



REQUIREMENTS FOR SECURING OCCUPANCY PERMIT / CERTIFICATE OF COMPLETION

NOTE: PEASE 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 set copy of Bill of Materials
- ☐ 1 Colored Photocopy of PTR and PRC of all signing professionals
- ☐ Construction Logbook, signed and sealed by the Owner's Architect or Civil Engineer who undertook full-time inspection supervision
- ☐ 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)
- ☐ Contractor's Tax Receipt from City Treasury Office
- ☐ 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



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Republic of the Philippines
City of San Pedro
Province of Laguna

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
- ☐ 1 copy of Bill of Materials
- ☐ 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 _____



Republic of the Philippines
City of San Pedro
Province of Laguna



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 _____ SUBD./VILLAGE _____
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					
<div>ARCHITECT OR CIVIL ENGINEER</div> <div>(Signed and Sealed Over Printed Name)</div> <div>Date _____</div>			Contractor		PCAB Lic. No.			
					Validity			
					TIN			
			Address		Tel. No.			
PRC. No.		Validity	<div>AUTHORIZED MANAGING OFFICER</div> <div>(Signature Over Printed Name)</div> <table><tr><td>C.T.C. No.</td><td>Date Issued</td><td>Place Issued</td></tr></table>			C.T.C. No.	Date Issued	Place Issued
C.T.C. No.	Date Issued	Place Issued						
PTR. No.		Date Issued						
Issued at		TIN						
C.T.C. No.	Date Issued	Issued at						

CONFORME: _____ Date _____ OWNER / APPLICANT (Signature Over Printed Name)	C.T.C. No.
	Date Issued
	Place Issued

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

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

SUPERVISORS OF SPECIALTY WORKS:

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

MECHANICAL	
<div>_____ Date _____</div> <div>(Signature Over Printed Name)</div>	
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