



# CHECKLIST OF REQUIREMENTS

## OCCUPANCY PERMIT APPLICATION

- NEW CONSTRUCTION       FIT-OUT       LEGALIZATION

*(For buildings / structures constructed before the implementation of PD 1096, 1977)*

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.
- 2 sets copy of Building and Ancillary Permits (**Photocopy**)
- Unified Application for 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 Fire Safety Evaluation Clearance and Checklist (FSEC) (**photocopy**)
- 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**)
- 1 copy of structural assessment (non-destructive test) originally signed and sealed by Structural Engineer (**for legalization**)
- 1 copy of structural design and analysis that conforms with NSCP 2015 originally signed and sealed by Structural Engineer (**for legalization**)
- 1 copy of duly accomplished and notarized Joint Certification for Structural stability originally signed and sealed by Structural Engineer (**for legalization**)
- 4 sets As-Built Plans signed and sealed by respective Engineers and signed by owner / applicant (**for legalization**)
- 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 copy of Fire Safety Inspection Certificate (**original**) (**for legalization**)

### **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: \_\_\_\_\_



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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

- 2 sets 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

- 1 copy of latest Certificate of Safe Electrical Installations with date of issuance and validity, signed and sealed by PEE with latest test results, e.g. Thermal Scanning, insulation/megger test, etc. (**original copy**) (**for legalization**)

- 1 copy of latest Certificate of Safe Operating Condition / Good Running Condition of machinery / equipment (per equipment), issued by your respective equipment Maintenance Service Provider and signed and sealed by PME and Updated List of equipment with specs and quantity, with date of issuance and validity originally signed and sealed by PME (**original copy**) (**for legalization**)

- 4 sets As-Built Plans signed and sealed by respective Engineers and signed by owner / applicant (**for legalization**)

- Electrical Plan  
 Mechanical Plan (per equipment) \_\_\_\_\_  
 Electronics Plan

### 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: \_\_\_\_\_