



CHECKLIST OF REQUIREMENTS

OCCUPANCY PERMIT APPLICATION

NEW CONSTRUCTION FIT-OUT

Stub no.: _____

Applicant: _____

Location: _____

Project Title: _____

Owner/Representative's Name: _____

Telephone/ Mobile number: _____

Basic Requirements (Architectural, Structural, Plumbing/Sanitary)

- 1 Duly accomplished Unified application forms for Certificate of Occupancy
- 3 copies of duly accomplished and notarized Certificate of Completion signed by the owner / applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction.
**If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.*
- 2 sets copy of approved plans
**For verification purpose, to be returned to owner together with the approved certificate of Occupancy*
 - Architectural Plan
 - Civil/Structural Plan
 - Plumbing/Sanitary Plan
- 1 set copy of detailed Bill of Materials (actual cost) signed and sealed by the supervising Engineer / Architect.
 - Architectural
 - Civil/Structural
 - Plumbing/Sanitary
- 3 copies of latest PTR and Valid PRC ID of respective Licensed Engineers / Architect originally signed and sealed
 - Architect with attached UAP / IAPOA certificate
 - Civil/Structural Engineer
 - Plumbing/Sanitary Engineer
- 1 Photo of structure with substantial completion showing inside, front, sides, and rear areas.
- 1 set copy of Building and Ancillary Permits (**Photocopy**)
 - Unified Building Permit
 - Building Permit
 - Civil/Structural Permit
 - Plumbing/Sanitary Permit
- 1 daily construction Logbook – duly accomplished and signed and sealed by the supervising Engineer / Architect on **every page**.
- 1 copy of Secretary's Certificate. Authority to Sign with attached photocopy of ID of Owner/applicant and representative (**if corporation**) (**original copy**)
- 1 copy of duly notarized Authorization Letter with attached photocopy of ID of Owner/applicant and representative (**original copy**) (**if applicable**)

Additional Requirement (Architectural, Structural, Plumbing/Sanitary)

- 4 sets As-Built Plans signed and sealed by respective Engineers and signed by owner / applicant **In case there are changes in the approved plans*
 - Architectural Plan (should be signed and sealed by Architect)
 - Civil/Structural Plan (should be signed and sealed by Civil/Structural Engr.)
 - Plumbing/Sanitary Plan
- 1 set Material Specification signed and sealed by respective Engineers and Architect (*if with major changes with the approved plan*)
 - Architectural
 - Civil/Structural
 - Plumbing/Sanitary
- 1 copy of duly notarized Affidavit of Change of Engineer / Architect / Sanitary (**if applicable**)
- Others that maybe required as provided under the 2015 National Structural Code of the Philippines (NSCP)

Date and time Received: _____

RECEIVED BY: _____



CHECKLIST OF REQUIREMENTS OCCUPANCY PERMIT APPLICATION

NEW CONSTRUCTION FIT-OUT

Stub no.: _____

Applicant: _____

Location: _____

Project Title: _____

Owner/Representative's Name: _____

Telephone/ Mobile number: _____

Basic Requirements (Electrical, Mechanical, Electronics)

- 2 sets duly accomplished Electrical Completion Forms, originally signed and sealed by a Professional Electrical Engineer (PEE) and Electrical Engineer In-charge.

**If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.*

- 2 sets duly accomplished Mechanical Completion Forms, originally signed and sealed by a Professional Mechanical Engineer (PME) and Mechanical Engineer In-charge.

**If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.*

- 2 sets duly accomplished Electronics Completion Forms, originally signed and sealed by a Professional Electronics Engineer (PECE) and Electronics Engineer In-charge.

**If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer.*

- 1 Duly accomplished CFEI application form originally signed and sealed by PEE (**if with Application for Meralco meter**)

- 2 sets copy of approved plans

**For verification purpose, to be returned to owner together with the approved certificate of Occupancy*

- Electrical Plan
 Mechanical Plan (per equipment) _____
 Electronics Plan

- 1 copy of Detailed Bill of materials (actual cost) signed and sealed by respective Professional Engineers

- Mechanical (per equipment) _____
 Electronics

- 1 set copy of Building and Ancillary Permits (**Photocopy**)

- Electrical
 Mechanical (per equipment) _____
 Electronics

- 3 copies of latest PTR and Valid PRC ID of respective Licensed Professional Engineers originally signed and sealed

- Professional Electrical Engineer / Registered Electrical Engineer / Registered Master Electrician
 Professional Mechanical Engineer / Registered Mechanical Engineer (per equipment)
 Professional Electronics Engineer / Registered Electronics Engineer with IECEP ID

Additional Requirement (Electrical, Mechanical, Electronics)

- 4 sets As-Built Plans signed and sealed by respective Engineers and signed by owner / applicant **In case there are changes in the approved plans*

- Electrical Plan
 Mechanical Plan (per equipment) _____
 Electronics Plan

- 1 copy of Yellow Card from **Meralco (Photocopy, Front and back)** **if with CFEI application*

- 1 copy of Insulation Test/Megger Test with Certificate of Calibration of the Equipment used, originally signed and sealed by Professional Electrical Engineer (**if applicable**) (**original**)

- 1 copy of PCAB license of Electrical Contractor (**for bldg./structure with 200 AT and above Main breaker**) (**photocopy**)

- 1 copy of duly notarized Affidavit of Change of Engineer (**if applicable**)

- 1 copy of Detailed Bill of materials for electrical works (actual cost) signed and sealed by Professional Electrical Engineer (**original**)

- 1 set Material Specification signed and sealed by respective Professional Engineers (**if with changes on approved plan**) (**original**)

- Electrical
 Mechanical (per equipment) _____
 Electronics

Date and time Received: _____

RECEIVED BY: _____