



UNIFIED APPLICATION FORM FOR OCCUPANCY PERMIT

FULL PARTIAL

Building Permit No.: _____
Date Issued : _____
FSEC : _____
Date Issued : _____

(Date)

Name of Applicant/Owner: _____
(Last Name) (Given Name) (Middle initial)

Address of Applicant/Owner: _____
ZIP Code: _____ Contact No: _____

Requirements submitted:

- 3 copies of Certificate of Completion
- Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full – time inspection and supervision
- As – Built Plans, signed and sealed by the Owner's Architect or Civil Engineer who undertook full – time inspection and supervision
- 1 photocopy of the valid licenses of all involved Professionals
- Captioned photographs of Site and Complete Building/Structure showing front, sides and rear areas
- Yellow Card issued by the Electrical Service Provider

Name of the Project: _____
Location of the Project: _____
Use/Character of Occupancy: _____
No. of Storey/s: _____
No. of Units: _____
Total Gross Floor Area (Square Meters): _____
Date of Completion: _____

Submitted by:

APPLICANT /OWNER
(Signature over Printed Name)
Community Tax Certificate No. _____
Date Issued: _____
Place Issued: _____

Attested by:

FULL-TIME INSPECTOR OR SUPERVISOR OF CONSTRUCTION
(Signed and Sealed Over Printed Name)

PRC No.	Validity	
PTR No.	Date Issued	
Issued at	TIN	
CTC No.	Date Issued	Issued at

REPUBLIC OF THE PHILIPPINES) S.S
CITY/MUNICIPALITY OF _____)

BEFORE ME, at the City/Municipality of _____, on _____ personally appeared the following

APPLICANT C.T.C. No _____ Date Issued _____ Place Issued _____

LICENSED ARCHITECT OR CIVIL ENGINEER C.T.C. No _____ Date Issued _____ Place Issued _____
(Full Time Inspector and Supervisor of Construction Works)

whose signatures appear hereinabove, known to me to be the same persons who executed this standard prescribed form and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place above written

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC (Until December ____)