners copy of Fire Safety Correction Sheet and its corresponding FSEC
- Three (3) photocopies of Valid Licenses (PRC I.D.) and PTR of all involved professionals
- Photograph of the completed structure showing front, sides and rear areas
- Three (3) sets of As-Built Plan - in case there are changes in the approved building plans, all changes/modifications/alterations/amendments made as an additional documents.
- Others

REMARKS:

- Complete Documents
- Incomplete Documents (Please comply documents with unchecked boxes.)

Name of Receiving Officer : _____
Date & Time Returned : _____
Signature of Applicant : _____

NOTES:

- All application forms are available in the OSCP and/or on the website.
- All the fully accomplished forms and requirements must be fastened in a LONG FOLDER except for the Drawing Plans and reports. **ONLY A COMPLETE AND COMPLIANT APPLICATION WILL BE ACCEPTED.**
- **Bring this Checklist with detachable Claim Stub when submitting your application. Keep your CLAIM STUB at all times; "NO CLAIM STUB, NO RELEASE"**

CLAIM STUB

Application No. : _____
Time & Date Applied/Submitted : _____
Return Date : _____
Receiving Officer : _____
(Signature over Printed Name)
Name of Applicant/Owner : _____
Location of Project : _____
Project Title : _____



*For updates and inquiries, please call OBO/MEO at Tel. no. (049) 521-0300 within four (4) working days.

NOTE : Bring this claim stub upon claiming the Order of Payment