



Republic of the Philippines  
City of San Pedro  
Province of Laguna



**OFFICE OF THE BUILDING OFFICIAL**  
**APPLICATION FOR CHANGE OF USE OR OCCUPANCY**

Name of Owner/Applicant: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Address: \_\_\_\_\_

Location of Building: \_\_\_\_\_  
(Attach Vicinity Sketch)

Character of Occupancy:  
Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Occupant Load  
Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

No. Of Storeys:  
Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Floor Area:  
Existing \_\_\_\_\_ Additional \_\_\_\_\_ Area affected by change \_\_\_\_\_  
(Square Meters) (Square Meters) (Square Meters)

Type of Construction:  
Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Date of Completion of existing building: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Original Certificate of Occupancy No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Under Official Receipt No.: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Submitted By:

Conforme: \_\_\_\_\_ Date \_\_\_\_\_  
**OWNER/APPLICANT**  
(Signature Over Printed Name)

**OWNER OF THE BUILDING**  
(Signature Over Printed Name)

Community Tax Certificate No. \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Place Issued: \_\_\_\_\_