



Republic of the Philippines
City of San Pedro, Laguna
OFFICE OF THE BUILDING OFFICIAL

REQUIREMENTS FOR SECURING OCCUPANCY PERMIT / CERTIFICATE OF COMPLETION

NOTE: PLEASE PRINT ALL FORMS IN A LEGAL/LONG SIZE PAPER. FORMS MUST BE PRINTED BACK TO BACK, EXCEPT UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

- Properly filled-up completion form, signed and sealed by licensed architect/ engineers concerned and duly notarized
 - Unified Application form for Certificate of Occupancy (3 Copies)
 - Certificate of Completion form (3 copies, back to back)
- 1 set of As-Built plan signed and sealed by licensed architect or engineers concerned
- 1 set Owner's copy of Approved Building Plan
- 1 set copy of Approved Building Permit
- 1 Colored Photocopy of PTR and PRC of all signing professionals
- Pictures showing all sides and inner view of the building
- Location Map / Vicinity Map / Sketch Location
- Fire Safety Inspection Certificate (for Occupancy Permit – From Bureau of Fire Protection)
- Yellow Card from MERALCO (MERALCO must e-mail our office an official copy; **NO E-MAIL / NO CFEI**)
- 1 Colored Photocopy of Valid ID of Applicant and/or representative with three (3) specimen signature
- Authorization Letter (for representative transacting the permit)
- GREEN** expandable long envelope

APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE RECEIVED NOR PROCESSED

For inquiries and follow-ups:

Call us at (02) 8808-2020 local 205 and 206

Text thru 0961 630 6655 or 0961 630 6685

E-mail: officeofthebuildingofficial@gmail.com

OBO-068-0



UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

FULL

PARTIAL

THIS ALSO APPLIES FOR: FIRE SAFETY INSPECTION CERTIFICATE

Building Permit No. : _____
Date Issued : _____
FSEC No. : _____
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, duly notarized
- Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection 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 PTR and PRC of all involved Professionals
- Captioned photographs of Site and Completed Building/Structure showing front, sides and rear areas
- Yellow Card issued by Meralco

Name of Project: _____

Location of Project: _____

Use/Character of Occupancy: _____

No. of Storey/s: _____

No. of Unit/s: _____

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

ARCHITECT or CIVIL ENGINEER
(Signed and Sealed Over Printed Name) Date: _____
Validity _____
PRC No. _____ Date Issued _____
PTR No.: _____ TIN _____



OFFICE OF THE BUILDING OFFICIAL

CERTIFICATE OF COMPLETION

DATE _____

This is to certify that the building/structure covered by Building Permit No. _____ issued on _____ has been constructed and completed under our supervision, conforms with the plans and specifications submitted and on file with the Office of the Building Official, and complies with the provisions of the National Building Code and Accessibility Law (BP Bldg. 344).

NAME OF OWNER _____
(Last Name) (First Name) (M.I.)

ADDRESS OF OWNER _____ ZIP CODE _____ TEL. No. _____

LOCATION OF CONSTRUCTION: LOT No. _____ BLK No. _____ STREET _____ BARANGAY _____
CITY OF SAN PEDRO, LAGUNA, 4023

USE OF CHARACTER OF OCCUPANCY _____ GROUP _____

	PLANNED	ACTUAL
DATE OF START OF CONSTRUCTION		
DATE OF COMPLETION		
TOTAL FLOOR AREA (Square Meters)		
No. OF STOREY(S)		
No. OF UNITS		

SUMMARY OF ACTUAL COSTS

1. TOTAL COST OF MATERIALS P _____

1.1 CEMENT (bags) _____

1.2 LUMBER (bd. fL) _____

1.3 REINFORCING BARS (kg.) _____

1.4 G.I. SHEETS (sheets) _____

1.5 PREFAB STRUCTURAL STEEL (kg.) _____

1.6 Other Materials _____

2. TOTAL COST OF DIRECT LABOR: P _____
This includes compensation whether by salary or contract for project architect/engineer down to laborers.

3. TOTAL COST OF EQUIPMENT UTILIZATION: P _____

4. OTHER COSTS: P _____
This includes professional services fees, permits and other fees

TOTAL COST OF BUILDING/STRUCTURE P _____

FULL-TIME SUPERVISOR OR INSPECTOR OF CONSTRUCTION		IF CONSTRUCTION WAS UNDERTAKEN BY CONTRACT			
<p style="text-align: center;">ARCHITECT OR CIVIL ENGINEER (Signed and Sealed Over Printed Name) Date _____</p>		Contractor	PCAB Lic. No.		
			Validity		
			TIN		
		Address	Tel. No.		
PRC. No.	Validity	<p>AUTHORIZED MANAGING OFFICER (Signature Over Printed Name)</p>			
PTR. No.	Date Issued				
Issued at	TIN				
C.T.C. No.	Date Issued	Issued at	C.T.C. No.	Date Issued	Place Issued

CONFORME:

_____ Date _____

OWNER / APPLICANT
(Signature Over Printed Name)

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

BEFORE ME, at the City/Municipality of _____, on _____ personally appeared the persons whose signature appear herein at the front and back of the page, known to me to e the same persons who executed this standard prescribed from 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 No. _____

NOTARY PUBLIC (Until December _____)

DESIGN PROFESSIONALS, PLANS AND SPECIFICATIONS:

ARCHITECTURAL	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
ELECTRICAL	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
SANITARY	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
ELECTRONICS	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN

CIVIL/STRUCTURAL	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
MECHANICAL	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
PLUMBING	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
INTERIOR DESIGN	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN

SUPERVISORS OF SPECIALTY WORKS:

ELECTRICAL	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
SANITARY	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
ELECTRONICS	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN

MECHANICAL	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
PLUMBING	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
PTR No.	Date Issued
PTR No.	TIN
INTERIOR DESIGN	
_____ Date _____ (Signature Over Printed Name)	
Address	
PRC No.	Validity
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PTR No.	TIN