



Republic of the Philippines
Municipality of Alaminos
Province of Laguna

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

**OFFICE OF THE BUILDING OFFICIAL
ONE-STOP SHOP FOR CONSTRUCTION PERMIT (OSCP)**

DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY APPLICATION

- Filled-up Unified Application Form for Certificate of Occupancy
- Three (3) copies of duly Notarized Certificate of Completion using the form in Annex H, signed by the owner/appllicant, and signed and sealed by the duly liscenced Achitect or Civil Engineering in-charge of construction. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer
- As-built Plan
- Construction Logbook of Activities
- Photograph of the completed structure showing front, sides, and rear areas (2copies/sets)
- Others Yellow Card issued from Meralco Business Center San Pablo

REMARKS:

<input type="checkbox"/> COMPLETE DOCUMENTS
<input type="checkbox"/> INCOMPLETE DOCUMENTS (Please comply uncheck boxes)
Date & Time Returned: _____
Name & Signature of Applicant: _____
Contact No. of Applicant: _____

APPLICATION NO.:

NOTES:

All application forms are available in the OSCP.

All fully accomplished forms and requirements must be fastened in a

LONG FOLDER except for the Drawing Plans & reports.

ONLY A COMPLETE & 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.: _____	Return Date: _____
Time & Date Applied: _____	Receiving Officer: _____ (Signature over Printed Name)
Name of Applicant/Owner: _____	
Project Title: _____	Project Location: _____

***For updates and inquiries, please call OBO at Tel. # (049) 524-0300 or e-mail us at alaminosmunicipalengineering@gmail.com**

NOTE: Bring this CLAIM STUB upon claiming the Order of Payment

