



ONE-STOP SHOP FOR CONSTRUCTION PERMIT
DOCUMENTARY REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY
(SIMPLE, COMPLEX & HIGHLY TECHNICAL APPLICATIONS)

A. UNIFIED APPLICATION FORM FOR CERTIFICATE OF OCCUPANCY

- Owner's Copy
- Certificate of Occupancy - Building Permit Division (CEO)
- Locational Clearance - Zoning Division (CPDO)
- Fire Safety Inspection Certificate (FSIC) - Bureau of Fire Protection (BFP)

**Note to the owner: 2 copies shall be required by Notary Public & 1 copy IF required for Mortgage / Home / Pag-ibig loan application*

B. CERTIFICATE OF COMPLETION & OTHER RELATED DOCUMENTS

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 contract, through the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer)*

- B.1 Owner's Copy**
- B.2 Building Permit Division (CEO)**
 - a. Copy of Issued Building & Ancillary Permits with a copy of approved Plan.
 - b. As Built Plan - (in cases when there are changes in the building plans covered by the issued Building Permit, subject to the compliance to the NBCP and its Referral Codes, Zoning Regulations and the Fire Code of the Philippines.)
 - c. Construction Logbook
 - d. Photograph of the structure with substantial completion showing front, sides and rear areas; and service entrance installed.
 - e. Photocopy of the valid licenses of ALL involved professionals. (e.g. PTR and PRC identification card); IF Applicable
- B.3 Locational Clearance - Zoning Division (CPDO)**
 - a. Copy of Issued Certificate of Zoning Compliance or Locational Clearance
 - b. As Built Plan - (in cases when there are changes in the building plans covered by the issued Building Permit, subject to the compliance to the NBCP and its Referral Codes, Zoning Regulations and the Fire Code of the Philippines.)
 - c. Photograph of the structure with substantial completion showing front, sides and rear areas.
- B.4 Bureau of Fire Protection (BFP)**
 - a. Copy of Fire Safety Evaluation Certificate (FSEC) with Original copy of approved Plan.
 - b. Fire Safety Compliance and Commissioning Report (FSCCR)
 - c. Secure Installation Clearance "IF" buildings, facilities and structures are required to install any or combination of the following:
 - c.1 Wet stand pipe
 - c.2 Automatic fire suppression system
 - c.3 Automatic fire detection and alarm system
- B.5 Filled - up Application Form for Tax Declaration**

Remarks:

- Complete Documents
- Incomplete Documents (Please submit documents with unchecked boxes.)

Receiving Officer (Name): _____ **Date/Time:** _____
Signature of Applicant: _____

Notes:

- All application forms are available in the OSCP.
- All the fully accomplished forms and requirements must be fastened in a **LONG FOLDER** except for the Drawing Plans and reports.
- Bring this Checklist when submitting your application.
- **Keep your Acknowledgement Follow up Slip at all times; "NO AFS, NO RELEASE"**