

REQUIREMENTS FOR OCCUPANCY

Applicant: _____
Location: _____

1. Pictures - 2 copy front View(Signed by owner)
2 copy Back View(Signed by owner)
2. Certificate of Completion (Civil Works)
(Signed and Sealed by Ar. / Engr.)
In-charge of Construction
3. Certificate of Completion (Electrical Works)
(Signed and Sealed by Professional Electrical Engr.)
In-charge of Construction (PEE/REE/RME)
4. Work Sheet For Electrical Testing
5. Fire Clearanc Final Inspection- Fire Dept.
6. Request Letter of inspection for Occupancy Permit
Addressed to the City Engineer/Bldg Official
7. Log Book Signed n Sealed by Supervising Engr/Ar.
8. Tax Declaratic (Building)
9. As Built pLan
10. Contractor's Tax/ Affidavit by Admin
11. All requirements should be fastened & Folder

Note:

**No Permit will be processed
if there is a defficiency in the requirements.**

Received by: _____
Date: _____ Time: _____

Conforme:
